

AABDS Disaster Management Plan

Summary

Responding to the impacts of natural or man-made disasters is one of the risks that AABDS and participants can face. AABDS and its management are committed to ensuring the health, safety and welfare of the working environment for its employees, participants, contractors and visitors. Participants are an important contact and as such we may be able to assist them to access emergency help in the event of a disaster.

AABDS may not have the resources to provide direct emergency assistance during the impact phase or immediately after, however good planning will assist our participants and employees prepare themselves for the event of a disaster. AABDS aim to do this as part of ongoing participant support.

The Disaster Management Plan relates to disasters or crises that affect the whole, or a large part, of our community, such as floods or storm surges, or disease epidemics. AABDS will plan and develop adequate responses during a disaster that will include the following strategies:

- Conduct community outreach and engagement;
- Use of information preparedness and create evacuation and contingency plan;
- Determine resource needs and allocation;
- Prepare shelter, supplies, transportation and evacuation plans response;
- Determine resource allocation;
- Provide targeted data to decision-makers and first responders;
- Prioritize response efforts;
- Tailor communication efforts recovery;
- Identify vulnerable groups that are the least resilient;
- Track recovery and identify ongoing problems mitigation; and
- Develop hazard mitigation plans.

AABDS is an essential service to some participants, carers, families and stakeholders. Disaster planning ensures participants will have access to accurate and timely information about their supports and services in the event of a disaster.

Our main concern is the welfare of participants and the safety of employees and the restoration of our services as quickly as possible after a disaster.

In fulfilling this responsibility, all members of AABDS have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

AABDS will undertake the following objectives for disaster management:

- undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices during a disaster;

- maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
- providing adequate facilities to protect the welfare of all employees and stakeholders;
- consulting with all employees and contractors to enhance the effectiveness of the WH&S Management system;
- regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections.

AABDS DISASTER ACTION PLAN	
Action 1	Identify key local community partners who engage closely with people who are potentially most vulnerable
Identify community resources	<ul style="list-style-type: none"> • The Sunshine Coast Council Disaster Dashboard brings together disaster and hazard related information from within the SC Council and external sources to build community disaster resilience, raise community awareness to natural hazards and risks, and protect communities during disaster events. Includes an option to sign up for alerts. • The Gympie Regional Council Disaster Management provides relevant and up to date disaster and hazard related information from the Gympie Regional Council. Includes an option to sign up for alerts. • The Gold Coast Regional Council Disaster Dashboard provides relevant and up to date disaster and hazard related information from the Gold Coast Council. Includes an option to sign up for alerts. • The Queensland Get Ready website provides guidance on how to tune into weather and disaster warnings. • The Queensland Evacuation Handbook provides assistance to disaster management groups during the planning and implementation of the evacuation process within Queensland. • The Business Queensland site provides information and assistance to help small businesses and primary producers prepare for, and recover after, a natural disaster. • The Australian Emergency Management – Evacuation Planning – Handbook 4 provides guidelines to assist in the development of evacuation plans.
Action 2	Be ready for any emergency with efficient communication efforts
Sign up for emergency and disaster notifications	Provide Participants and employees information on downloading/accessing the appropriate apps/websites (as above) and signing up (opt-in) for alerts with the appropriate Councils.
Communication	<ul style="list-style-type: none"> • Contact 000 for emergency • Stay indoors and listen to the radio • Be prepared to evacuate if notified • Take emergency supplies and first aid kit with you. • If you require transport, first aid, ring 000

	<ul style="list-style-type: none"> For service delivery emergency arrangements contact: Phone (07) 5351 1664
Contact participants and employees	<ul style="list-style-type: none"> Gather critical emergency contact lists for stakeholders Contact all stakeholders (participants and employees) to seek the critical emergency needs in the event of a disaster. Identify employees that may have skills and resources to assist ongoing services during a disaster.
Action 3	Emergency Contacts
	<ul style="list-style-type: none"> Emergencies: 000 State Emergency Service: 132500 Council: (07) 5475 7273 Sunshine Coast Hospital : (07) 55202 0000 SES Qld: 132 500 AABDS emergency contact: Kristy McPherson on 0417 069 124.
Action 4	Transport
In the event of a disaster vulnerable groups may need assistance with transport to critical services	<ul style="list-style-type: none"> Medically authorised transport: 131233 Patient Transport Service (PTS) eligibility guidelines outline that a patient is suitable for non-emergency ambulance transport when: <ul style="list-style-type: none"> the patient requires a stretcher to facilitate and complete the transport; the patient requires active management or monitoring during transit; the patient's condition may cause them to be gravely embarrassed or may be unacceptable to other people in public transport conditions; the patient has intellectual disabilities that may cause socially unacceptable behaviours and/or requiring constant assistance of other persons in public transport conditions; the patient has any temporary disability consistent with one of the categories above for the period of the disability. <p>For patients who do not meet the above criteria for non-emergency ambulance transport, alternate options may be available for seniors or people with disabilities.</p> <p>Alternatively, you may be eligible for the Patient Transport Subsidy Scheme.</p>
Action 5	Having an Emergency Kit is an important step to prepare for, survive and cope with emergencies.
Having an Emergency Kit is an important step to prepare for, survive and cope with emergencies.	<p>Adapt the pantry list for people with food allergies, special diets or other specific food requirements.</p> <p>Bottled water for drinking and food preparation 21 x 2L bottles.</p> <ul style="list-style-type: none"> Grain foods Fruit Vegetables Legumes and beans Nuts and seeds

<p>Know: All householders need to know where your Emergency Kit is kept.</p> <p>Check: and update the contents of your kit regularly, to ensure everything is in working order and has not expired.</p> <p>Discuss: your Emergency Kit with all householders and make sure everyone knows what to do in an emergency.</p>	<ul style="list-style-type: none"> • Milk, yoghurt and cheese • Lean meat, poultry, fish, eggs • Oils and treats • Water and equipment <p>Medical and sanitation</p> <ul style="list-style-type: none"> • First Aid Kit and manual • Essential medications, prescriptions and dosage • Toilet paper • Toothbrush/toothpaste • Soap/shampoo • Personal hygiene items <p>Light</p> <ul style="list-style-type: none"> • Flashlight/torch with extra batteries • Battery powered lantern <p>Communications</p> <ul style="list-style-type: none"> • Battery powered radio with extra batteries • Traditional wired telephone • Prepaid wired telephone • Prepaid phone cards and coins for phone calls <p>Clothing and footwear</p> <ul style="list-style-type: none"> • Warm jumper, waterproof jacket, hat and gloves for everyone • Closed—toed shoes or boots for everyone <p>Tools and supplies</p> <ul style="list-style-type: none"> • Whistle, utility knife, duct/masking tape • Plastic garbage bags, ties • Safety glasses and sunglasses. <p>Miscellaneous</p> <ul style="list-style-type: none"> • <u>Special items for infants (nappies, formula Etc.)</u> • Special items needed by elderly or people with special needs • Spare house and car keys • Pet food, water and other animal needs • <u>Diabetes emergency plan (PDF, 406KB)</u> <p>Check your supplies on a regular basis.</p>
<p>Action 6</p>	<p>First aid responses</p>
<p>First Aid kits</p>	<p>As a commitment to our participant all employees are asked to maintain a first aid kit in their vehicles. The office of AABDS has a first aid kit.</p>
<p>Action 7</p>	<p>Information management of Records and data</p>
<p>IT recovery</p>	<p>All computers are backed up weekly and records are stored in a secure location. Data is backed up to the cloud weekly (Friday) and also onto a portable hard drive which is stored offsite. Back up recoveries managed by the Administration Assistant and Executive Director, Kristy McPherson</p>

Action 8	Distribute the AABDS Disaster plan to participants, stakeholders and employees		
It is important during an emergency or disaster to know people in your community who may be able to help or assist you if you are vulnerable or at risk. AABDS recommend you develop a list to keep in your emergency kit.	My person emergency contact list is:		
	Name	Address	Phone
<p>AABDS Management Team will be responsible for coordinating emergency responses for services during a disaster. Management Team shall:</p> <ul style="list-style-type: none"> • coordinate the identification, development, implementation and review of health and safety-related policies and procedures; • assist in the identification, assessment and selection of measures to control hazards and risks to health and safety; • assist in monitoring and evaluating hazards and risk control measures; • assist in the identification, development and provision of appropriate health and safety-related information. 			

Emergency Management Plan Completion Checklist

This completion checklist has been developed for use as a 'final check' to assist to confirm that you have completed all the components the plan.

Component	✓ / x	Action Required
Distribution list has been completed		
Service users and staff requiring additional support have been identified and strategies are put in place for these persons in the event of an emergency		
A transportation plan has been completed		
Potential local hazards have been identified		
Risks have been rated and risk assessments included		
Local mitigations/controls have been specified		
Emergency Kit Checklist has been completed		
Appropriate key local community contact numbers have been added for example Fire, Ambulance, Police, local government, nearest hospital		

Key contact numbers for internal staff have been added		
Approved Provider or Person with Management or Control Representative and department regional contact numbers are included		
Service users'/staff's primary emergency contacts have been added		
An Incident Management structure has been identified, with appropriate persons assigned and contact details provided		
Responsibilities are clearly defined and back up names included for each position in the incident management team		
Communications tree detailing process for contacting emergency services, staff and primary emergency contacts is included		
Altering or ceasing service, evacuation, lockdown, shelter-in-place and shelter indoors procedures are in place and are completed		
Localised emergency response procedures have been developed for specific emergencies in-line with the hazards/threat identified in the risk assessment		
Final check completed by:		
Date:		