



**DISASTER**  
MANAGEMENT



# LOCAL DISASTER MANAGEMENT PLAN

**Activation Sub Plan**

## Document control

This Sub Plan will be reviewed regularly and updated as necessary. The Local Disaster Coordinator (LDC) will ensure contact details are kept and up to date.

Minor amendments to this plan can be made by the LDC. Amendments which affect the intent of the plan must be endorsed by the Local Disaster Management Group.

All approved amendments are to be listed below.

Version	Date	Comments	Approved by
1.1	June 2021	Supersedes Activation Sub Plan 2016 (Version 1); Sub plan reviewed.	LDC

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## Abbreviations

Abbreviation	Full title
DDC	District Disaster Coordinator
DDMG	District Disaster Management Group
DMA	Disaster Management Act (2003)
IMS	Guardian IMS (Disaster Management System)
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
QFES	Queensland Fire and Emergency Services
RRC	Rockhampton Regional Council
SES	State Emergency Service
SitRep	Situation Report

## Introduction

### Purpose

The purpose of this Sub Plan is to detail the agreed arrangements, at the local level, for the activation of the Rockhampton Region Local Disaster Management Group (LDMG) in response to an emergency or disaster event threatening or impacting the community.

This Sub Plan is to be used in conjunction with the Local Disaster Management Plan and its Sub Plans. It sets out the agreed responsibilities and actions for the LDMG and applies to emergency/disaster events and associated hazards within the Rockhampton Regional Council (RRC) Local Government Area.

### Objectives

The objectives are to:

- Support the Chair and the LDC to activate the LDMG and Local Disaster Coordination Centre (LDCC) to the level that is appropriate to the risk or potential risk to the community.
- Enable members of the LDMG and the LDCC to respond appropriately to the level of activation, to support multiagency coordination.

## Key contacts

- Chair Local Disaster Management Group
- Local Disaster Coordinator
- District Disaster Coordinator
- District Disaster Executive Officer
- Coordinator Disaster Management
- Core Members Local Disaster Management Group

## Responsibilities

The activation of the LDMG is the functional responsibility of the Chair of the Local Disaster Management Group. The Chair, in consultation with the LDC will activate the LDMG.

## Timely activation

Activation will occur at the discretion of the LDMG Chairperson upon becoming aware of a threat or potential threat to the communities of the Rockhampton Region:

- as a response to a worsening situation, to an alert warning system;
- because of circumstances, where no warning is possible;
- at the request of the responsible lead agency/control authority for the provision of resource support and coordination in support of operations; or
- at the direction or request of the District Disaster Coordinator.

Meetings should be held with representatives of the relevant key agencies of the LDMG as soon as possible to:

- ensure that the disaster event is being co-ordinated and monitored;
- determine whether the emerging event warrants the activation of the LDMG;
- ensure the lead agency implements appropriate communication strategies to regularly update and inform the LDMG in relation to the event.

### Stages of activation

The following activation stages apply to the activation of the LDMG:

1. Alert
2. Lean Forward
3. Stand Up
4. Stand Down

Chairpersons of Sub Committees also have the discretion to activate Sub Committees as deemed necessary. However, the decision to activate a Sub Committee should be done, after consultation with the LDC and/or Chairperson of the LDMG.

## Triggers for activation

Activation Level / Definition	Threat/Trigger	Actions	Communication Method
<p><b>1. Alert Stage</b></p> <p>A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility.</p> <p>Some action may be required and the situation should be mentioned by staff capable of assessing and preparing for the potential threat.</p>	<p>Immediately upon becoming aware of a potential threat, the LDMG should be activated to the "Alert Stage" regardless of the event or the identification of a lead agency.</p> <p>That period when it is believed that resources may be required which enables an increased level of preparedness. Upon receipt of a warning or information that an emergency/disaster event may occur or affect the relevant area of responsibility, organisations must be alerted to ensure readiness to act if called upon.</p>	<p>During the "Alert Stage" the LDC shall:</p> <ul style="list-style-type: none"> <li>a) maintain a watching brief and monitor situation for all events;</li> <li>b) ensure the LDCC is in a basic state of readiness by ensuring all basic LDCC equipment is relocated to the LDCC;</li> <li>c) establish contact with the DDC;</li> <li>d) inform nominated LDCC staff, LDMG members and Chairpersons of Sub Committees of the implementation of the "Alert Stage".</li> </ul>	<p>Contact with the DDC, will be by telephone or otherwise as determined by the LDC.</p> <p>LDCC staff, LDMG members and Chairpersons of Sub Committees will receive emails stating "LDMG/LDCC @ Alert Stage". The email will contain non sensitive information about the event.</p> <p>Chairpersons of the Sub Committees are responsible for advising members of their committees of activation to the "Alert Stage."</p>

Activation Level / Definition	Threat/Trigger	Actions	Communication Method
<p><b>2. Lean Forward Stage</b></p> <p>An operational state prior to 'stand up' characterised by a heightened level of situation awareness of a disaster event (either current or impending) and a state of operational readiness.</p> <p>Centres are on stand-by, prepared but not activated.</p>	<p>The period normally following an alert when deployment of resources is imminent.</p> <p>As the threat or the effects of an emergency/ disaster becomes imminent, members of the relevant organisations or sections are placed on "Lean Forward" being ready to respond immediately.</p> <p>The Chairperson LDMG will, in consultation with the LDC, make the decision to activate to the "Lean Forward Stage."</p>	<p>The LDC will then:</p> <ol style="list-style-type: none"> <li>a) notify the DDC ;</li> <li>b) inform LDMG members of "Lean Forward stage";</li> <li>c) ensure the LDCC is fully established &amp; set up ready for operation. Some staff may carry out business as usual tasks from this centre. An operation within Guardian IMS will be created;</li> <li>d) maintain minimum staffing level within the LDCC (i.e. LDC or nominated person and Operations Team Leader), to monitor, record, and if necessary establish communications with lead agency to ensure appropriate information flow;</li> <li>e) establish contact with the Sub Committee Chairpersons;</li> <li>f) consider release of public advice (via media officer) of activation of LDCC public telephone number (1300 652 659); for the purpose of information provision only in relation to event (this will ensure enquiries are directed to one location);</li> </ol>	<p>Contact with the DDC, , nominated agency liaison officers and Sub Committee Chairpersons will be by telephone or otherwise as determined by the LDC.</p> <p>LDCC staff and LDMG members will be sent an email stating "LDMG/LDCC – Lean Forward Stage – please acknowledge". All members must reply to the email to confirm receipt.</p> <p>Those that are unable to reply to the email will be contacted per listed telephone numbers.</p> <p>Chairpersons of the Sub Committees are responsible for advising members of their committees of activation to the "Lean Forward Stage."</p>

Activation Level	Threat/Trigger	Actions	Communication Method
		<ul style="list-style-type: none"> <li>g) advise all relevant agencies of activation of LDCC and that all enquiries are to be directed to same;</li> <li>h) notify nominated liaison officers of “Lean Forward stage”;</li> <li>i) continue to monitor the situation;</li> <li>j) consult with the Chairperson LDMG, lead agency, and key stakeholders regarding future action and implementation of the LDMP;</li> <li>k) call a meeting of the LDMG to brief members.</li> </ul>	
<p><b>3. Stand Up Stage</b></p> <p>The operational state following ‘lean forward’ whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.</p>	<p>Upon the decision of the Chairperson of the LDMG to mount an operation; all required members are called to their posts. Such posts may be pre-planned or as dictated by the emergency situation.</p> <p>The Alert and Lean Forward stages may not be possible if the disaster strikes without warning. In addition, the situation may dictate that while some members are called out, others will remain on stand-by. This will ensure back up and continuity of staffing if the operations are prolonged.</p> <p>The Chairperson LDMG will notify the LDC of the decision to activate to the</p>	<p>The LDC will then:</p> <ul style="list-style-type: none"> <li>a) notify the DDC and submit a sitrep;</li> <li>b) escalate staffing levels as required;</li> <li>c) contact necessary staff to install required equipment for the LDCC;</li> <li>d) call a meeting of required representatives of the lead agency and LDMG;</li> <li>e) request the Sub Committees to meet, if required;</li> <li>f) notify the media (via the Media Liaison Officer) of the public telephone number for assistance (1300 652 659).</li> </ul>	<p>Contact with the DDC, will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email commencing “LDMG – Stand Up – please acknowledge”. All members must reply to the email to confirm receipt.</p> <p>Those that are unable to reply to the email will be contacted per listed telephone numbers.</p> <p>Chairpersons of the Sub Committees are responsible for advising members of their committees of activation to the “Stand Up” Stage.</p>

Activation Level	Threat/Trigger	Actions	Communication Method
	"Stand Up" Stage.		
<p><b>4. Stand Down Stage</b></p> <p>Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and threat is no longer present.</p>	<p>The stage where an agency's response is no longer required and services are wound back.</p> <p>The Chairperson of the LDMG in consultation with the relevant Control Authority will determine at what time the "Stand Down Stage" will be initiated to conclude an operation.</p>	<p>Upon being advised of the conclusion of an operation the LDC will:</p> <ul style="list-style-type: none"> <li>a) coordinate recall of participating organisations;</li> <li>b) notify DDC – submit sitrep;</li> <li>c) ensure completion and collation of all paperwork within LDCC;</li> <li>d) prepare post operational activities (i.e. debrief and reviews);</li> <li>e) Close LDCC – transition to Recovery.</li> </ul>	<p>Contact with the DDC will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email stating "LDMG – Stand Down" and provide details of final meeting times and LDCC closure process.</p>