PPRR DM GUIDELINE – SUPPORT TOOLKIT
Last Updated: 19 January 2018

Disaster Management Group Activation Triggers

	LOCAL			DISTRICT			STATE		
	Triggers	**Actions**	**Communication**	**Triggers**	**Actions**	**Communication**	**Triggers**	**Actions**	**Communication**
Alert	• Awareness of a hazard that has the potential to affect the local government area and may require coordinated response	• Hazard and risks identified • Information sharing with warning agency • LDC contacts DDC • Initial advice to all stakeholders	• Chair and LDC available on agreed communication channels	• One or more LDMGs operational • Awareness that hazard may be widespread	• XO brief DDC on activation level of LDMG/s • Analysis of hazard • Contact LDC/s	• DDC and XO are communicating with each other and monitoring the need for DDMG activation.	• Advice from warning authority • Operational • advice from DDC • Staged activation of LDMG/S and/or DDMG/S	• Hazard identified and risks analysed • Notify stakeholders via matrix in SDCC SOPs • SDCC staff on stand by • Conduct appreciation and prepare operations plan • SDC begins to coordinate/oversee preparations for disaster response operations • Recovery agencies placed on Alert	• SDCC contact through Watch Desk • State Duty Manager on mobile

Lean Forward	• There is a likelihood that hazard may affect local government area and may require coordinated response.
	• Hazard is quantified but may not yet be imminent
	• Need for public awareness
	• Event is to be managed locally
		• Relevant Functional Lead Agency and LDC conduct analysis of predictions
		• Chair and LDC on watching brief
		• Confirm level & potential of hazard
		• Check all contact details
		• Commence cost capturing
		• LDMG conduct meetings as required
		• Council staff prepare for operations
		• Determine trigger point to stand up
		• Prepare LDCC for operations
		• Establish regular communications with warning agency
		• LDMG conduct briefings as required
		• LDC advises DDC of lean forward and establishes regular contact
		• Warning orders to response agencies
		• Public information and warning initiated
			• Chair, LDC and LDMG members available on agreed communication channels
			• Ad-hoc reporting
				• Potential requirement for DDMG to coordinate disaster operations or provide support because of hazard level or resource requirements	• Commence immediate planning.
					• Planning for:
					  – potential support to LDMG/s)
					  – Maintain contact with LDC/s
					  – Communication procedures established
					  – Planning commenced for support to DDCC
					  – Advise State regarding status of DDMG
					  – Establish contacts and set up communication systems
					  – Receipt of Sitreps from LDMG/s
					  – Brief DDMG core members
					  – Warning orders given to DDMG
					  – DDC support staff briefed
						• DDC and / or XO contact DDMG members as per district level arrangements. The DDMG monitors the situation and may take some action to prepare for 'stand-up' level of activation
						• Ad-hoc reporting
							• Staged activation of LDMG/s and/or DDMG/s
							• Collation of information and intelligence requirements
								• SDCC staff on stand by
								• Rosters promulgated
								• Conduct appreciation and prepare operations plan
								• SDCC Liaison Officers identified
								• Watch Desk supported by State Duty Manager
								• Recovery agencies placed on Alert
									• SDCC contact through Watch Desk supported by State Duty Manager, present at SDCC
									• State agencies on mobile and monitor email
									• Ad-hoc reporting

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Stand Up	• Hazard is imminent • Community will be or has been impacted • Need for coordination in LDCC • Requests for support received by LDMG agencies or to the LDCC • The response requires coordination	• Meeting of LDMG Core Group • LDCC activated • Rosters for LDCC planned and implemented • Commence operational plans • Local government shifts to disaster operations • LDMG takes full control • SOPs activated • Core group of LDMG located in LDCC as required • Commence SITREPs to DDMG • Distribute contact details • DDMG advised of potential requests for support	• LDCC contact through agreed communication channels • Chair, LDC and LDMG members present at LDCC, on agreed communication channels as required	• Request for support received from LDCC/s • Large hazard is imminent with impact in District • Coordinated support required • Significant State resources committed	• Develop situational awareness • Pass on urgent warnings • Initial Sitrep to SDCC • DDCC activated with required staff • Roster developed and commenced for DDCC • Immediate planning commenced • SDCC advised DDMG stood up • Regular Sitreps provided to SDCC • Logistics, operations, planning and administrative cells in place • Coordination of State support commenced • Receive advice from State Disaster Coordinator (if appointed)	• DDCC contact through established land lines and generic email addresses • DDC, XO and DDMG members may present at DDCC (dependent on local arrangements), contact is through established and agreed communication channels	• Significant activations of LDMG/s and/or DDMG/s • State wide hazard • Significant BoM warnings • Prolonged operations • Cross agency coordination of tasks required • Continue collation of information and intelligence requirements	• SDCC activated • Operations plan implemented • SITREPS initiated for QDMC • Critical Incident Directive activated • Appointment of State Recovery Coordinator considered by QDMC	• SDCC through land lines and generic email addresses • State agencies present at SDCC, on landlines and/or mobiles, monitoring email and producing agency SITREPS
Stand Down	• No requirement for coordinated response • Community has returned to normal function • Recovery taking place	• Final checks for outstanding requests • Implement plan to transition to recovery • Debrief of staff in LDCC • Debrief with LDMG members as required • Consolidate financial records • Hand over to Recovery Coordinator for reporting • Return to local government core business • Final situation report sent to DDMG	• LDMG members not involved in recovery operations resume standard business and after hours contact arrangements	• LDMG/s stood down from response • Recovery arrangements functioning	• Final checks for outstanding requests • Assist LDMG/s to transition to recovery • Debrief of staff in DDCC and DDMG members • Consolidate financial records • Final situation report sent to SDCC • Hand over to Recovery Coordinator (If appointed) • Return to core business	• DDMG members not involved in recovery operations resume standard business and after hours contact arrangements • Recovery updates provided to DDMG members	• Response activities are concluded	• Final Sitrep to QDMC • Debrief of SDCC staff • Transition from response and recovery to recovery • Financial reconciliation	• Watch Desk resumes watching brief Agencies not involved in recovery resume standard business and contact arrangements