

**<Municipality Name>**

**FLOOD EMERGENCY PLAN**

A Sub-Plan of the Municipal Emergency Management Plan

For [Enter Details] Council

and

VICSES Unit(s) [Enter Details]

Template Version 6, January 2019





Insert

Council Logo

# How to use this template

* This template has been prepared to assist the preparation of a robust Municipal Flood Emergency Plan (MFEP) that contains intelligence on what is at risk from flooding, both riverine and stormwater, within the Municipality. This intelligence should be derived from past experience, flood and drainage study outputs and other sources of flood related information. The MFEP should contain information on what needs to be done to reduce flood impacts and detail flood arrangements before, during and after.
* This template is a tool to complete a flood emergency planning process. Completion of the template itself without undertaking a planning process will not provide a robust plan. To facilitate the development and maintenance of the MFEP, it is recommended that a Municipal Flood Planning Committee (MFPC) be formed as a subcommittee to the Municipal Emergency Management Planning Committee (MEMPC). Development of this Plan should be based on an inclusive process involving Council, the CMA, VICSES, other emergency services and community representatives.
* Information relevant to the Plan should be added as required if the template does not prompt for it.
* Arrangements must be consistent with the MEMP as well as Region and State level plans.
* Repetition should be avoided: use cross-references that are correct and informative.
* All flood related matters contained in the MEMP, and related Sub-Plans should be moved to and incorporated in this MFEP while being replaced in the document by a reference to the source.
* All yellow highlighted text must be considered and dealt with as appropriate.
* All remaining yellow highlight should be removed on completion of the plan. Content deletions should only occur after careful consideration and discussion with stakeholders.
* Appendices should be able to ‘stand-alone’ and be used in flood response operations.
* Additional Appendices containing VICSES or Council specific operational information may be developed.
* The list of acronyms, index, cross-references and page numbers should be updated.
* Agency roles must be agreed to by relevant agencies and consistent with EMMV part 7.
* Feedback regarding the template should be communicated to VICSES (emp@ses.vic.gov.au). VICSES will consider all feedback, make all required changes and maintain the template.

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# Distribution of MFEP

# Once endorsed and signed the, MFEP should be distributed to all MFEP committee members, MEMPC Chair, council, MERO, Deputy MERO, Representatives from; BoM, CMA, DELWP, Parks Victoria, Ambulance Victoria, VicRoads, DHHS, relevant utilities, MFB, MERC, RERC, Police station, VICSES Units, VICSES Regional office, CFA Brigades, CFA Regional office,

# Document Transmittal Form / Amendment Certificate

This Municipal Flood Emergency Plan (MFEP) will be amended, maintained and distributed as required or every 3 years facilitated by VICSES in consultation with the Municipal Emergency Management Planning Committee (MEMPC)

Suggestions for amendments to this Plan should be forwarded to VICSES Regional Office via [Enter Details as required].

Amendments listed below have been included in this Plan and updated as a new version.

|  |  |  |  |
| --- | --- | --- | --- |
| Amendment  Number | Date of  Amendment | Amendment  Entered By | Summary of Amendment |
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This Plan will be maintained on the VICSES website at [www.ses.vic.gov.au/get-ready/your-local-flood-information](http://www.ses.vic.gov.au/get-ready/your-local-flood-information) and Municipality website (if required).

# List of Abbreviations & Acronyms

|  |  |  |  |
| --- | --- | --- | --- |
| The following abbreviations and acronyms are used in the Plan | | | |
| AAR | After Action Review | **IMS** | Incident Management System |
| AEP | Annual Exceedance Probability | **IMT** | Incident ManagemetnSystem |
| AHD | Australian Height Datum (the height of a location above mean sea level in metres) | **JSOP** | Joint Standard Operations Procedure |
| AIDR | Australian Institute of Disaster Resilience | **LSIO** | Land Subject to Inundation Overlay |
| AIIMS | Australasian Inter-service Incident Management System | **MEMO** | Municipal Emergency Management Officer |
| AoOCC | Area of Operations Control Centre / Command Centre | **MEMP** | Municipal Emergency Management Plan |
| ARI | Average Recurrence Interval | **MEMPC** | Municipal Emergency Management Planning Committee |
| ARMCANZ | Agricultural & Resource Management Council of Australia & New Zealand | **MERC** | Municipal Emergency Response Coordinator |
| AV | Ambulance Victoria | **MERO** | Municipal Emergency Resource Officer |
| BoM | Bureau of Meteorology | **MFB** | Metropolitan Fire Brigade |
| CEO | Chief Executive Officer | **MFEP** | Municipal Flood Emergency Plan |
| CERA | Community Emergency Risk Assessment | **MFEPC** | Municipal Flood Emergency Planning Committee |
| CFA | Country Fire Authority | **MRM** | Municipal Recovery Manager |
| CMA | Catchment Management Authority | **PMF** | Probable Maximum Flood |
| DELWP | Department of Environment, Land, Water and Planning | **RAC** | Regional Agency Commander |
| DJPR | Department of Economic Development, Jobs, Transport and Regions | **RCC** | Regional Control Centre |
| DHHS | Department of Health and Human Services | **RDO** | Regional Duty Officer |
| EMLO | Emergency Management Liaison Officer | **RERC** | Regional Emergency Response Coordinator |
| EMV | Emergency Management Victoria | **RERCC** | Regional Emergency Response Coordination Centre |
| EMMV | Emergency Management Manual Victoria | **SAC** | State Agency Commander |
| EMT | Emergency Management Team | **SBO** | Special Building Overlay |
| ERC | Emergency Relief Centre | **SCC** | State Control Centre |
| EO | Executive Officer | **SDO** | State Duty Officer |
| FO | Floodway Overlay | **SERP** | State Emergency Response Plan |
| IIA | Initial Impact Assessment | **SEWS** | Standard Emergency Warning Signal |
| IEMT | Incident Emergency Management Team | **SOP** | Standard Operations Procedures |

1. [Introduction](file:///C:\Users\SES54706\AppData\Local\Microsoft\charrop\AGodycki\MelbourneWater-VICSES%20Partnership\FMP%20&%20FEP\Municipal%20FEP%20template%20180310_final.doc#_PART_1_INTRODUCTION)

## Approval and Endorsement

This Municipal Flood Emergency Plan (MFEP) has been prepared by (Enter Committee Name i.e. MFPC) and with the authority of the [Enter appropriate details (i.e. MEMPC) –pursuant to Section 20 of the Emergency Management Act 1986 (as amended).

[The MFPC – enter details] have undertaken the following consultations with the [enter details] community/communities about the arrangements contained within this plan:

- [Enter Details]

This MFEP is a sub plan to the [Enter Municipality Name] Emergency Management Plan (MEMP), is consistent with the Emergency Management Manual Victoria (EMMV) and the Victorian Floodplain Management Strategy (2016), and takes into account the outcomes of the Community Emergency Risk Assessment (CERA) process undertaken by the Municipal Emergency Management Planning Committee (MEMPC).

The MFEP is consistent with the Regional Flood Emergency Plan (RFEP) and the State Emergency Response Plan (SERP) – Flood sub-plan.

This MFEP is a result of the cooperative efforts of the MFPC and its member agencies.

This Plan is approved by the VICSES Regional Manager.

This Plan is endorsed by the [Enter Municipality Name] MEMPC as a sub-plan to the MEMP.

**Approval**

………………………………………………………………………………………………………

[Enter Name Details] Date

[Enter Name] Region VICSES Regional Manager

**Endorsement**

…………………………….…………………………………………………………….…………..

[Enter Name Details] Date

Chair – Municipal Emergency Management Planning Committee

## Purpose and Scope of this Flood Emergency Plan

The purpose of this MFEP is to detail arrangements agreed for managing a flood emergency before, during and after it occurs or potentially occurs within [Enter Municipality Name]

As such, the scope of the Plan is to:

* Identify the local flood risk;
* Support the implementation of mitigation and planning measures to minimise the causes and impacts of flooding;
* Detail emergency management arrangements;
* Identify linkages with Local, Regional and State emergency and wider planning arrangements with a specific emphasis on those relevant to flood.

## Municipal Flood Planning Committee (MFPC)

Membership of the [Enter Municipality Name] Flood Planning Committee (MFPC) comprises of the following representatives from the following agencies and organisations:

* VICSES (i.e. Unit Controller & Regional Officer – Emergency Management) **(Chair)**,
* Council (i.e. Municipal Emergency Resource Officer)
* Victoria Police (i.e. Municipal Emergency Response Co-ordinator) (MERC),
* Catchment Management Authority (CMA),
* Department of Health and Human Services (DHHS) as required,
* Department of Environment, Land, Water and Planning (DELWP) as required,
* Water Authorities as required,
* Bureau of Meteorology as required,
* Local community representatives and
* List other agencies as required

## Responsibility for Planning, Review & Maintenance of this Plan

This MFEP must be maintained in order to remain effective.

VICSES through the MFPC has responsibility for facilitating the preparation, review, maintenance and distribution of this plan.

The MFPC will meet at least once per year. The plan should be reviewed following:

* A new flood study;
* A significant change in flood mitigation measures;
* After the occurrence of a significant flood event within the Municipality;
* Or if none of the above occur, every 3 years.

1. [BEFORE: Prevention / preparedness arrangements](C:\\Users\\SES54706\\AppData\\Local\\Microsoft\\charrop\\AGodycki\\MelbourneWater-VICSES Partnership\\FMP & FEP\\Municipal FEP template 180310_final.doc" \l "_PART_4_PREVENTION)

## Community Engagement and Awareness

Details of this MFEP will be released to the community through; local media, any FloodSafe engagement initiatives and websites (VICSES and the Municipality) upon formal adoption by VICSES and the Municipality

VICSES with the support of [Enter Local Government Name] and [Enter CMA Details] will coordinate targeted community flood engagement programs within the council area.

A Community Engagement/Communication Plan has been developed in addition to any Local Flood Guides. Refer to Appendix [Enter Relevant Section]

Refer to appendix H (LFG and FloodSafe Information. Attach any broader FloodSafe details).

## Structural Flood Mitigation Measures

The following summary of structural flood mitigation measures exist within the Council area:

* Levees (location, owner, condition, maintenance responsibility and protection levels).
* Retarding Basins (location, owner, condition, maintenance responsibility and protection levels) etc.

Refer to appendix C for detailed information of structural flood mitigation measures.

## Non-structural Flood Mitigation Measures

### Exercising the Plan

Arrangements for exercising this Plan will be at the discretion of the MEMPC. It is recommended that the MFEP is exercised on an annual basis and reviewed in line with Section 1.4.

### Flood Warning

Arrangements for Bureau issued Flood Watch and Flood Warning products are contained within the SERP Sub Plan – Flood ([www.ses.vic.gov.au/em-sector/vicses-emergency-plans](http://www.ses.vic.gov.au/em-sector/vicses-emergency-plans)) and on the Bureau of Meteorology (BoM) website [www.bom.gov.au](http://www.bom.gov.au).

Details on Warnings issued by VICSES through VicEmergency and VICSES channels are outlined in **Appendix E**.

### Local Knowledge

Community Observers provide local knowledge to VICSES and the Incident Control Centre regarding local insights and the potential impacts and consequences of an incident and may assist with the dissemination of information to community members.

Specific details of arrangements to capture local knowledge are provided in **Appendix G**.

1. DURING: Response arrangements

## Introduction

### Activation of Response

Flood response arrangements may be activated by the Regional Duty Officer (RDO) VICSES [Enter Regional Name] Region or Regional Agency Commander (RAC).

The VICSES Incident Controller (IC)/RDO will activate agencies as required as documented in the State Emergency Response Plan - Flood.

### Responsibilities

There are a number of agencies with specific roles that will act in support of VICSES and provide support to the community in the event of a serious flood within the [Enter Municipality Name]. These agencies will be engaged through the EMT.

The general roles and responsibilities of supporting agencies are as agreed within the: MEMP, EMMV (Part 7 ‘Emergency Management Agency Roles’) and SERP Sub Plan - Flood and Regional Flood Emergency Plan.

Agreed roles of supporting agencies **may** be listed/are in a separate appendix to this plan or link back to the MEMP.

### Emergency Coordination Centre or equivalent

If established, liaison with the emergency coordination centre will be through the established Division/Sector Command and through Municipal involvement in the IEMT, in particular the Municipal Emergency Response Coordinator (MERC). The VICSES RDO / ICC will liaise with the centre directly if no Division/Sector Command is established.

The function, location, establishment and operation of an emergency coordination centre if relevant will be as detailed in the MEMP.

### Escalation

Many flood incidents are of local concern and an appropriate response can usually be coordinated using local resources. However, when these resources are exhausted, the State’s arrangements provide for further resources to be made available, firstly from neighbouring Municipalities (on a regional basis) and then on a State-wide basis.

Resourcing and event escalation arrangements are described in Part 3 of the EMMV.

## The six C’s

Arrangements in this MFEP must be consistent with the 6 C’s detailed in State and Regional Flood Emergency Plans and the MEMP. For further information, refer to Part 3 of the EMMV.

* **Command:** Overall direction of response activity in an emergency.
* **Control:** Internal direction of personnel and resources within an agency.
* **Coordination:** Bringing together agencies and resources to ensure effective preparation for response and recovery.
* **Consequence:** Management of the effect of emergencies on individuals, communities, infrastructure and the environment.
* **Communication:** Engagement and provision of information across agencies and proactively with the community around preparation, response and recovery in emergencies.
* **Community Connection:** Understanding and connecting with trusted networks, leaders and communities around resilience and decision making.

Specific details of arrangements for this plan are to be provided in **Appendix C**.

### Control

Functions 5(a) and 5(c) at Part 2 of *the Victoria State Emergency Service Act 1986 (as amended)* detail the authority for VICSES to plan for and respond to flood.

Part 7 of the EMMV prepared under the *Emergency Management Act 1986 (as amended)*, identifies VICSES as the Control Agency for flood. It identifies DELWP as the Control Agency responsible for “dam safety, water and sewerage asset related incidents” and other emergencies. A more detailed explanation of roles and responsibilities is provided in later sections of Part 7 of the EMMV.

All flood response activities within the [Enter Municipality Name] including those arising from a dam failure or retarding basin / levee bank failure incident will therefore be under the control of the appointed IC, or delegated representative.

### Incident Controller (IC)

An Incident Controller (IC) will be appointed by the VICSES (as the Control Agency) to command and control available resources in response to a flood event on the advice of the Bureau of Meteorology (or other reliable source) that a flood event will occur or is occurring. The IC responsibilities are as defined in Part 3 of the EMMV.

### Incident Control Centre (ICC)

As required, the IC will establish an Incident Control Centre (ICC) from which to initiate incident response command and control functions. The decision as to if and when the ICC should be activated, rests with the Control Agency (i.e. VICSES).

Pre-determined ICC locations are available in the MEMP

List below in table if required or delete table if not

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Incident Level | Location | ICC Location | Facility owner | Key contact |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

### Divisions and Sectors

To ensure that effective Command and Control arrangements are in place, the IC may establish Divisions and sectors depending upon the complexity of the event and resource capacities.

The following Divisions and Sectors may be established to where applicable to assist with the management of flooding within the Municipality:

|  |  |
| --- | --- |
| Division | Sector |
|  |  |
|  |  |

### Incident Management Team (IMT)

The IC will form an Incident Management Team (IMT).

Refer to Part 3 of the EMMV for guidance on IMTs and Incident Management Systems (IMSs).

### Emergency Management Team (IEMT)

The IC will establish a multi-agency Incident Emergency Management Team (IEMT) to assist the flood response. The IEMT consists of key personnel (with appropriate authority) from stakeholder agencies and relevant organisations who need to be informed of strategic issues related to incident control. They are able to provide high level strategic guidance and policy advice to the IC for consideration in developing incident management strategies.

Organisations, including [Enter Municipality], required within the IEMT will provide an Emergency Management Liaison Officer (EMLO) to the ICC if and as required as well as other staff and / or resources identified as being necessary, within the capacity of the organisation.

Refer to 3 of the EMMV for guidance on IEMTs.

### On Receipt of a Flood Watch / Severe Weather Warning

SES SOP008 and SES SOP009 outline in detail the actions to be undertaken upon receipt of a Flood Watch/Flood Warning or Sever Weather Warning. VICSES RDO (until an incident controller is appointed) or IC will undertake actions as defined within the flood intelligence cards (**Appendix C**). General considerations by the IC/VICSES RDO will be as follows:

* Review flood intelligence to assess likely flood consequences
* Monitor weather and flood information – [www.bom.gov.au](http://www.bom.gov.au)
* Assess Command and Control requirements.
* Review local resources and consider needs for further resources regarding personnel, property protection, flood rescue and air support
* Notify and brief appropriate officers. This includes Regional Control Centre (RCC) (if established), State Control Centre (SCC) (if established), Council, other emergency services through the EMT.
* Assess ICC readiness (including staffing of IMT and IEMT) and open if required
* Ensure flood warnings and community information is prepared and issued to the community where required
  + Flood (Riverine and flash) Warnings are managed by the RDO/RAC
  + Severe Weather/ Thunderstorm warnings are managed by SDO/SAC
* Develop media and public information management strategy
* Monitor watercourses and undertake reconnaissance of low-lying areas
* Ensure flood mitigation works are being checked by owners
* Develop and issue incident action plan, if required
* Develop and issue situation report, if required

### On Receipt of the First and Subsequent Flood Warnings

VICSES RDO (until an incident controller is appointed) or IC will undertake actions as defined within the flood intelligence cards **(Appendix C).** General considerations by the IC/VICSES RDO will be as follows:

* Develop an appreciation of current flood levels and predicted levels. Are floodwaters rising, steady, peaking or falling?
* Review flood intelligence to assess likely flood consequences.
* Consider:
* What areas may be at risk of inundation?
* What areas may be at risk of isolation?
* What areas may be at risk of indirect affects as a consequence of power, gas, water, telephone, sewerage, health, transport or emergency service infrastructure interruption?
* The characteristics of the populations at risk
* Determine what the at-risk community need to know and do as the flood develops.
* Warn the at-risk community including ensuring that an appropriate warning and community information strategy is implemented including details of:
* The current flood situation
* Flood predictions
* What the consequences of predicted levels may be
* Public safety advice
* Who to contact for further information
* Who to contact for emergency assistance
* Liaise with relevant asset owners as appropriate (eg. Water, power utilities)
* Implement response strategies as required based upon flood consequence assessment.
* Continue to monitor the flood situation – [www.bom.gov.au/vic/flood/](http://www.bom.gov.au/vic/flood/)
* Continue to conduct reconnaissance of low-lying areas
* Liaise with relevant flood mitigation infrastructure managers

## Initial Impact assessment

Initial impact assessments will be conducted in accordance with Part 3 section 5.2.5 of the EMMV to assess and record the extent and nature of damage caused by flooding. This information may then be used to provide the basis for further needs assessment and recovery planning by DHHS and recovery agencies.

## Preliminary Deployments

When flooding is expected to be severe enough to cut access to towns, suburbs and/or communities the IC will consult with relevant agencies to ensure that resources are in place if required to provide emergency response. These resources might include emergency service personnel, food items and non-food items such as medical supplies, shelter, assembly areas, relief centres etc.

## Response to Flash Flooding

Emergency management response to flash flooding should be consistent with the guideline for the emergency management of flash flooding contained within the State Emergency Response Plan - Flood.

When conducting pre-event planning for flash floods the following steps should be followed, and in the order as given:

1. Determine if there are barriers to evacuation by considering warning time, safe routes, resources available and etc;
2. If evacuation is possible, then evacuation should be the adopted strategy and it must be supported by a public information capability and a rescue contingency plan;
3. Where it is likely people will become trapped by floodwaters due to limited evacuation time or options safety advice needs to be provided to people at risk. Advise should be given to not attempt to flee by entering floodwater. If people become trapped, it may be safer to seek the highest point within the building and to telephone 000 if they require rescue.
4. For buildings known to be structurally un-suitable an earlier evacuation trigger will need to be established (return to step 1 of this cycle).
5. If an earlier evacuation is not possible then specific preparations must be made to rescue occupants trapped in structurally unsuitable buildings either pre-emptively or as those people call for help.
6. Contact the [Enter Municipality] MERC and MERO at the earliest opportunity to allow for relief preparation to commence.

Due to the rapid development of flash flooding it will often be difficult, to establish relief centres ahead of actually triggering the evacuation. This is normal practice but this is insufficient justification for not adopting evacuation.

Refer to **Appendix C** for response arrangements for flash flood events.

## Evacuation for all flooding

The IC decides whether to warn people to evacuate or if it is recommended to evacuate immediately.

Once the decision is made VicPol are responsible for the management of the evacuation process where possible. VICSES and other agencies will assist where practical. VICSES is responsible for the development and communication of evacuation warnings.

VicPol and/or Australian Red Cross may take on the responsibility of registering people affected by a flood emergency including those who have been evacuated.

Refer to EMMV Part 8, Appendix 9 and the Evacuation Guidelines for guidance of evacuations for flood emergencies.

Refer to **Appendix C** of this Plan and the MEMP for additional local evacuation considerations for the municipality.

## Flood Rescue

VICSES may conduct flood rescues. Appropriately trained and equipped VICSES units or other agencies that have appropriate training, equipment and support may carry out rescues.

Rescue operations may be undertaken where voluntary evacuation is not possible, has failed or is considered too dangerous for an at-risk person or community. An assessment of available flood rescue resources (if not already done prior to the event) should be undertaken prior to the commencement of Rescue operations.

Rescue is considered a high-risk strategy to both rescuers and persons requiring rescue and should not be regarded as a preferred emergency management strategy. Rescuers should always undertake a dynamic risk assessment before attempting to undertake a flood rescue.

Victoria Police Rescue Coordination Centre should be notified of any rescues that occur: (03) 9399 7500

The following resources are available within [Enter Municipality] to assist with rescue operations:

[Enter Details (i.e. aircraft, flood rescue boat) Include details of any sharing arrangements established with other Municipalities and/or other agencies.]

Known high-risk areas/communities (i.e. low-lying islands) where rescues might be required include:

[Enter Details (include any trigger points)]

## Aircraft Management

Aircraft can be used for a variety of purposes during flood operations including evacuation, resupply, reconnaissance, intelligence gathering and emergency travel.

Air support operations will be conducted under the control of the IC

The IC may request aircraft support through the State Air Desk located at the SCC will establish priorities.

Suitable airbase facilities are located at:

* [Enter Details]

## Resupply

Communities, neighbourhoods or households can become isolated during floods as a consequence of road closures or damage to roads, bridges and causeways. Under such circumstances, the need may arise to resupply isolated communities/properties with essential items.

When predictions/intelligence indicates that communities, neighbourhoods and/or households may become isolated, VICSES will advise businesses and/or households that they should stock up on essential items.

After the impact, VICSES can support isolated communities through assisting with the transport of essential items to isolated communities and assisting with logistics functions.

Resupply operations are to be included as part of the emergency relief arrangements with VICSES working with the relief agencies to service communities that are isolated.

## Essential Community Infrastructure and Property Protection

Essential Community Infrastructure and Property (e.g. residences, businesses, roads, power supply etc.) may be affected in the event of a flood.

The [Enter Municipality Name] maintains a small stock of sandbags [Enter details as appropriate], and back-up supplies are available through the VICSES Regional Headquarters. The IC will determine the priorities related the use of sandbags, which will be consistent with the strategic priorities.

If VICSES sandbags are becoming limited in supply, then priority will be given to protection of Essential Community Infrastructure. Other high priorities may include for example the protection of historical buildings.

Property may be protected by:

* Sandbagging to minimise entry of water into buildings
* Encouraging businesses and households to lift or move contents
* Construction of temporary levees in consultation with the CMA, LGA and VICPOL and within appropriate approval frameworks.

The IC will ensure that owners of Essential Community Infrastructure are kept advised of the flood situation. Essential Community Infrastructure providers must keep the IC informed of their status and ongoing ability to provide services.

Contact your local VICSES representative for the most current Sandbag Guidelines or download it from IMT Toolbox in EMCOP- Operations.

Refer to **Appendix C** for further specific details of essential infrastructure requiring protection and location of sandbag collection point(s).

## Disruption to Services

Disruption to services other than essential community infrastructure and property can occur in flood events. Refer to **Appendix C** for specific details of likely disruption to services and proposed arrangements to respond to service disruptions in [Enter Municipality].

## Road Closures

[Enter Municipality Name] and VicRoads will carry out their formal functions of road closures including observation and placement of warning signs, road blocks etc. to its designated local and regional roads, bridges, walking and bike trails. [Enter Municipality Name] staff should also liaise with and advise VicRoads as to the need or advisability of erecting warning signs and / or of closing roads and bridges under its jurisdiction. VicRoads are responsible for designated main roads and highways and councils are responsible for the designated local and regional road network.

VICROADS and [Enter Municipality Name] will communicate community information regarding road closures. Information will be updated on the VIC Traffic website: <https://traffic.vicroads.vic.gov.au/>

Refer to **Appendix C** for specific details of potential road closures.

## Dam Spilling/ Failure

DELWP is the Control Agency for dam safety incidents (e.g. breach, failure or potential breach / failure of a dam), however VICSES is the Control Agency for any flooding that may result.

DELWP have developed Dam Safety Emergency Plans for municipalities where it is applicable.

Major dams with potential to cause structural and community damage within the Municipality are described in **Appendix A**.

## Waste Water related Public Health Issues and Critical Sewerage Assets

Inundation of critical sewerage assets including septic tanks and sewerage pump stations may result in water quality problems within the Municipality. Where this is likely to occur or has occurred the responsibility agency for the critical sewerage asset should undertake the following:

* Advise VICSES of the security of critical sewerage assets to assist preparedness and response activities in the event of flood;
* Maintain or improve the security of critical sewerage assets;
* Check and correct where possible the operation of critical sewerage assets in times of flood;
* Advise the ICC in the event of inundation of critical sewerage assets.

It is the responsibility of the [Enter Municipality Name] Environmental Health Officer to inspect and report to the MERO and the ICC on any water quality issues relating to flooding.

## Access to Technical Specialists

VICSSES Manages contracts with private technical specialists who can provide technical assistance in the event of flood operations or geotechnical expertise. Refer to VICSES SOP061 for the procedure to engage these specialists.

## After Action Review

VICSES will coordinate the after action review arrangements of flood operations as soon as practical following an event.

All agencies involved in the flood incident should be represented at the after action review.

1. [AFTER: Emergency relief and recovery arrangements](C:\\Users\\SES54706\\AppData\\Local\\Microsoft\\charrop\\AGodycki\\MelbourneWater-VICSES Partnership\\FMP & FEP\\Municipal FEP template 180310_final.doc" \l "_PART_6_RECOVERY)

## General

Arrangements for recovery from a flood and/or storm event within the [Enter Municipality Name] is detailed in the [Enter Municipality Name] MEMP and/or the Recovery Sub-plan.

## Emergency Relief

The decision to recommend the opening of an emergency relief centre sits with the IC. The IC is responsible for ensuring that relief arrangements have been considered and implemented where required under the State Emergency Relief and Recovery Plan (Part 4 of the EMMV).

The range and type of emergency relief services to be provided in response to a flood event will be dependent upon the size, impact, and scale of the flood or storm. Refer to Part 4 of the EMMV for details of the range of emergency relief services that may be provided.

Suitable relief facilities identified for use during floods are detailed in **Appendix C** and/or the MEMP.

Details of the relief arrangements are available in the MEMP.

## Animal Welfare

Matters relating to the welfare of livestock and companion animals (including feeding and rescue) are to be referred to Department of Jobs, Precincts and Regions (DJPR (Agriculture Victoria)).

Requests for emergency supply and/or delivery of fodder to stranded livestock or for livestock rescue are passed to DJPR (Agriculture Victoria).

Matters relating to the welfare of wildlife are to be referred to DELWP.

Refer to **Appendix C** for animal shelter compound locations.

## Transition from Response to Recovery

VICSES as the Control Agency is responsible for ensuring effective transition from response to recovery. This transition will be conducted in accordance with existing arrangements as detailed in Part 3 of the EMMV or location of the transition arrangements are available in the MEMP.

# Appendix A: Flood threats for [locality]

This may be set up A1, A2, A3 etc to represent each river system.

This Appendix is to provide a broad overview of flood risk within the Municipality. Detailed Flood Risk Information for Individual Communities should be detailed in **Appendix C.**

This section should be populated using intelligence extracted from all available flood related information. This may include:

* Planning Scheme delineations (LSIO, FO, SBO, etc);
* Flood and drainage study deliverables – reports, frequency analysis, inundation maps, hydrologic analysis, hydraulic modelling animations, etc;
* Post flood event reports;
* Post flood event media reports;
* Disaster relief funding applications;
* Insurance records / claims (if available);
* Information from Council files and corporate knowledge;
* Anecdotal evidence from community members and other local sources;
* Flood awareness raising programs;
* Bureau of Meteorology “Monthly Significant Weather Summaries”; (any future predicted weather patterns (i.e. La Nina weather cycle)
* Community study reports and analyses;
* DELWP hydrographic records
* Road and other infrastructure design projects;
* Flood Intelligence Cards;
* Other reliable sources.

General

Provide a general introduction to flooding within the council area

Historic Floods

Provide information on historic flood events within the Municipality

Provide a brief history of flooding along each of the waterways within the Municipality. This might include:

* A brief summary of the date of the largest and next few largest floods;
* The time since (or date of) the last major flood along the waterway;
* Potential for different types of floods in particular areas (riverine flooding, flash flooding etc.)
* A commentary on known flood effects (e.g. roads closed, houses flooded over floor, etc);
* A short discussion (if relevant) on why future similar flows may cause different impacts or effects;
* An outline of any flood mitigation works completed (where, when, why, standard of protection in AEP and year of flood terms;
* A flood frequency analysis for recent flood events for representative gauging stations;
* Frequency analyses (if they exist) for ungauged waterways within the Municipality;
* Photographs, maps, aerial photography, location of historical markers etc.

Description of Major Waterways and Drains

Populate this table using:

* Flood extent mapping (or SBO and LSIO delineations) together with GIS, cadastre or VicRoads;
* Information from Council files and Corporate knowledge;
* Flood and drainage study as well as flood event reports;
* Disaster relief funding applications; and
* Other reliable sources.

Consider using a different colour for each catchment.

Note that any intelligence in these tables MUST have regard for changes within catchments that modify likely flood behaviour

|  |  |
| --- | --- |
| Waterway or Drain | Description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\* Modify Table to suit.

Dam Spilling/ Failure

Flooding resulting from spilling or failure of the following dams is likely to cause significant structural and community damage

The following supporting documentation is provided:

* Consider dams that are not in the municipality but further upstream and the consequential effects on down stream communities
* [Enter Details]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Owner | Dam Height | Dam Capacity | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Modify Table to suit.

# Appendix B: Typical flood peak travel times

This may be set up B1, B2, B3 etc. to represent each river system.

The CMA and / or the Bureau of Meteorology may be able to assist with information to populate this table. Flood, drainage and other studies are also likely to be a useful source of information.

|  |  |  |  |
| --- | --- | --- | --- |
| Location From | Location To | Typical Travel Time | Comments |
| Start of rainfall (upper catchment) | Location 1 | xx to xx hours | Begin to rise from normal levels |
|  | Location 2 | xx to xx hours | Begin to rise from normal levels |
|  | Location 3 | xx to xx hours | Begin to rise from normal levels |
|  |  |  |  |
| Location A | Location B | Around XX hours | Minor flooding |
| Location C | Location D | Around XX hours | Minor flooding |
|  |  |  |  |
| Location A | Location B | Around XX hours | Moderate flooding |
| Location C | Location D | Around XX hours | Moderate flooding |
|  |  |  |  |

\* Modify Table to suit.

# Appendix C: [enter name of community] Flood Emergency Plan

Overview of Flooding Consequences

Write a brief summary of the consequence of flooding. Further information will be detailed below in tables.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| AEP Event XX% | Properties Affected | Number of properties | Description of risk | Warning Time | Road Closure | Bus Route disruption |
|  | **Residential** |  |  |  |  |  |
|  | **Commercial** |  |  |  |  |  |
|  | **Industrial** |  |  |  |  |  |
|  | **Public Land** |  |  |  |  |  |
|  | **Rural** |  |  |  |  |  |

\* Modify Table to suit.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Asset register | | | | | | |
|  | **Asset Name and location** | **Observed Rainfall** | **AEP % of flood** | **Water level [insert location gauge]** | **Consequence / Impact** | **Mitigation/ Action** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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Provide a general overview of flooding consequence. \* Modify Table to suit.

What areas are affected?

* Caravan parks likely to be affected
* How many properties?
* How much warning time?
* Impacts on essential community infrastructure
* Isolation risks
* Major road closures
* Locations where evacuation difficulties may occur

Flood Mitigation

Provide a broad overview of any flood mitigation systems/measures:

Where do levees and retarding basins exist? What communities do they protect? Who manages them? What are their design heights relative to gauge? What are their crest heights relative to gauge? Location of any spillways? Details of any levee closure points such as railway crossing, which may need to be sandbagged.

Flood Impacts and Required Actions

Populate the following tables using all available information. Typically, this includes:

* Deliverables from flood, drainage and other studies;
* Flood inundation maps (including LSIO, SBO and FZ delineations from the Planning Scheme);
* Hydraulic modelling / flood inundation animations;
* Past flood experience – gleaned from Council files, records and reports of previous floods including nature and severity of floods (i.e. flash floods, riverine floods, major floods etc), newspaper accounts, post-event funding submissions, etc.
* Community or agency flood awareness material (particularly in relation to FloodSafe or StormSafe material - make sure information / intelligence is shared and consistent); NOTE: Local Flood Guides in **Appendix H**
* Community and agency knowledge;
* Any known or possible community infrastructure impacts including:

- Any sewer pumps likely to be inundated;

- Any groundwater wells likely to be inundated;

- Water treatment plants and water storage areas to be affected;

- Telecommunications equipment

* Pumps and other service equipment etc. likely to be inundated;
* Look to agencies – BoM FW directives, Council’s MEMP, CMA FW directive and associated information, etc.

**Note:** intelligence MUST have regard for changes within catchments that modify likely flood behaviour (e.g. Mitigation works that reduce the severity of a flood risk)

This intelligence can be presented in a number of ways – on the y axis of a hydrograph, against a graphic of a staff gauge, etc. At this stage, tables as follows are considered best but other presentation may be added provided they do not lead to confusion or result in critical information being overlooked

CMAs can assist with population of the following three tables – in terms of consequences, flows, levels and AEPs. VICSES to complete actions column

**Note:** In Flash Flood areas without gauges, it will only be possible to provide a general description of likely flood impacts.

Flood intelligence card-

Gauge Location: [Enter Name] River at Location [Enter Name]

|  |  |  |  |
| --- | --- | --- | --- |
| River Height (m) and or River Flow (ML/d) | Annual Exceedance Probability (%AEP) | Consequence/ Impact | Action  Actions may include: Evacuation, closure of road, sandbagging, issue warning and who is responsible etc. |
| x.xxm | Minor Flood Level  x% AEP (xx year ARI) |  |  |
| x.xxm |  |  |  |
| x.xxm |  |  |  |
| x.xxm |  |  |  |
| x.xxm | Moderate Flood Level  x% AEP (xx year ARI) |  |  |
| x.xxm | 5% AEP (20 year ARI) |  |  |
| x.xxm | Major Flood Level  x% AEP (xx year ARI) |  |  |
| x.xxm | 2% AEP (50 year ARI) |  |  |

\* Modify Table to suit. Note: flood intelligence records are approximations. This is because no two floods at a location, even if they peak at the same height, will have identical impacts. Flood intelligence cards detail the relationship between flood magnitude and flood consequences. More details about flood intelligence and its use can be found in the Australian Institute of Disaster Resilience (AIDR) Handbook series on managing the Floodplain.

# Appendix D - Flood evacuation arrangements

Delete Appendix D if referred to in MEMP

Phase 1 - Decision to Evacuate

The role of evacuation is the responsibility of Victoria Police. Victoria Police discharge their responsibility for evacuation. Therefore the decision to evacuate is to be made in consultation with the MERO, MERC, DHHS, Health Commander and other key agencies and expert advice (CMA’s and Flood Intelligence specialists).

Once the Incident Controller has made the decision to evacuation the IC must notify Victoria Police representative, IMT, IEMT, agency chain of command and incident personnel.

The Incident Controller may make the decision to evacuate an at-risk community under the following circumstances:

* Properties are likely to become inundated;
* Properties are likely to become isolated and occupants are not suitable for isolated conditions;
* Public health is at threat as a consequence of flooding and evacuation is considered the most effective risk treatment. This is the role of the Health Commander of the incident to assess and manage. Refer to the State Health Emergency Response Plan (SHERP) for details);
* Essential services have been damaged and are not available to a community and evacuation is considered the most effective risk treatment.

The following should be considered when planning for evacuation:

* Anticipated flood consequences and their timing and reliability of predictions;
* Size and location of the community to be evacuated;
* Likely duration of evacuation;
* Forecast weather;
* Flood Models;
* Predicted timing of flood consequences;
* Time required and available to conduct the evacuation;
* Evacuation priorities and evacuation planning arrangements;
* Access and egress routes available and their potential flood liability;
* Current and likely future status of essential infrastructure;
* Is cross border assistance required or evacuation to another municipality relief centre?;
* Resources required and available to conduct the evacuation;
* Shelter including Emergency Relief Centres, Assembly Areas etc.;
* Vulnerable people and facilities;
* Transportation;
* Registration
* People of CALD background and transient populations;
* Safety of emergency service personnel;
* Different stages of an evacuation process.

The table below details triggers for evacuation, if these heights are predicted or are likely to occur evacuation should be considered

|  |  |  |
| --- | --- | --- |
| Sector | Gauge | Trigger |
|  |  |  |
|  |  |  |

The table below details time required to evacuate established areas.

|  |  |
| --- | --- |
| Sector | Likely time required for evacuation (including resource assumptions) |
|  |  |
|  |  |

Phase 2 – Warning

Warnings may include a warning to ‘prepare to evacuate’ and a warning to ‘evacuate now’. Once the decision to evacuate has been made, the at-risk community will be warned to evacuate. Evacuation warnings should be disseminated via methods listed in section 3.3 of this plan.

Phase 3 – Withdrawal

VICPOL is the responsible agency for evacuation. VICSES will provide advice regarding most appropriate evacuation routes and locations for at-risk communities to evacuate to.

VICSES, CFA, AV and Local Government will provide resources where available to support VICPOL/VICROADS with route control and may assist VICPOL in arranging evacuation transportation.

VICPOL will control security of evacuated areas.

Evacuees will be encouraged to move using their own transport where possible. Transport for those without vehicles or other means will be arranged - [insert arrangements].

Possible Evacuation Routes to be used:

|  |  |  |
| --- | --- | --- |
| Sector | Evacuation Route | Evacuation route closure point and gauge height of closure |
|  |  |  |
|  |  |  |
|  |  |  |

Landing zones for helicopters (if possiple) are located at:

* [list]

Special needs groups will be/are identified in Council’s ‘residents at risk’ register. This can be done through community network organisations. Further information on Council’s ‘residents at risk’ register can be obtained from [provide details]

Phase 4 – Shelter

Relief Centres and/or assembly areas which cater for people’s basic needs for floods may be established to meet the immediate needs of people affected by flooding. The flood relief centres and/or Assembly Areas are listed in the table below:

|  |  |  |
| --- | --- | --- |
| Sector | Shelter type (Relief Centre/ Assembly Area (include address) | Comments |
|  |  |  |
|  |  |  |
|  |  |  |

VICPOL in consultation with VICSES will liaise with Local Government and DHHS (where regional coordination is required) via the relevant control centre to plan for the opening and operation of relief centres. This can best be achieved through the Emergency Management Team (EMT).

**Animal Shelter**

Animal shelter compounds will be established for domestic pets and companion animals of evacuees. These facilities may be located at locations detailed below and coordinated by [Enter Name] or provide reference to MEMP.

|  |  |  |
| --- | --- | --- |
| Sector | Animal Shelter (include address) | Comments |
|  |  |  |
|  |  |  |
|  |  |  |

**Caravans**

Caravans or caravan parks may be relocated to the following locations:

|  |  |  |
| --- | --- | --- |
| Sector | Caravan evacuation location (include address) | Comments |
|  |  |  |
|  |  |  |
|  |  |  |

Phase 5 – Return

The Incident Controller in consultation with VICPOL will determine when it is safe for evacuees to return to their properties and will arrange for the notification of the community.

VicPol will manage the return of evacuated people with the assistance of other agencies as required.

Considerations for deciding whether to evacuate include:

* Current flood situation;
* Status of flood mitigation systems;
* Size and location of the community;
* Access and egress routes available and their status;
* Resources required to coordinate the return;
* Special needs groups;
* Forecast weather;
* Transportation particularly for people without access to transport

Disruption to Services

Disruption to a range of services can occur in the event of a flood. This may include road closures affecting school bus routes, truck routes, water treatment plant affecting potable water supplies etc.

[List facilities, trigger point for action and strategy to be employed. Consequence maps based on AEP may exist.]

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Impact | Trigger Point for action | Strategy/ Temporary Measures |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Essential Community Infrastructure and Property Protection

Essential Community Infrastructure and properties (e.g. residences, businesses, roads, power supply etc.) that require protection are:

[List facilities, trigger point for action and strategy to be employed. Consequence maps based on AEP may exist.]]

|  |  |  |  |
| --- | --- | --- | --- |
| Facility | Impact | Trigger Point for action | Strategy/ Temporary Measures |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[Enter Municipality Name] will establish a sandbag collection point at

* [Enter details as appropriate e.g: front of Council Depot or another community facility]

## Public Information and Warnings

VICSES uses EM-COP Public Publishing to distribute riverine and flash flood warnings in Victoria. The platform enables automatic publishing to the VicEmergency app, website and hotline (1800 226 226). Communities can also access this information through VICSES social media channels (Victoria State Emergency Service on Facebook and VICSES News on Twitter) and emergency broadcasters, such as Sky News TV and various radio stations (current list available via the [EMV website](https://www.emv.vic.gov.au/our-work/victorias-warning-system/emergency-broadcasters)).

VICSES Regions (or ICCs where established) lead the issuing of warnings for riverine flood events when pre-determined triggers are met (issuing of a BOM Flood Watch or Warning), and share locally tailored information via the standard VICSES communication channels (social media, traditional media, web and face to face). These activities are coordinated by the VICSES RDO and approved by the VICSES RAC, or the PIO and IC respectively (when an ICC is active).

If verified reports are received of flash flooding posing, or resulting in, a significant threat to life or property, VICSES Regions (or ICCs) will issue a flash flood warning product via EM-COP.

VICSES at the state tier (or SCC Public Information Section) plays an important role in sharing riverine and flash flood information via state-based standard communication channels.

During some emergencies, VICSES may alert communities by sounding a local siren, or by using the Emergency Alert (EA) platform to send an SMS to mobile phones or a voice message to landlines. The use of sirens for higher-end warnings has been pre-determined, and mapped to relevant warning templates in EM-COP.

EM-COP Public Publishing Business Rules for Riverine and Flash Flood are available in the **Public Information tab of the IMT Toolbox,** providing further guidance on specific triggers, roles and responsibilities. VICSES SOP057 and JSOP 04.01 provide further guidance.

# Appendix E: Maps and Schematics

[Amend as appropriate] Maps are provided detailing likely affected areas including properties, essential community infrastructure, roads, identification of evacuation routes, likely evacuation route closure locations, assembly areas, emergency relief centres etc. under different flood scenarios.

Maps include:

Council Area Maps;

Catchment Maps;

Township Maps;

Inundation Maps.

# Appendix F: Local knowledge arrangements

As control agency for flood in Victoria, VICSES is committed to ensuring the incorporation of local knowledge in decision making before, during and after incidents.

Information from community sources including but not limited to observations, historical information and information about current and possible consequences of an incident may be utilised to help inform the process of incorporating local knowledge into decision making during an incident. [Community observers, Local Information Officers (LIOs) and other agency networks] identified in [this plan/xxx register] will help support this process.

LIOs provide a key communication interface to community observers and other sources of local knowledge.

For the [Enter Location - Community/Municipality/River system] community observers identified are:

|  |  |  |  |
| --- | --- | --- | --- |
| Community Observer Name | Community Observer contact details | LIO Contact | Key areas of local knowledge expertise |
| [Enter Name] | [Enter contact details] | [Enter name of LIO key point of contact] | [Enter key areas of local knowledge expertise that is consistent with the Local Knowledge Policy arrangements] |
| [Enter Name] | [Enter contact details] | [Enter name of LIO key point of contact] | [Enter key areas of local knowledge expertise that is consistent with the Local Knowledge Policy arrangements] |
|  |  |  |  |

For the [Enter SES unit location] the Local Information Officer identified is:

|  |  |  |
| --- | --- | --- |
| LIO Name | LIO contact details | Community Observer contacts |
| [Enter Name] | [Enter contact details] | [Enter names of Community observer and other key local knowledge points of contact] |
|  |  |  |
|  |  |  |

For the [Enter Location - Community/Municipality/River system] other agency networks identified are:

* [Enter other relevant agency network details including the capability and management of these networks and the contact details if appropriate]

**Important Notes:**

**These arrangements do not permit community observers and existing agency networks any responsibility for operational decisions and do not permit community observers and existing agency networks to direct operational activity, including the management of flood levees.**

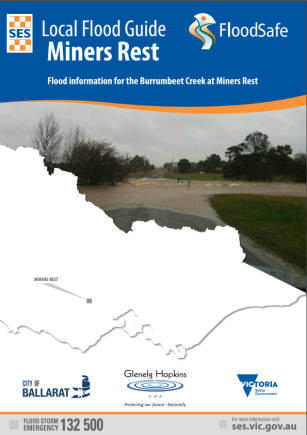
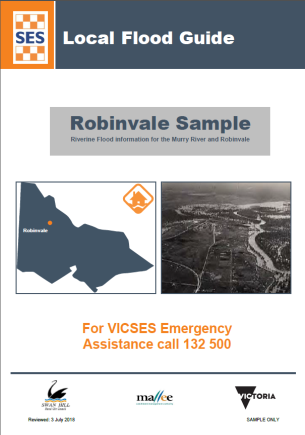
Information provided from sources of local knowledge must be processed and validated before it can become intelligence to inform decision making.

***Notes:***

*[Develop Appendix G as one appendix within the Municipality or develop multiple plans for each location within Appendix G e.g. G1 – Local Knowledge Arrangements for xxx location, G2 – Local Knowledge Arrangements for xxx location etc.]*

*[It is intended that community observers and LIOs will be contacted and asked to confirm that they are happy for their contact details to be included in this plan. If consent is provided, contact details within this plan may be published to the public. If consent is not provided, contact details will not be published to the public within this plan and will instead will be maintained within a register maintained by the relevant SES regional office].*

# Appendix G: Local flood information

* Provide the link to any relevant LFG’s in the municipality.[**www.ses.vic.gov.au/get-ready/your-local-flood-information**](http://www.ses.vic.gov.au/get-ready/your-local-flood-information)

* When reviewing the MFEP, try to ensure the LFG’s are reviewed prior to or at the same time and that dates and version number are updated on documents
* Provide relevant link or instructions to FloodZoom. This may also be a local contact person who has access and can gather local intelligence.
* Provide relevant links to CMA website or programs that may be useful and brief instructions on how to use the information.
* Provide relevant link to municipality page that may be useful and brief instructions on how to use the information.