Adventist Retirement Plus

a new beginning

(Copy To Remain in the Community Centre)

Independent Living Units

Disaster Management Plan

CAPRICORN

January 2024

Version Number: 1.00

150-170 Rockhampton Road, Yeppoon Qld 4703

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GOVERNANCE

Endorsement

The following Plan has been endorsed by the following:

Recommended by
Debra Ware.
VILLAGE & PROJECT MANAGER

Signature: DWare

Date: 05 FEB 2024

Approved by
Ashley Bakay
COMPLIANCE MANAGER

Signature: Ashley Bakay

Date: 05/02/2024

Notification List

The Positions listed in the table below should be forwarded a digital copy of this Plan and any subsequent revisions of this plan upon release.

Position	Copy Number
Chief Executive Officer (ARP)	2024.1
Chief Finance Officer (ARP)	2024.1
Chief Operations Officer (ARP)	2024.1
Compliance Manager	2024.1
Local Disaster Management Group (Livingstone Shire Council – The HUB)	2024.1
Maintenance Supervisor	2024.1
Supported Living Coordinator	2024.1

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Disaster Management Plan Locations

Any amendments/updates to the plan will require new copies to be issued in the following locations:

LOCATION	Copy Number
Master Copy on TEAMS under CAP - WHS	2024.1
Village & Project Managers Office	2024.1

Amendments

Suggested amendments or additions to the contents of these procedures are to be forwarded in writing to: **The Village & Project Manager CARV**

An amendment or addition will not be adopted and accepted until it has been endorsed.

Definitions

The definitions used in this plan are sourced primarily from the Livingstone Shire Council Disaster Management Plan (22/11/2023).

- ✓ **Business Continuity Plan (BCP)**
  A Business Continuity Plan, or BCP details the critical infrastructure and functions that need to be maintained in times of resource malfunction or system failure, eg: power or water.

- ✓ **Disaster Management Team (ILU-CARV)**
  Membership of the Disaster Management Team shall mean and include any person acting in the capacity of an appointed member. The members of the DMT will comprise of, Disaster Management Coordinator, Supported Living Coordinator and Maintenance Supervisor

- ✓ **Disaster Management Co-ordinator (ILU-CARV)**
  The chairperson of the Disaster Management Team is also the disaster management Coordinator. The function of the disaster management coordinator is to coordinate disaster operations. The disaster management coordinator is the Village & Projects Manager and includes any person acting in the capacity of Village & Projects Manager.

- ✓ **Disaster**
  A serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.
  (s13(1) Disaster Management Act 2003).

- ✓ **Disaster Management**
  Arrangements to manage the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
  (s14 Disaster Management Act 2003).

- ✓ **Evacuation**
  The voluntary or involuntary removal of persons or things from a disaster area.

- ✓ **Event**
  An event means any of the following:
  a) A cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening;
  b) Bushfire, an explosion or fire, a chemical, fuel or oil spill, or a gas leak;
  c) An infestation, plague, or epidemic;
  d) An attack against the State; or
  e) Another event similar to the above events.

  An event may be natural or caused by human acts or omissions (s16 (1)

and (2) Disaster Management Act 2003)

- ✓ **Fire and Emergency Service**
  Means the Fire and Emergency Service established under division 3, section 8 of the Disaster Management Act 2003.
  https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2003-091 Current as at July 1, 2023
  Powers under this Act and other Acts
  This section applies to a person exercising declared disaster powers or rescue powers under this Act. Examples of persons who may be exercising the powers—
  (1) an ambulance officer under the Ambulance Service Act 1991
  (2) a fire officer under the Fire and Emergency Services Act 1990
  (3) a police officer under the Police Service Administration Act 1990

- ✓ **Local Disaster Coordinator (LDC)**
  Section 36 of the Act states that the LDC has the following functions:
  (1) To co-ordinate disaster operations for the local group;
  (2) To report regularly to the local group about disaster operations;
  (3) To ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implemented.

- ✓ **Public Cyclone Shelter**
  A building designed, constructed and maintained in accordance with government requirements and provides protection to evacuees during a cyclone.
  (Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018).

Acronyms

ARP	Adventist Retirement Plus
CARV	Capricorn Adventist Retirement Village
DMC	Disaster Management Co-ordinator (ILU)
DMT	Disaster Management Team (ILU)
ILU	Independent Living Units
ILU-CARV	Independent Living Units section of the Capricorn Adventist Retirement Village
LDC	Local Disaster Coordinator, Livingstone Shire Council

Education and Training

All staff and volunteers with roles and responsibilities as part of this Disaster Management Plan are required to attend information sessions and undertake planned rehearsals. These session and rehearsals will take place in November and will provide all involved details of their roles and responsibilities and procedures including the use of specific equipment.

Review Date

The Disaster Management Plan is to be reviewed annually and after any moderate or major event.

PART 1
DISASTER MANAGEMENT PLAN OVERVIEW

1.1 Introduction

The primary focus of the Independent Living Units Disaster Management Plan Capricorn is to effectively manage the effects of emergency events, such as bushfires, cyclones, floods or storm damage on the village wherever possible or practical. In addition to preparing for and responding when emergency events do occur.

The aim of this Plan is to coordinate the response to, and manage the recovery from a disaster or emergency event in the ILU-CARV.

1.2 Background

The Disaster Management Plan has been developed in consultation with the Senior Management Team, and residents.
The ILU-CARV has a substantial number of buildings and infrastructure. These buildings comprise 210 residential units, a community hall, maintenance sheds, sparse bushland, grassed areas and residential road network.
Power is supplied by Ergon using underground transmission lines. Telecommunication network also utilises underground cables.
The total population of the ILU-CARV includes approximately 250 residents and a staff of 7.

1.3 Scope

This Disaster Management Plan will be activated and implemented immediately when an official notification is received or made.
In an emergency event, this Disaster Management Plan will cover:

- All operational roles and responsibilities of staff;
- Buildings and infrastructure within the ILU-CARV;
- Mitigating any potential dangers/hazards;
- Caring for the welfare and wellbeing of residents.

1.4 Decision to Evacuate

For the purpose of this plan, the decision to evacuate offsite for any local emergency will be made by the Disaster Management Coordinator in conjunction with the Local Disaster Management Group and the local Police, dependant on the type of disaster / major incident.

The evacuation will be coordinated by the DMC and include the assistance of District Services, Supported Living, Maintenance staff, and resident family for those residents requiring assistance and who cannot self-evacuate.

Residents could be evacuated to the Yeppoon Cyclone Shelter, Community Centre (CARV), vacant suitable units in the CARV or with family and friends.

1.5 Organisations and Contact Details

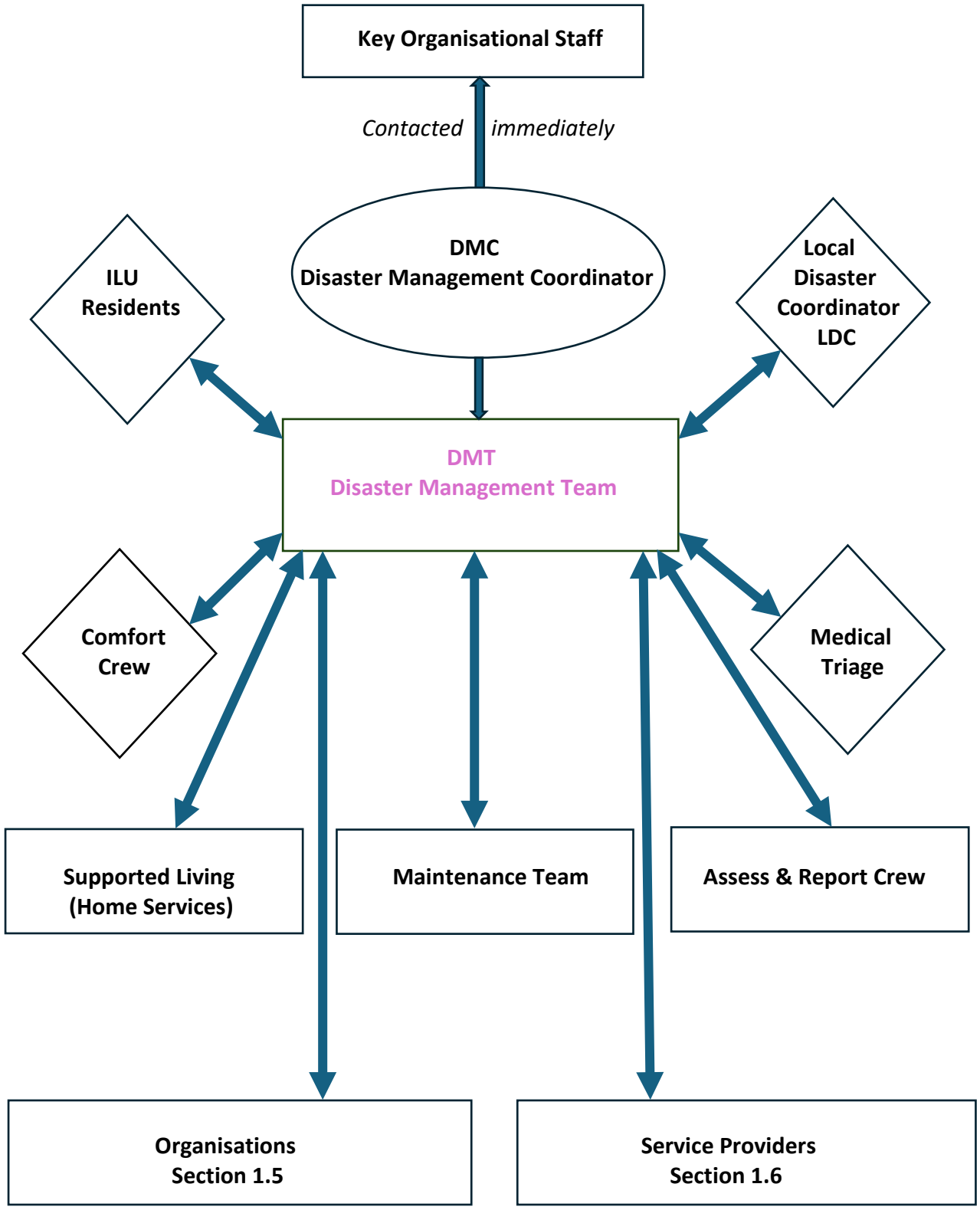
Ambulance	Emergency call **000** Yeppoon [redacted] OIC [redacted]
Bureau of Meteorology	http://www.bom.gov.au/qld/
Fire, Emergency or Rescue	www.qfes.qld.gov.au : [redacted] www.ruralfire.qld.gov.au : [redacted] Rural Fire Brigade Area Director – Matt Ackhart Phone: [redacted] Area Commander John Platt Rockhampton [redacted] Yeppoon: [redacted]
Health	13 HEALTH (13 432584)
Livingstone Shire Council	General enquiries [redacted] (including emergencies – all hours)
Livingstone Shire Disaster Dashboard	https://disaster.livingstone.qld.gov.au/
Local Disaster Coordinator	Greg Abbotts (Phone numbers activated during a disaster) [redacted]
Local Disaster Management Group	[redacted]
Police	Crime Stoppers 1800 333 000 Police Link 131 444 Yeppoon Police Station [redacted]
Public Cyclone Shelter	Yeppoon State High School [redacted]
Qld Government Community Recovery	Phone: [redacted]
Radio	ABC 837 AM http://www.abc.net.au/local/ Keppel FM http://keppelfm.org.au/ Triple M 101.5 https://www.triplem.com.au/centralqld HOT FM 107.9 https://www.hit.com.au/centralqld/
SES - State Emergency Service	Flood, Storm or Rescue Information Phone: [redacted] www.ses.qld.gov.au

Storm and Flood Requests	http://www. qld.gov.au/emergency/emergencies-services/resonse/ses Phone: [redacted]
Traffic and Transport	https://qldtraffic.qld.gov.au/:[redacted]

1.6 Service Providers Contact Information

Service	Name	Number
Builder	Wanchap Constructions	[redacted]
Electricians	Jason Murphy – Murphelec Luke Slade	[redacted]
Ergon	Electricity Emergency Electricity Faults CARV is registered as a life support facility (NMI) QAAA7001420 (you will be asked to quote this number)	[redacted]
Fuel	Jeff Dean (Emerald) (Fuel and Generators)	[redacted]
	BULK FUEL – ROCKY	[redacted]
Generator **- Need 200 KVA to run RAC and Community Centre**	Flexihire Yeppoon	[redacted]
	Stanke Electrical – Connect generator	[redacted]
	Coates Hire Rockhampton	[redacted]
	Larsen's Hire	[redacted]
Glass & Windows	Capricorn Coast Glass	[redacted]
Plumber	Prestige Plumbing Nick Manion	[redacted]
Radio Amateur Club Yeppoon/Rocky	Clive Sait	[redacted]
Seventh-day Adventist Church	Pastor Peter Rollo	[redacted]
Telecommunications	**Telstra** Outages:https://outages.telstra.com/ **Optus** Personal Phone Small and medium business Phone Outages: https://www.optus.com.au/about/network/service-status **Macquarie Telecom**	13 22 03 133937 [redacted]
Water & Sewerage	Livingstone Shire Council (including emergencies – all hours)	[redacted]

1.7 Communications Pathway for the Management of a Disaster



1.8 Key Organisational Staff

These staff are to be contacted immediately prior to or after an event:

Position	Name	Contact Number
Chief Executive Officer	Eric Anderson	[redacted]
Chief Finance Officer	Scott Hopkins	[redacted]
Chief Operations Officer	Daniel van der Merwe	[redacted]
Maintenance Supervisor	David Whyte	[redacted]
Compliance Manager	Ashley Bakay	[redacted]

1.9 Disaster Management Process

Prevention

Preventative measures reduce the likelihood of a disaster event occurring or the severity of an event should it eventuate.

- Raise awareness with residents and staff of potential hazards.
- Risk or hazard identification.
- Reduce the potential hazard/risk.
- Community awareness and education on how to prepare for different events.

Preparedness

Effective disaster management planning for all hazards is a key element of being prepared. Disaster management planning establishes community networks and arrangements to reduce risks related to disaster preparation, response and recovery. Disaster management plans allow all disaster management stakeholders to understand their roles, responsibilities, capability and capacity when responding to an event.

- Plan for the possibility of an event (Disaster Management Plan).
- Business Continuity Plan
- Develop communication networks with community organisations.
- Identify and set up agreements with service providers.
- Residents and staff engagement to prepare for events.
- Residents receive a letter from the Village & Projects Manager in the first week of November (Appendix 1).
- Residents advised to inform ILU administration of any absences throughout the year (Appendix 1).
- Maintenance and preparedness of equipment, resources and environment.
    - Generator Specific 200KVA - once wired up by the electrician to the “Change Over Switch” near the RAC carpark, this generator will provide power to the RAC and community centre and consumes 500lts of fuel each 24hrs.
- Maintain current database and location of plant and equipment.
- Identification and training of staff, residents and volunteers to be activated in the response phase.

Response

Disaster response is the taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an

event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support. Accordingly, response is the operationalisation and implementation of plans and processes, and the organisation of activities to respond to an event and its aftermath.

- Implement the Disaster Management Plan.
- Assess the consequence of the event and its impact on residents, buildings and infrastructure.
- Respond to emergent needs or hazards to mitigate risk to residents and staff.
- Coordinate with the LDC for support.
- Coordinate and distribute resources to areas of prioritised need.
- Residents should remain in their homes during an event except for an event that will or has compromised the homes' structure and/or safety of residents such as (house fire (own or next door), bush fire, fallen tree, earthquake etc).
- Evacuations if deemed necessary.

Recovery

Disaster recovery involves the measures taken to respond to an event and return to safe, normal operation as quickly as possible for residents and staff. This includes identification and remediation of issues such as:

- Building damage;
- Accessibility to building due to debris;
- Accessibility of support services;
- Power, water & communication.

1.10 Roles and Responsibilities

Disaster Management Coordinator

The Disaster Management Coordinator is the Village & Projects Manager, Debra Ware or any person acting in the capacity of Village & Projects Manager.

- To coordinate disaster operations for the DMT.
- Report regularly to key organisational staff about disaster operations.
- To ensure, as far as practicable, that any strategic decisions of the DMT about disaster operations are implemented.

Disaster Management Team

- Ensure the ILU-CARV residents are aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster.
- Identify and coordinate the use of resources that may be used for disaster operations in the ILU-CARV.

Maintenance Staff

- Provide on the ground support throughout the CARV in preparation for an event.
- Maintain all equipment and machinery in a state of preparedness for events.
- Provide on the ground support during the response phase and recovery phase of an event.

Assessment & Report Crews

- When instructed, complete assessment of buildings and environment as well as the welfare status of residents in their designated zones (Appendix 3 & 4).
- Report their findings on the supplied report proforma and present to the DMT.

Medical Triage

- Be prepared in the community centre to respond and assess any medical issues or injuries to staff and residents.

Comfort Crew

The comfort crew comprise of volunteers who are predominantly village residents. At least one member of the crew in attendance will have a current Food Safety Handling Certificate.

- Set up in the Community Centre to serve refreshments etc to staff and residents in attendance in the community centre.
- Ensure a sufficient supply of food and drinks in addition to plates and cups.
- Conduct an audit of foods, drinks and crockery prior to the event.

1.11 Resident Evacuation Checklist – If required to move out of their unit

Residents should have an emergency pack containing:

- Clothing, toothbrush and toiletries that they may need at the evacuation centre;
- Medication/Medical Aids;
- Mobile Phone & Charger;
- Doctor details and contact;
- Pharmacy details and contact.

PART 2
CYCLONE MANAGEMENT PLAN

2.1 Overview

Yeppoon lies within the latitude where a cyclone may occur. The cyclone season is normally between November to April. Cyclones are categorised in severity from 1 to 5.

- Category 1 is the least severe, to Category 5 being the most destructive.

If a tropical cyclone advice containing a **'cyclone watch'** is issued advising that a low-pressure system has developed in the Coral Sea or adjacent waters which could culminate in a cyclone likely to affect Yeppoon.

- ILU-CARV will enter a **Watch Phase** (48 hours before).

When the Bureau of Meteorology advises that a cyclone could affect Yeppoon within 24 hours if it continues on its predicted path.

- ILU-CARV will enter the **Alert Phase** (24 hours before).

Capricorn Adventist Retirement Village lies approximately two (2) km from the coast 60 meters above sea level in a reasonably sheltered area of Yeppoon.

- Roads exiting the Village are generally free of normal flood water.
- All buildings are built to the standard required by the Livingstone Shire Council building code.

Most deaths during a cyclone occur from drowning, collapsed buildings or debris which becomes lethal projectiles carried along by the wind – Stay indoors.

2.2 General Information

Cyclones are categorised for severity - Category 1 being the least severe to Category 5 having destructive. Tropical cyclones affecting Livingstone Shire come predominantly from the northeastern quadrant. Over the last 50 years there have been many cyclones that have either crossed the coast of the shire or their path has crossed very close to the coast, others have come close enough to influence the weather in the local area.
The following table shows the category and typical effect:

Category	Average Wind	Strongest Gusts	Central Pressure	Typical Effect
1`	60-90km/h	Up to 125km/h	985+	Damage to crops, caravans, trees, negligible house damage, damage to small craft
2	90-120km/h	125-169km/h	985-970	Minor house damage, significant damage to trees, signs and caravans,

				risk of power failure.
3	120-160km/h	170-220km/h	970-945	Some roof and structural damage, caravans destroyed, power failures.
4	160-200km/h	225-279km/h	945-920	Significant roof loss and structural damages,
5	200+km/h	280+km/h	920+	Extremely dangerous with widespread destruction.

2.3 Cyclone Prevention

Pre – Cyclone Season (October) the following checks will be completed:

- All roofs and gutters are to be checked and gutters cleared.
  Any loose area of Gutter-Vac should be repaired so the wind cannot get underneath;
- Trees will be inspected and trimmed where necessary to keep well clear of buildings;
- The generators should be checked and made ready for operation (Checked monthly – Preventative Maintenance);
- Emergency lighting in the Community Centre shall have a pre-cyclone check as per the preventative maintenance schedule;
- Rope supplies checked;
- Disaster Management Team meeting first week of November;
- Disaster Management Resources Box (Appendix 1) and First Aid Kit (Appendix 2) are checked and equipment fully charged;
- Letter issued to ILU Residents.

2.4 Cyclone Preparedness - Watch Phase (48 Hours Before)

The Disaster Management Coordinator is to monitor cyclone tracking (www.bom.gov.au) and any relevant **ALERTS** and hold a briefing with the Disaster Management Team.
This briefing will include coordinating the staff to perform the following:

Maintenance/Grounds Staff

- All site vehicles are to have full tanks of petrol/diesel;
- Liaise with DMC in checking generator hire companies for 200KVA availability;
- Check that adequate fuel (petrol) is available to run the generators for at least five days;
- Emergency water supplies ordered in – Aussie Gold;
- Gas bottle at the Community Centre checked for adequate gas storage;
- Ensure the eleven walkie-talkies are fully charged;
- Make contact with Flexihire to have on hold a fuel tanker (1000ltrs);
- Make contact with bulk fuel supply and ensure access to fuel if required.

Comfort Crew

- Ensure an adequate supply of basic food in stock including canned food, bread and long-life milk;
- Check supply of plastic plates etc.

Supported Living Coordinator – Independent Living / Home Care

- Ensure all residents have an adequate supply of medications to last in case the roads to town are impassible or rain is torrential;
- Ensure adequate staff are available to work in case some staff are flood- bound;
- Remind staff to reassure residents.

During this watch phase there would be a short meeting and will have in attendance:

- Disaster Management Team;
- Supported Living (Home Services) Staff;
- Maintenance & Grounds Staff;
- ILU Administration;
- And, also, Resident Committee Chair & Secretary.

Disaster Management Coordinator - issue letter

A letter in the watch phase should also be issued to remind residents with caravans, trailers and boats to ensure that they are removed and stored or secured and tied down.

- Encourage residents of the village to leave to stay with family away from the coast or if they are alone to stay with neighbours or friends – remind them to let the ILU administration know of their plans so that we can have an up-to-date list.
- Remind the village residents to also have a supply of medications, food, storing important documents and batteries and that outside furniture and pot plants have been moved indoors.
- Remind the residents that the village staff may not be able to check on every resident immediately after the event. Be aware of the calm “eye of the storm”. Do not assume the cyclone is over - if a calm period happens it could be due to the eye passing over and violent winds could soon resume from the opposite direction.

2.5 Cyclone Response - Warning/ Alert Phase (24 Hours Before)

The Disaster Management Team will have accurate information from the Local Disaster Management Group – [redacted] regarding the vicinity of the cyclone and likelihood of it tracking towards Yeppoon.

- Disaster Management Coordinator should monitor the Bureau of Meteorology website – cyclone tracking.
- Staff and residents should be updated if possible, regarding the position of the cyclone.
- During the **Alert phase,** all senior staff will be on duty and prepared to stay on site until the emergency is over.
- Central Control will be set up in the Community Centre.

Final Briefing

A final briefing will be organised in Central Control to outline expectations, procedures and the status of final preparations.

This briefing will have in attendance:

- Disaster Management Team;
- Maintenance & Grounds Staff;
- Supported Living (Home Services);
- Medical Triage;
- Assessment & Report Crews;
- Comfort Crew;
- Residents Committee Chair & Secretary.

Disaster Management Coordinator

- Provide the Chief Operations Officer with updates.
- Ensure staff are advising residents to stay away from windows during the event.
- Contact, when necessary, the Local Disaster Coordinator.
- Throughout an event have a battery-operated radio to keep abreast of updates.

Maintenance/Grounds Staff

Maintenance and grounds staff should assist residents with the moving of outdoor furniture and pot plants to inside of resident units. Also, remove or store other potentially hazardous items from around the outside of resident units and Community Centre buildings, this includes:

- In consultation with DMC organise a large generator to be bought onsite from the hire company and made operational by an electrician;
- Tables and chairs;
- Rubbish Bins;
- All pot plants located around CARV outdoor areas;
- All items are to be stored in any available space;
- Ensure a supply of appropriate batteries;
- Have sufficient bulk fuel and fuel tank onsite.

ILU Administration

- Staff at this time should indicate if they are available for work. Any staff who are sole parents or live in an area that may be flooded should state their availability.
- Ensure that Emergency mobile and all mobiles are fully charged.

- Assist where required.

Supported Living Coordinator

- Liaise with the roster coordinator to evaluate the availability of staff during the event.
- Additional medications should be ordered at this time to last at least a week.
- Residents should be discouraged and reminded of the dangers of leaving their units during the event.
- List of residents who have chosen to reside with family/friends before the **alert phase.**
- Ensure residents have purchased their non-perishable items.
- Ensure residents have stored water for 2 days.
- Liaise with Admin to ensure that family/reps have been contacted.
- Ensure residents have packed an emergency bag including continence aids etc are ready to go if required.

2.6 Cyclone Response/Recovery

Assemble the Disaster Management Team to Central Control in the Community Centre. Communicate with and instruct all support and service groups to the Community Centre. These include:

- Maintenance & Grounds staff;
- Medical Triage – Supported Living Registered Nurses;
- Assessment and Report Crews;
- Comfort Crew;
- Admin Staff.

All teams and crews are briefed, issued resources and begin fulfilling their roles and responsibilities as outlined in section 1.10

PART 3
BUSINESS CONTINUITY PLAN

3.1 Introduction

A Business Continuity Plan details the procedures to be followed in times of resource malfunction or system failure and should be applied for whatever the cause. Standing Operating Procedures have been developed for all critical business functions and services to maintain acceptable functionality at all times across the site.

3.2 Critical Business Infrastructure

Business Office Building
In the circumstances where the ILU office or building is uninhabitable an alternate office location would be identified and equipped with any necessary equipment and furniture so that ILU administration is operational.

Communication
Telecommunication services and internet outage needs to be addressed through the telecommunication service provider. Alternate options would be investigated and implemented in the short term if there is a forecast delay in fixing the outage. This could include other service providers, satellite communication or other communication devices.

Power
Any power outage would be addressed through Ergon. In the interim a large generator would be hired through an identified supplier or an inhouse generator would be used depending on the immediate needs and location.

3.3 Critical Business Function

CRITICAL FUNCTION	CRITICAL SUCCESS FACTORS	FUNCTIONAL INTERDEPENDENCIES	PRIORITY	ACCEPTABLE OUTAGE TIME
Supported Living	Supported Living Staff provide ILU residents with the services as outlined in their individual support plans	Site vehicle access	High (Medication)	1-12 hours
ILU Admin Support	Provide a contact point for ILU residents addressing enquiries and concerns. Convey any unresolved enquiries, concerns or maintenance issues to the relevant person for review or action.	Telecommunications. IT functionality including software.	Medium	1-2 days
Maintenance	Provide a maintenance service addressing maintenance requests based on priority	Power Telecommunications Site vehicle access Service Provider availability	High	1-24 hours

APPENDIX 1

Draft letter for distribution to residents in the first week of November from the Village & Projects Manager.

Adventist Retirement Plus

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Date Month Year

STORM, CYCLONE & FIRE SEASON PREPARATION

Dear Resident,

Have you prepared for the storm, cyclone and fire season?

As we enter tropical cyclone, severe storm season and fire season, Independent Living Unit residents are reminded, that it is **your responsibility** to ensure you are prepared for the coming seasons.

FIRE PREPAREDNESS

Residents are asked to keep their unit free from combustible items and the grass around their unit nicely watered and green is a good contribution to Fire Preparedness. We do not want you to waste water, so have a plan and water wisely by doing so in the afternoon/evenings when the water will not evaporate as it would if you water during the day.

For the units that are surrounded by trees, if you can please rake up or ask your family for assistance so there is no unnecessary fuel load on the ground.

If you can help your neighbours please do so.

Please ask your families to be involved in keeping you and your unit safe.

STORM & CYCLONE PREPARATIONS

You should start preparing for the upcoming season. You can do this by following some of the suggestions below:

- Make sure you have your ***emergency numbers by your phone***.
  - Family / Friends contact
  - Make sure your mobile phone is fully charged (and you have credit if your mobile is prepaid)
- If you have a BBQ – ensure the ***gas bottle is full*** –
  - BBQs could be used outside for cooking in the event of an extended power outage. BBQs must be well ***secured*** until the storm has passed.
- Remove or bring inside any loose items ie: outdoor furniture
- It is a good time to ensure your ***contents insurance*** includes cover for water damage. The Village insures the unit structure but not your contents.
- Prepare an ***emergency evacuation bag/hospital bag*** with clothing & toiletries.
  - Ensure you also have the following:
    - Supplies of adequate **Medication** that will last for at least a week
    - **Torch** or a **battery lantern**. A battery lantern will give off a better/wider light. (NO CANDLES)
    - New **batteries**
    - **Radio – battery operated** to listen to updates
    - A large bottle or 2 and fill with **water** or purchase **bottled** water
    - **Tin food** or **nonperishable** foods
    - **Long life Milk**
    - Extra **toilet paper**
    - Large zip lock bags for any personal important papers – WILL, birth certificate and photos

RESIDENT ABSENCES FROM THE VILLAGE

Residents are asked to inform the ILU office if they are going to be absent from the village for a period of time of three consecutive days or longer. This could be for a holiday, staying with family/friends prior to a forecast event or hospital admission.

The ILU office needs this information to be updated throughout the year in case there is an event that impacts on the village so that all residents can be accounted for.

USEFUL PHONE NUMBERS TO KEEP BY YOUR PHONE

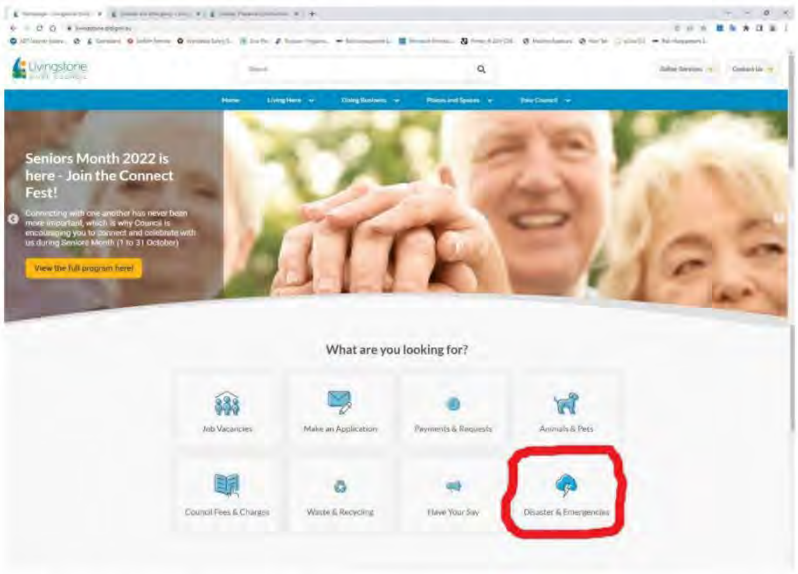
SES: 132500

AMBULANCE / POLICE / FIRE: 000

ERGON LIFE THREATENING EMERGENCIES: 000 OR 131670

DISASTER COORDINATION CENTRE: 4913 5100 or 1300 797 709

If you have a computer or mobile, please look at the Livingstone Shire Dashboard.



If you have any further questions on preparing for cyclones or severe storms you are welcome to make an appointment with me.

Being prepared is most important.

Regards,

Debra Ware
Village & Project Manager

Disaster Management Resource Box

Contents:

- Sign in register book
- A5 Display stands
- AA batteries
- Large zip-lock bags
- Baskets for:
    - 2-way radios
    - Name tags
    - Pens
    - Rain Ponchos
    - Battery-operated radio
    - High vis safety vests
- Clipboards for each zone containing:
    - Zone Maps
    - Calling Card – What to say when using the 2-way
    - Resident lists – Assess & Report
    - Triage Sheets for documentation
        - Hospital transfers
        - Wounds/Dressings
        - Shock

The Disaster Management Resource Box will be checked in the first week of November each year, immediately prior to a forecast event and after an event by the Village and Project Manager.

Year	Description	DATE CHECKED
2024	First week in November	
	Prior to a forecast event	
	After an event	
	First week in November	
	Prior to a forecast event	
	After an event	
	First week in November	
	Prior to a forecast event	
	After an event	
	First week in November	
	Prior to a forecast event	
	After an event	

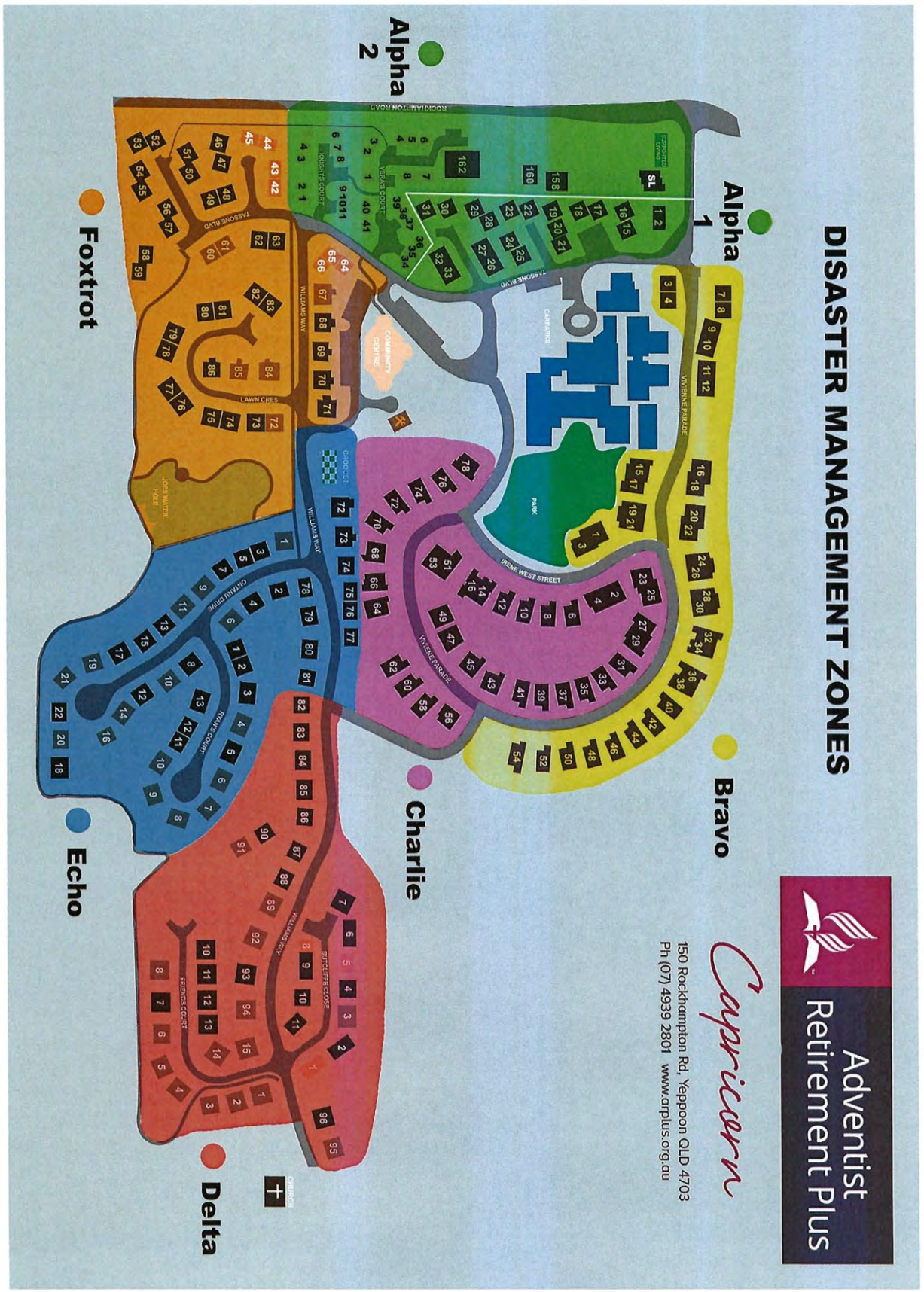
First Aid Kit

The First Aid Kit is to be serviced by "First Aid Easy" in the first week of November each year and immediately after any event that has impacted on the ILU – CARV.

Item	No.	Item	No.
Disposal Bags	2	Instant Ice Pack – Large	1
Dressing Strips – Butterfly Closures 10 pack	1	Dressing – Non Adherent – 5cm x 5cm	1
Dressing Strips – Fabric – 50 pack	1	Dressing – Low Adherent Lite – 7.5cm x 10cm	2
Dressing Roll – 7.5cm x 1m	1	Dressing – Medium Lite – 7.5cm x 20cm	1
Bandage – Conforming – 2.5cm x 1.5m	2	Kidney Dish	1
Bandage – Conforming – 5cm x 1.5m	2	Sharps Container Small – 10 Needle	1
Bandage – Conforming – 7.5cm x 1.5m	2	Medicine Measure	1
Bandage - Conforming – 10cm x 1.5m	1	CPR Mask – Keyring – FAKA Logo – Red	1
Bandage - Conforming – 15cm x 1.5m	1	Antiseptic Spray – 50ml	1
Bandage – Crepe Heavy - 10cm x 1.5m	1	Burn Gel Sachet – 3.5g	6
Thermal Blanket – 185m x 130cm	1	Note Book & Pen	1
Triangular Bandage – Calico	2	Saline – Eye Wash Solution – 15ml	5
Bandage – Triangular – Non Woven	3	Swabs – Gauze – 5cm x 5cm – 3 pack	2
Bandage – Crepe Hospital – 2.5cm x 1.5m	2	Wipes – Alcohol	4
Bandage – Crepe Hospital – 7.5cm x 1.5m	2	Basic Dressing Pack	1
Dressing – Wound Dressing – No.13	1	Cotton Applicators – 100 Pack	1
Dressing - Wound Dressing – No.14	1	Paper Tape – Hypoallergenic, Non Woven – 1.25cm x 9.1m	1
Dressing - Wound Dressing – No. 15	1	Tape – Zinc Strapping – 2.5cm x 5m	1
Dressing – Combined 10cm x 10cm	2	Scissors – Sharp, Blunt – 125mm	1
Dressing – Combined 10cm x 20cm	2	Tweezers – Fine Point – 125mm	1
CPR Card	1	Splinter Probes – 5 pack	1
First Aid Notes	1	Safety Pins – 12 pack	1
Gloves – Blue, Latex Free – 2 Pack	5	Eye Wipe Double-Ended	1
Eye Pad – Sterile Single Use	5	Eye Bath Plastic Eggcup Type Blue	1

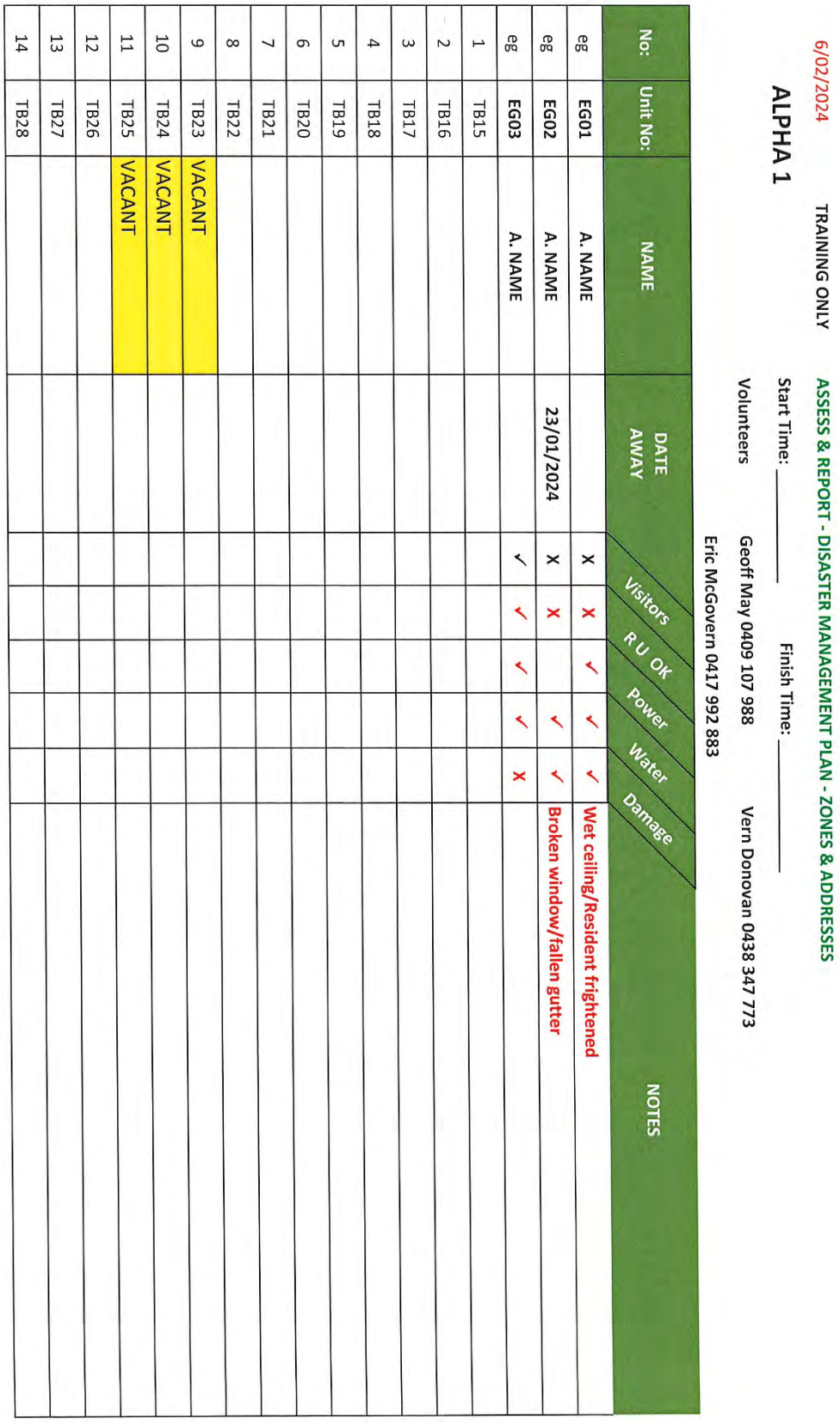
Location – John Martin Place – Community Centre Kitchen

APPENDIX 4


DISASTER MANAGEMENT ZONES
Alpha 1
Alpha 2
Bravo
Charlie
Delta
Echo
Foxtrot
Capricorn
Adventist Retirement Plus
150 Rockhampton Rd, Yeppoon QLD 4703
Ph (07) 4939 2801 www.arplus.org.au

APPENDIX 5

ALPHA 1



6/02/2024 TRAINING ONLY ASSESS & REPORT - DISASTER MANAGEMENT PLAN - ZONES & ADDRESSES

ALPHA 1

Start Time: _____ Finish Time: _____

Volunteers Geoff May 0409 107 988 Vern Donovan 0438 347 773

Eric McGovern 0417 992 883

No:	Unit No:	NAME	DATE AWAY	Visitors	R U OK	Power	Water	Damage	NOTES
eg	EG01	A. NAME		X	X	✓	✓	✓	Wet ceiling/Resident frightened
eg	EG02	A. NAME	23/01/2024	X	X		✓	✓	Broken window/fallen gutter
eg	EG03	A. NAME		✓	✓	✓	✓	X	
1	TB15								
2	TB16								
3	TB17								
4	TB18								
5	TB19								
6	TB20								
7	TB21								
8	TB22								
9	TB23	VACANT							
10	TB24	VACANT							
11	TB25	VACANT							
12	TB26								
13	TB27								
14	TB28								

6/02/2024 TRAINING ONLY ASSESS & REPORT - DISASTER MANAGEMENT PLAN - ZONES & ADDRESSES

ALPHA 2

Start Time:_____ Finish Time:_____

Volunteers Ken Simpson 0428 878 826

Yvonne Jones 0409 705 828

No:	Unit No:	NAME	DATE AWAY	Visitors	R U OK	Power	Water	Damage	NOTES
eg	EG01	A. NAME		X	X		✓		Wet ceiling/Resident frightened
eg	EG02	A. NAME	23/01/2024	X	X		✓	✓	Broken window/fallen gutter
eg	EG03	A. NAME		✓	✓	✓	✓	X	
1	RR158	VACANT							
2	RR160								
3	RR162								
4	VC01								
5	VC02								
6	VC03	VACANT							
7	VC04								
8	VC05								
9	VC06								
10	VC07								
11	VC08								
12	KC01								
13	KC02	VACANT							
14	KC03								
15	KC04								
16	KC05								
17	KC06								

14/01/2024 TRAINING ONLY ASSESS & REPORT - DISASTER MANAGEMENT PLAN - ZONES & ADDRESSES

BRAVO

Start Time: _____ Finish Time: _____

Volunteers Bill Jackson 0427 188 507

Nancy Haggarty 0431 695 411

No:	Unit No:	NAME	DATE AWAY	Visitors	R U OK	Power	Water	Damage	NOTES
eg	EG01	A. NAME		X	X	✓	✓	✓	
eg	EG02	A. NAME	23/01/2024	X	X		✓	✓	Wet ceiling/Resident frightened
eg	EG03	A. NAME		✓	✓	✓	✓	X	Broken window/fallen gutter
1	VP03								
2	VP04								
3	VP07								
4	VP08								
5	VP09								
6	VP10								
7	VP11								
8	VP12								
9	VP15								
10	VP16								
11	VP17								
12	VP18	VACANT							
13	VP19								
14	VP20								
15	VP21								
16	VP22								
17	IW01								
18	IW03	VACANT							

14/01/2024 TRAINING ONLY ASSESS & REPORT - DISASTER MANAGEMENT PLAN - ZONES & ADDRESSES

CHARLIE

Start Time: _____ Finish Time: _____

Volunteers Bill Jackson 0427 188 507

Nancy Haggarty 0431 695 411

No:	Unit No:	NAME	DATE AWAY	Visitors	R U OK	Power	Water	Damage	NOTES
eg	EG01	A. NAME		X	X		✓		Wet ceiling/Resident frightened
eg	EG02	A. NAME	23/01/2024	X	X		✓		Broken window/fallen gutter
eg	EG03	A. NAME		✓	✓	✓	✓	X	
19	IW02								
20	IW04								
21	IW08								
22	IW06								
23	IW08								
24	IW10								
25	IW12								
26	IW14								
27	IW16								

14/01/2024 TRAINING ONLY ASSESS & REPORT - DISASTER MANAGEMENT PLAN - ZONES & ADDRESSES

DELTA

Start Time: _____ Finish Time: _____

Volunteers Duncan Stewart 0417 719 855 Ty Mahonen 4939 8457

David Keith 0459 174 096 Nick Evans 4938 3680

No:	Unit No:	NAME	DATE AWAY	Visitors	R U OK	Power	Water	Damage	NOTES
eg	EG01	A. NAME		X	X	✓	✓	✓	Wet ceiling/Resident frightened
eg	EG02	A. NAME	23/01/2024	X	X		✓	✓	Broken window/fallen gutter
eg	EG03	A. NAME		✓	✓	✓	✓	X	
1	SC01								
2	SC02								
3	SC03								
4	SC04								
5	SC05								
6	SC06								
7	SC07								
8	SC08								
9	SC09								
10	SC10								
11	SC11								

14/01/2024 TRAINING ONLY ASSESS & REPORT - DISASTER MANAGEMENT PLAN - ZONES & ADDRESSES

ECHO

Start Time: _____ Finish Time: _____

Volunteers Gordon Fry 0439 641 039 Merv Lesley 0473 207 876

David Bent 0438 180 077 Dawn Morgan 0404 276 756

No:	Unit No:	NAME	DATE AWAY	Visitors	R U OK	Power	Water	Damage	NOTES
eg	EG01	A. NAME		X	X	✓	✓		Wet ceiling/Resident frightened
eg	EG02	A. NAME	23/01/2024	X	X		✓	✓	Broken window/fallen gutter
eg	EG03	A. NAME		✓	✓	✓	✓	X	
1	RY01								
2	RY02								
3	RY03								
4	RY04								
5	RY05								
6	RY06								
7	RY07								
8	RY08								
9	RY09								
10	RY10								
11	RY11								
12	RY12								
13	RY13								

14/01/2024 TRAINING ONLY **ASSESS & REPORT - DISASTER MANAGEMENT PLAN - ZONES & ADDRESSES**

FOXTROT

Start Time: _____ Finish Time: _____

Volunteers Jeffrey Hope 0488 415 202 Ken Jones 0428 792 706

Bette Ryan 0412 300 422

No:	Unit No:	NAME	DATE AWAY	Visitors	R U OK	Power	Water	Damage	NOTES
eg	EG01	A. NAME		X	X	✓	✓	✓	Wet ceiling/Resident frightened
eg	EG02	A. NAME	23/01/2024	X	X		✓	✓	Broken window/fallen gutter
eg	EG03	A. NAME		✓	✓	✓	✓	X	
1	LC72	VACANT							
2	LC73								
3	LC74								
4	LC75								
5	LC76								
6	LC77								
7	LC78								
8	LC79								
9	LC80								
10	LC81								
11	LC82								
12	LC83								
13	LC84								
14	LC85								
15	LC86								

Adventist Retirement Plus

Aged Care Incident Report Form

Safe Environment
Form
21.1.17
Vsn 3. 05.08.2020

INCIDENT REPORT FORM

- Send a copy of the incident report to the Safety & Wellbeing team at the Conference Office **within 24 hours** of the incident occurring or **close of next business day.**
- **All Notifiable or Dangerous incidents** need to be reported straight away, call Ashley Bakay **0490 424 698** (see definitions at the end of the report).
- Send a copy of N**on-Worker** incident reports to **Risk Management Services** (RMS) (contact information at the end of this form).

Seventh-day Adventist Aged Care (South Queensland) Limited. 400 Boundary Street Spring Hill Qld 4000. PO Box 577 Spring Hill QLD 4004.
Telephone (07) 3218 7777 Facsimile (07) 3236 1305

Who is reporting the Incident?		
Full Name:		Date:
Position:		Contact No:
Who or What was Affected and When?		
Surname:		**First name:**
Gender: ☐ M ☐ F	D.O.B:	Contact Ph Number:
Address:		
Incident Date:		**Incident Time:**
Incident Involved a: ☐ **Worker** → **Don't send a copy of this report to RMS** ☐ Volunteer ☐ Resident ☐ Visitor ☐ Contractor ☐ SDA Aged Care Property, Premises or Equipment Damage ☐ Motor Vehicle Accident → Send a copy of this report to RMS		
Incident Type:	☐ No Injury ☐ Near Miss ☐ Minor (First Aid) ☐ Major (Medical/Emergency Room/Ambulance) ☐ Notifiable (Fatality/ Hospital admission/ Serious injury)	
SDA Aged Care Employment Type: ☐ Full-Time ☐ Part-Time ☐ Casual ☐ Contract		
SDA Aged Care Occupation:		
Where did it occur?		
Site Name:		
Site Address:		
Specific location:		
What happened?		
Details		
(Describe in full detail what and how)		

Attach any extra paperwork if not enough space provided.				
Nature of Injury (what kind of injury or damage is it?)	☐ Strain/Sprain ☐ Bruise ☐ Crush ☐ Superficial Injury ☐ Hearing impairment ☐ Stress / psychological ☐ Damage to vehicle ☐ Illness/ Disease	☐ Fracture ☐ Concussion ☐ Pinch ☐ Burn ☐ Hernia ☐ Bite/Sting ☐ Fatigue ☐ Multiple injuries with no principle	☐ Broken bone ☐ Contusion ☐ Open Wound ☐ Poisoning/ Toxic effects ☐ Infection ☐ Damage (property/premise) ☐ Unknown	☐ Dislocation ☐ Amputation (including eye ball) ☐ Visual impairment ☐ Dizziness/ Disorientation ☐ Damage (tools/equipment ☐ No injury
Location of Injury (where is the injury?)	☐ Eye ☐ Teeth ☐ Back ☐ Wrist ☐ Leg ☐ Ankle ☐ Heart ☐ Multiple locations	☐ Ear ☐ Jaw ☐ Elbow ☐ Hand ☐ Knee ☐ Buttocks/Coxis ☐ Spinal cord ☐ Unspecified	☐ Face ☐ Head ☐ Shoulder ☐ Finger ☐ Hip ☐ Internal organ ☐ Respiratory system ☐ Unknown	☐ Mouth ☐ Neck ☐ Arm ☐ Elbow ☐ Feet ☐ Nerves/Arteries ☐ Digestive system ☐ No injury
Mechanism (What happened?)	☐ Trip/Slip ☐Fall ☐Hitting an object ☐Hit by an object ☐Repetitive work ☐Awkward Posture ☐Pushing/ Pulling ☐Lifting/ Carrying ☐Vibration ☐Pre-existing medical condition	☐ Infectious disease ☐ Biological contamination ☐ Exposure to hazardous substances ☐ Exposure to heat or cold ☐ Exposure to sound ☐ Sharp Sound	☐ Motor Vehicle Accident ☐ Vehicle accident (plant, machinery, Transport) ☐ Medication overdose ☐ Incorrect medication ☐ Vandalism	☐ Bullying/ harassment ☐ Violence ☐ Aggression ☐ Assault ☐ Physical Abuse ☐ Verbal Abuse ☐ Mental Stress ☐ Emotional stress (anxiety, depression) ☐ Unspecified ☐ Unknown
Agency (Primary cause?)	☐ Furniture/ fixtures ☐ Hand tools ☐ Powered/ electrical tools ☐ Plant ☐ Manual Equipment ☐ Powered Equipment ☐ Hazardous substance ☐ Sound device (inc headsets) ☐ Not following procedure	☐ Indoor environment ☐ Outdoor environment ☐ Environmental (storms, floods) ☐ Heat ☐ Cold ☐ Non-clinical/ sharp ☐ Clinical – needle ☐ Blood/body fluid ☐ Illness	☐ Transport (Road/Air) ☐ Sleep deprivation ☐ Manual Handling – other ☐ Manual Handling – people ☐ Fire ☐ Animal ☐ Insect	☐ Staff behaviour ☐ Volunteer, Visitor or Contractor behaviour ☐ Resident behaviour ☐ Behaviour of another person ☐ Work load
Was medical treatment required? ☐ Yes ☐ No				
Treatment given: ☐ Self treated ☐ First Aid ☐ Doctor ☐ Hospital				
Full Name:				
Address:			Ph:	

Immediate Action taken or treatment given (e.g. see the doctor, use medication or first aid)	
Suggestions to prevent recurrence of this type of incident	

Witnesses – obtain & attach witness written statement	
Full Name:	Contact Phone Number:
Full Name:	Contact Phone Number:
Full Name:	Contact Phone Number:

Motor Vehicle Accident
Was a registered vehicle involved ☐ Yes ☐ No
Details:
Were police notified? ☐ Yes ☐ No
Name of officer(s) & station:

Risk Management Services Claim Potential	
Has any claim been made? ☐ Yes ☐ No	☐ Verbal/ Written claim made (attach)
☐ Claim not made yet but likely	

Verification Statement	
☐ I verify that the information provided is true and Correct	
Full Name:	Date:

Investigation, Findings and Actions Managers, Supervisors & WHS Representative to complete. ➢ This section should be **completed within 72 business hours** of the incident occurring and a copy sent to the SDA Conference Safety & Wellbeing team.			
Full name of Person Investigating:			
Position:	Investigation date:		
What happened to cause the event? (interview the person involved, witnesses, maintenance or anyone else with information)			
What contributed to causing the event and why? (people, equipment, tools, behaviours, furniture/fixtures, objects)			
What causes or factors identified can be controlled by the workplace?			
What corrective actions or solutions were implemented straight away to eliminate or reduce the risk of the incident recurring (From first hearing about the incident until now)?	Actions:	Date:	Person Responsible:
What external source/party needs to be notified or arrangements made to help resolve this			
incident? (e.g. plumber, electrician)			

What long term corrective actions or solutions need to be implemented to prevent the recurrence of this incident?	

Long term Corrective Actions Implementation & Completion			
Action:	**Date Completed:**	**Person Responsible:**	**Signature**

Note: DO NOT ADMIT LIABILITY! To do so may prejudice your liability protection.

- ✓ **Risk Management Services:** Locked Bag 2014 WAHROONGA NSW 2076. Phone: 02 9847 3375
- ✓ **Safety & Wellbeing Team:** PO Box 577 Spring Hill QLD 4004

- **Keep copies for your own records.**
- **Please keep the Risk Management Service promptly advised of any further developments.**

DEFINITIONS:

Dangerous Incident - WH&S ACT 2011 section 36

a dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

(a) an uncontrolled escape, spillage or leakage of a substance; or (b) an uncontrolled implosion, explosion or fire; or (c) an uncontrolled escape of gas or steam; or (d) an uncontrolled escape of a pressurised substance; or (e) electric shock; or (f) the fall or release from a height of any plant, substance or thing; or (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use under a regulation; or	(h) the collapse or partial collapse of a structure; or (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or the interruption of the main system of ventilation in an underground excavation or tunnel; or (k) any other event prescribed under a regulation; but does not include an incident of a prescribed kind.

Notifiable Incident

Involving: a fatality, admission to a hospital, a serious injury or illness as defined in the WHS Act 2011 and a dangerous incident

- phone 0490 424 698 and (02) 9847 3372 or Fax (02) 9489 7428 within 24 hours.

Major Injury

Injury requiring attention by a doctor or emergency hospital or calling of an ambulance.

Minor Injury

Any other injury.