

# Community Emergency Planning Toolkit





# Community Emergency Plan Template

## Plan Distribution List

Name	Role	Phone Number	Email Address	Issued on

## Amendments to Plan

Name	Details of changes made	Changed by	Date for next review

# Establishing a Community Emergency Planning Group

## Brief overview of how, why and by whom the project has been undertaken:

### Aim:

Describe the aim of establishing a Community Emergency Planning Group

*E.g. To support our community with preparation, response and recovery from disasters or emergencies that may impact the community.*

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### Method:

Describe the method that will be undertaken

*E.g. Engage a Community Emergency Planning Group to assist our community to develop and enact a plan in any disaster or emergency. Work with relevant agencies, such as Logan City Council, emergency services and other community groups, to develop and implement the plan.*

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Describe why a Community Emergency Plan is needed for the community of \_\_\_\_\_.

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Describe how the Community Emergency Plan was initiated

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Describe how the Community Emergency Plan will be sustained

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# Terms of Reference – Community Emergency Planning Group

## Chapter 4 of the Community Emergency Planning Guide

### Purpose

The purpose of the Community Emergency Planning Group is to lead the development of a Community Emergency Plan for the community of \_\_\_\_\_ and support residents in anticipated disasters and emergencies.

The Community Emergency Planning Group is a support group only and does not undertake to commit responsibility for any individual or property.

### Scope

The scope of this planning will be limited to the geographic area (boundaries of the community) generally accepted as describing this community.

### Objectives/ Role of the Community Emergency Planning Group

- To develop a plan to assist and support the community of \_\_\_\_\_ prepare for, respond to and recover from disasters and emergencies that impact this community.
- To provide a link between the Community Emergency Planning Group, Logan City Council and other emergency service agencies and local organisations.
- To ensure that all community members are aware of and able to contribute to the emergency planning process.
- To facilitate disaster and emergency preparedness activities within the community through a volunteer support network.
- To document local risk assessments for the community with mitigating control measures and procedures in readiness to react to disaster and emergency situations.

### Meetings

The Community Emergency Planning Group will meet (fortnightly / monthly) and otherwise as required.

### Appointment and Role of Chair / Secretarial / Administration

To be nominated and appointed by the Community Emergency Planning Group for the term specified.

### Life span of the Community Emergency Planning Group

Plan to be completed within \_\_\_\_\_ months (Suggested timeframe).





# Define and describe your community

Chapter 5 of the Community Emergency Planning Guide

## Area Description

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## Geography

Briefly describe the geographic features of your community.

*Are there any significant or exceptional features (topography, climate) that might influence emergencies?*

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## Map of your area

Include a map of your local area. The disaster management team at Logan City Council can assist if needed.

## Built Environment

Describe and record the important built environment features of your local community.

E.g.

- *What and where are essential service / utilities?*
- *Are there any buildings or structures that are critical to ongoing viability of the community?*
- *Are there any cultural or historically important buildings or structures?*
- *Is access or transport limited or may it be limited or disabled by an emergency event, such as roads or bridges?*

Built Environment			
Essential services	Buildings	Cultural/Historic	Transport

Are there any specific built environment issues in this community that need to be considered when planning for emergencies?

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# Social Environment

Describe and record the social features of your local community.

*E.g.*

- *How many people live here and what is the age distribution?*
- *Where do they live in this area?*
- *Are there people who need extra support in their daily lives?*
- *Are there any particular socio-economic issues in this community?*

Social Environment	
Statistics – Population / Age Distribution	Socio-Economic Issues

Are there any specific issues in the social environment of this community that need to be considered when planning for emergencies?

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## Economic Environment

Describe and record the economic features of your local community.

*E.g.*

- *How and where do people earn their income?*
- *What businesses operate in this community?*
- *How important are they to this community?*

Economic Environment	
Statistics	Local businesses

Are there any specific issues in the economic environment of this community that need to be considered when planning for emergencies?

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## Natural Environment

Describe and record the natural features of your local community.

- E.g.*
- *Are there natural features important or critical to this community, such as waterways?*
  - *What are natural features in the local community, such as bushland, forest, rivers, etc.?*
  - *Are there any rare or endangered animals or plants?*
  - *Are there specific issues relating to the natural features that may impact your community during an emergency, for example a nearby creek or dam?*

Natural Environment	
Natural elements	Endangered species

Are there any specific issues in the natural environment of this community that need to be considered when planning for emergencies?

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# Understand the impact and consequences of hazards

## Chapter 6 of the Community Emergency Planning Guide

**Note:** Copy and complete for each identified hazard

Hazard:	Responsible Agency:
<b>When, where and how might this emergency impact on your community?</b>	
<hr/> <hr/> <hr/> <hr/> <hr/>	
<b>What could be the consequences for the community?</b>	
Built environment <hr/> <hr/> <hr/> <hr/>	
Social environment <hr/> <hr/> <hr/> <hr/>	
Economic environment <hr/> <hr/> <hr/> <hr/>	
Natural environment <hr/> <hr/> <hr/> <hr/>	

# Identify community actions to manage hazards

Chapter 6 of the Community Emergency Planning Guide.

Continue the table from the hazards identified on 15 of the Toolkit – complete a new table for each hazard.

Hazard:	Responsible Agency:
<b>What is currently being done by all stakeholders to manage this hazard?</b>	
Before <hr/> <hr/>	
During <hr/> <hr/>	
After <hr/> <hr/>	
<b>What actions can your community take to manage the consequences of this hazard?</b>	
Before <hr/> <hr/>	
During <hr/> <hr/>	
After <hr/> <hr/>	



# Developing Community Emergency Action Plans

## Chapter 7 of the Community Emergency Planning Guide

Document the community actions before, during and after an emergency and the hazard-specific actions identified, identifying who is responsible, the resources required, the completion date and the status of the actions.

Community Action Plan					
Phase	Actions	Responsible Person (Lead/Support)	Resources Required	Completion Date	Status (Not yet started/ Underway/ Completed)
Before					
During					
After					
Hazard-specific					
Hazard-specific					

# Congratulations

You have now completed the Community Emergency Planning Toolkit.

## Next steps

For next steps on how to turn the Plan into action and how to sustain the Plan, please refer to Chapters 8 and 9 of the Community Emergency Planning Guide.

## Further information

Should you have any enquiries or need further information, please contact Logan City Council and speak with the disaster management team by telephoning (07) 3412 3412 or emailing [DisasterManagement@logan.qld.gov.au](mailto:DisasterManagement@logan.qld.gov.au).





For further information contact:  
Logan City Council on 3412 3412 or via email  
at DisasterManagement@logan.qld.gov.au or visit Council's website  
www.logan.qld.gov.au/disasters

