



Moreton Bay Regional Council  
**Disaster Resilience Action Plan**

2023

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## Purpose

From pristine coastal villages and rural townships to bustling urban spaces and thriving business precincts, Moreton Bay is a naturally beautiful place to live, work and play. It's a vibrant, diverse region, with plenty to offer.

As the Moreton Bay region is located in southeast Queensland, flooding, storms, bushfires and other natural disasters are an unavoidable part of our lives. We therefore need to be prepared for natural disasters and the impact they can have on our community facilities. Natural disasters can affect community facilities, either directly through damage to premises, stock and equipment, or indirectly through disruptions to power, communication and transport services.

This disaster resilience action plan supports community organisations in the Moreton Bay region to effectively prepare for, respond to and recover from natural disasters. By implementing an effective disaster resilience action plan, community organisations can<sup>1</sup>:



**Protect people's lives** by minimising the impact of disasters such as floods, bushfires, and storms

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**Reduce damage caused by disasters,** thereby minimising economic and social impacts on communities

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**Build community cohesion** and strengthen relationships between community members

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**Promote sustainable practices** and reduce the impact of disasters on the environment

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**Reduce costs** associated with responding to and recovering from disasters

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<sup>1</sup>Australian Council of Social Service. (n.d.). Leading Resilience. Resilient Community Organisations. Retrieved 29 March 2023, from <https://resilience.acoss.org.au/the-six-steps/leading-resilience>

# Objectives

The goals of our disaster resilience action plan are:

Insert your organisation's disaster resilience action plan goals here

E.g.<sup>2</sup>

1. *We can provide an adequate level of service to our members and customers before, during and after an emergency*
2. *Our staff and volunteers are well prepared to cope with an emergency*
3. *Through strengthening our organisation's disaster resilience, we strengthen the resilience of our whole community*
4. *Our organisation is well positioned to work with our community to 'build back better' after an emergency*

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<sup>2</sup> Australian Council of Social Service. (2016). Disaster Plan for Community Organisations Template. Retrieved 29 March 2023, from [https://resilience.acoss.org.au/site/assets/uploads/4ba03958-disaster-plan-for-community-organisations-template-final\\_v12\\_aug16.docx](https://resilience.acoss.org.au/site/assets/uploads/4ba03958-disaster-plan-for-community-organisations-template-final_v12_aug16.docx)

# Implementing the Action Plan

## The PPRR Framework

The PPRR disaster framework is a widely recognised approach to disaster management and response that involves four key phases: Prevention, Preparedness, Response, and Recovery<sup>3</sup>. **The PPRR disaster framework is utilised for this action plan** because it provides a structured approach to disaster management that emphasises proactive measures for preventing and mitigating disasters, as well as effective responses and recovery efforts when disasters occur<sup>4</sup>. By working through each phase of the framework, community organisations in the Moreton Bay region can reduce the impact of disasters.

Each PPRR phase outlines important activities and processes that can help minimise the impact of disasters and ensure an effective response.

- In the **prevention phase**, activities aim to prevent or mitigate the effects of disasters
- The **preparedness phase** involves activities that ensure that communities and organisations are prepared to effectively respond to disasters
- The **response phase** involves the immediate actions taken in response to a disaster
- The **recovery phase** involves activities that aim to restore communities and infrastructure after a disaster

The framework emphasises the importance of community engagement and participation in disaster management, which can help build resilience and strengthen social networks in the face of adversity. The PPRR framework provides a practical and adaptable approach that can be used by community groups to improve their disaster preparedness, response, and recovery efforts.

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<sup>3</sup> Queensland Government. (n.d.). Prevention preparedness response and recovery disaster management guideline. Retrieved 29 March 2023, from <https://www.disaster.qld.gov.au/disaster-management-guideline>

<sup>4</sup> Australian Council of Social Service. (n.d.). Emergency management: Prevention, preparedness, response, recovery. In Leading resilience. Resilient Community Organisations. Retrieved 29 March 2023, from <https://resilience.acoss.org.au/the-six-steps/leading-resilience/emergency-management-prevention-preparedness-response-recovery>

## Disaster Types

This plan focuses primarily on natural disasters likely to occur in the Moreton Bay region, including:

- Severe **Storms**, which occur year-round, but more commonly during summer
- **Floods**, following significant rain events, with low lying areas and areas near water more commonly affected
- **Bushfires and fires**, most likely to occur on hot, dry days and most dangerous in areas near bushland, scrubs or forests
- **Droughts**, occurring during periods of below average rainfall, often in inland regions and typically associated with climate phenomena like El Niño events
- **Heatwaves**, generally lasting several days or weeks, with temperatures that are higher than the average for the region or season. In Queensland, heatwaves usually range from 37°C to 42°C

Although the primary focus of this plan is on the above natural disasters, the underlying principles and processes outlined within this plan are applicable to a wide range of situations that interrupt day-to-day operations (such as major health events and IT threats). Supporting resources are provided at the end of this document for this and there is space in this plan for your organisation to incorporate relevant actions.

## Alerts and Warnings

Moreton alert: <https://www.moretonbay.qld.gov.au/Services/Disaster-Management/MoretonAlert>

Queensland Government alerts and warnings: <https://www.business.qld.gov.au/running-business/natural-disaster/alerts-contacts>

## Disaster Resilience Team

To help share the workload, your organisation should consider creating a working group, which meets at least annually, to implement the disaster resilience action plan. The benefits of a working group include bringing together individuals with diverse skills and expertise to collaboratively identify potential risks, develop effective strategies, and implement practical solutions to mitigate and respond to disasters. The working group may be drawn from your organisation's members or from non-members and working group participants do not necessarily need to be on your management committee.

*A template disaster resilience working group charter and role descriptions are provided in Appendix 1.*

Role	Name	Contact Details
Insert Role	Insert name	Insert contact details
Insert Role	Insert name	Insert contact details
Insert Role	Insert name	Insert contact details
Insert Role	Insert name	Insert contact details
Insert Role	Insert name	Insert contact details

## External Contacts

[Use this table to document contact details for external services (including Emergency Services). Each organisation will have different external suppliers and stakeholders.]

Key contacts	Contact details
<b>Always call 000 in the event of an emergency</b>	
Police	131 444 <a href="#">Online contact form</a>
State Emergency services	132 500 <a href="#">iPhone App</a> <a href="#">Google Play / Android App</a>
Ambulance (Metro North region, including Moreton)	07 3635 1800
Moreton Bay Regional Council	(07) 3205 0555 or 1300 477 161 <a href="mailto:mbrc@moretonbay.qld.gov.au">mbrc@moretonbay.qld.gov.au</a>
Security	
Insurance company	
Suppliers	
Water and sewerage	
Gas	
Electricity	
Telephone	



## Action Plan

This action plan has been prepared with reference to disaster resilience resources, some which are attached as appendices.

### Prevent and Prepare

General Preparation for Natural Disasters

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Sign up to <a href="#">Moreton Alert</a> and <a href="#">any other relevant alerts</a>				
Prepare and maintain <a href="#">Evacuation Plan</a> (attach as Appendix 2)				
Be prepared to communicate with volunteers, staff, community members and stakeholders (see Appendix 3: Communications Plan)				
Clear gutters, check wiring, smoke and fire alarms				
Clear loose equipment and vegetation around your premises				
Establish and maintain an up-to-date asset register (e.g. <a href="#">assetTRAC.com.au</a> )				

## Disaster Resilience Preparation Checklists

See Appendix 4: Disaster Resilience Preparation Checklists, for each of the below.

Action	Person/s Responsible	Timeframe	Date Completed	Document location
Emergency kit preparation				
Alternatives for loss of power, access, communication and operations				
Backup data and securing of documents				
Insurances, policies and finances				

## Severe Storms, Floods and Cyclones Preparation

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Check flood risk with a <a href="#">flood check property report</a>				
Incorporate <a href="#">flood resilient design</a> elements in facility construction, where possible				
Search the <a href="#">coastal hazard property map</a> for property risks				
Identify where to relocate stock, equipment (such as canteen stock and equipment) and vehicles				

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Store hazardous materials (such as chemicals and fuels) safely above ground level or off-site in case of flooding				
Have sandbags ready and accessible for flooding (see <a href="#">Moreton Bay sandbag locations</a> )				
Be prepared to secure doors and windows (e.g. use shutters, metal screens, tape on glass)				
Be prepared to remove equipment from your site and/or raise equipment above ground level				
Have your roof/s periodically inspected. Older roofs are more prone to damage during storm events. A qualified professional can identify compliance gaps, indications of uplift or movement, corrosion and rot				
Inspect and repair roof-mounted equipment after severe weather events. Aerials, whirly birds and other roof-mounted equipment can be damaged by wind forces or wind-borne debris. Any ventilation in the roof space can let in rainwater during extreme weather events				

## Bushfire and Fire Preparation

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Install appropriate fire protection equipment (e.g. foam or dry powder extinguishers for flammable liquids)				
Maintain fire equipment, including regular checks and tests by the supplier or appropriately qualified contractor				
Train staff and volunteers to use fire extinguishers and fire hoses (if required)				
Schedule regular fire drills (see <a href="#">evacuation practice record for building owners and occupiers</a> )				
Form a firebreak around your buildings (cut grass, trim vegetation clear of building and clear gutters)				
Fit wire screens to doors, windows, and vents, and enclose all gaps (if applicable)				
Store flammable materials such as wood, gas, petrol and paint well clear of buildings				
Keep ladders available for roof access (inside and out)				
Fit hoses to reach all parts of the building and gardens				
Learn how to <a href="#">clear vegetation before and after a natural disaster for fire management</a>				

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Contact Queensland Fire and Emergency Services ( <a href="#">Brisbane Region</a> ) for any guidance needed on compliance and planning				

## Drought Preparation

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Assemble facts about rainfall records (you can use a combination of official records and local experience)				
Identify alternative water supplies, consider using <a href="#">non-potable water</a> where suitable				
Regularly maintain your water consumption sources and equipment that uses water (e.g. install water-efficient nozzles on taps, check for leaks)				
Review <a href="#">water source supplies</a>				

## Heatwave Preparation

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Prepare <a href="#">communications about heatwaves and avoiding heat stress</a>				
Establish hot weather policy for participation if applicable (refer to governing body resources if available)				

## Other Disaster Preparation Actions

This space is left blank for your organisation to add any other specific actions that you will take to prepare for disasters.

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)

## Respond

### Natural Disaster Response

Action	Person/s Responsible
Implement and follow Bushfire, Flood, Severe Storm, Cyclone and Storm Surge Response Info Sheets where applicable (see Appendix 5)	Disaster Resilience Team
Monitor <a href="#">emergency alerts and contacts</a>	
Check <a href="#">Queensland weather warnings</a> from the Bureau of Meteorology	
Check <a href="#">ABC local radio</a> and <a href="#">Moreton Bay Regional Council Disaster Dashboard</a> for alerts, updates and evacuation centre locations	
Follow emergency services advice to shelter or evacuate	
Implement and follow Evacuation Plan (see Appendix 2)	
Follow Council directions regarding <a href="#">Evacuation Centres</a>	
Communicate with volunteers, staff, members, customers, suppliers and stakeholders to advise them about your organisation's operations (see Appendix 3: Communications Plan)	



## Other Disaster Response Actions

This space is left blank for your organisation to add any other specific actions that you will take to respond to disasters.

Action	Person/s Responsible

## Recover

Natural Disaster Initial Recovery (hours and days after incident)

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
<b>Wellbeing and Safety</b>				
Look after your own and others <a href="#">wellbeing</a>	All			
Return to your premises only when safe, and once you have received Council permission to do so	All			
Monitor emergency broadcasts for updates				
<b>Assess Impact on Your Organisation</b>				
Return to premises when safe and secure any dangerous debris				
Assess damage to buildings, assets, vehicles and equipment				
Record decisions and photos and/or videos of damage in an <a href="#">event log</a> for insurance claims				
Learn how to <a href="#">clear vegetation after a natural disaster and disaster clean-up tips</a>				

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Estimate repair, replacement, or relocation costs				
<b>Contact Insurer and Bank</b>				
Contact Council and <a href="#">insurer before cleaning up</a> – they may help fund clean-up and this may require authorisation				
Lodge your claim early – don't wait for a full damage assessment before lodging				
Contact your insurer or bank for emergency funds or recovery activities				
Contact Council about kerbside pick-up				
<b>Communicate</b>				
Update volunteers, staff, members, customers and stakeholders (see Appendix 3: Communications Plan)				
Stay in contact with Council, emergency services and other stakeholders during recovery				

Early recovery (days and weeks after incident)

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Implement and Follow Fire, Storm and Flood Recovery Information Sheets where applicable (see Appendix 6)	Disaster Resilience Team	-	-	-
<b>Wellbeing and Safety</b>				
Look after your own and others <a href="#">wellbeing</a>	All			
<a href="#">Don't put yourself at risk when cleaning up</a> , e.g. use qualified contractors for any electrical or gas repairs	All			
<b>Volunteers and Staff</b>				
Update volunteers and staff and offer support - see contact details for <a href="#">support services</a>				
Learn more about <a href="#">managing, paying, or standing down your staff</a> after an emergency and <a href="#">employer obligations</a>				
<b>Assess Operations</b>				
Consider reopening options (e.g. alternative venues for training, hired equipment, reduced hours, online services)				

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
<b>Financial Recovery</b>				
<a href="#">Assess how long you can operate with reduced or no revenue</a>				
Contact your bank, accountant, creditors and debtors to discuss options – (see Appendix 3 for suggested messaging)				
Contact the Australian Taxation Office (ATO) for <a href="#">dealing with disasters, refunds, and debts</a>				
Learn more about <a href="#">managing cash flow</a> and <a href="#">debtors</a>				
Consider speaking with a <a href="#">free financial counsellor</a>				
Add to your insurance claim as required				
<b>IT and Records</b>				
Recover data and records				
Repair or replace damaged systems or equipment				
<b>Communicate</b>				
Continue to update the community about your operations (see Appendix 3: Communications Plan)				
Provide updates on your website and social media				

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Post photos and videos on social media to demonstrate when your organisation is back up and running				

Long-term recovery (months or years after incident)

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
<b>Wellbeing and Safety</b>				
Look after your own and others <a href="#">wellbeing</a>	All			
Stay connected to your local community, industry, and neighbouring organisations and businesses	All			
Remember it's okay to accept assistance, even if you think others are worse-off	All			
<b>Operations</b>				
Replace destroyed equipment, stock, records, and documents				
<b>Financial Recovery</b>				
<a href="#">Assess your finances</a> , cash flow, and break-even point				

Action	Person/s Responsible	Timeframe	Date Completed	Document location (if applicable)
Work with your accountant, lawyer, or advisors on credit and repayment plans				
Consider speaking to a <a href="#">free financial counsellor</a>				
<b>Communicate and Promote</b>				
Thank people for support				
Develop a recovery <a href="#">marketing and promotion plan</a> to promote your organisation				
Celebrate milestones and successes and let people know about your recovery steps				
Keep up to date with <a href="#">community support and grants</a>				
<b>Avoid Scams</b>				
Protect yourself from <a href="#">scams</a> , such as door-to-door repairs, fake tradespeople, profiteering, and charity scams				
<b>Recovery Planning</b>				
Record lessons learned from your recovery (see Appendix 7: Disaster Review Template)				
Update your disaster resilience action plan and any other plans				

## Other Disaster Recovery Actions

This space is left blank for your organisation to add any other specific actions that you will take to recover from disasters.

Action	Person/s Responsible



## Monitoring and Review

This disaster resilience action plan should be reviewed at least annually and immediately following any disaster event to guarantee its efficiency, relevance, and readiness for potential crises. Routine evaluation will enable the identification of emerging risks, vulnerabilities and areas for enhancement in the plan. Post-disaster reviews are particularly important for integrating lessons learned and refining the plan based on real-world experiences. By updating the disaster resilience plan annually and after disasters, organisations can improve their overall resilience, adapt to changing situations, and maintain a proactive approach towards potential disasters, ensuring the safety and continuity of their operations.

# Appendices

Appendix 1: Disaster Resilience Working Group Charter and Roles

Appendix 2: Evacuation Plan

Appendix 3: Communications Plan

Appendix 4: Disaster Resilience Preparation Checklists

Appendix 5: Response Information Sheets  
(Bushfires, Floods, Severe Storms, Cyclones and Storm Surges)

Appendix 6: Recovery Information Sheets (Fires, Storms and Floods)

Appendix 7: Disaster Resilience Review Template

## Supporting Resources

- Moreton Bay Regional Council disaster resources:  
<https://www.moretonbay.qld.gov.au/Services/Disaster-Management>
- Queensland Government small business disaster hub:  
<https://www.business.qld.gov.au/running-business/natural-disaster/disaster-hub/small-business>
  - iPhone and Android/Google Play Apps available
  - Further resources for natural disasters
  - Includes disaster types other than natural disasters, such as:
    - Major health events
    - IT threats
    - Reputation incidents
    - Other emergencies
- Queensland Fire and Emergency Services (QFES) forms and templates (Includes Evacuation Plan templates): <https://www.qfes.qld.gov.au/planning-and-compliance/forms-and-templates>
- QFES contacts for compliance and planning (contact Brisbane region):  
<https://www.qfes.qld.gov.au/planning-and-compliance/forms-and-templates>
- Australian Council of Social Service resources: more disaster resilience resources for community organisations  
<https://resilience.acoss.org.au/resource>
- Australian Disaster Resilience Knowledge Hub: Extensive resources to support all stages of disaster resilience: <https://knowledge.aidr.org.au/>

## Disclaimer

While every effort has been made to ensure the accuracy and comprehensiveness of this disaster resilience action plan template, associated resources, and educational materials, no responsibility or liability is accepted by CPR Group or Moreton Bay Regional Council for any errors, omissions, or inaccuracies that may be present.

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