



South Brisbane Sailing Club

Flood Plan

Developed in 2012 by the executive of the South Brisbane Sailing Club to assist the club to respond to future flood events on the Brisbane River.



SOUTH BRISBANE SAILING CLUB
FLOOD MANAGEMENT PLAN

Contents

Coming up with a plan	1
Useful information (web sites)	2
Flood Map.....	3
Elements of the plan	4
Before the event – planning	4
Contact information	4
Identifying the threat and determining how and when to respond	4
Communications.....	4
Equipment prepared and kept on-site or off-site.	5
During the event – immediate response.....	6
Responsibility	6
Communication	6
When flooding is imminent.....	6
Safety	7
Entry in to or under the building	7
Entry in to the water	7
Actions	7
End of immediate response	9
After the event – clean up and recovery	10
Responsibility	10
Communication and record of actions / returns or removal of club equipment	10
Safety	10
Entry in to or under the building	10
Actions	11
Grants.....	11

In the immediate period before, during and after the 2011 flood event the South Brisbane Sailing Club members and general public was guided by the exceptional leadership of Leanne Brown the then President and John Potts the Commodore. It is hoped that this plan which is based on those experiences will guide club members in the future through similar events.

Coming up with a plan

1. Raise at AGM that a review of the SBSC flood plan be undertaken and completed annually so that the new executive can be aware of the plan and revise the plan based on any changed in circumstances before 31 October annually.
2. Suggest the formation of a sub-committee (which has at least one member of the management committee on it) and give it responsibility for the following:
 1. Obtaining suggestions from members regarding topics a flood plan should cover and any specific issues they wish to raise.
 - Summary of 2011 events from those involved – what happened, what worked, what didn't work.
 - Draw up a draft plan
 - Obtain advice on their proposed draft plan from emergency authorities.
 2. Provide management committee with draft plan.
3. Management committee to distribute draft plan to all members for comment.
4. Management committee considers comments, finalises plan and makes available to all members by 1 December 2012.
5. Management committee provides feedback to the subcommittee regarding any changes made to the plan.

Useful information (web sites)

Organisations

Qld Police Phone: 000

<http://www.police.qld.gov.au/programs/er/bsec/default.htm>

State Emergency Qld Phone: 132500 (includes a comprehensive list of contacts)

<http://www.emergency.qld.gov.au/ses/communitySafety.asp>

Emergency Management Qld

<http://www.em.gov.au/Pages/default.aspx>

Queensland Government - Business & Industry Phone: 13 25 23

<http://www.business.qld.gov.au/business/running/cyclone-flood-disaster-recovery/preparing-business-natural-disaster/cyclone-flood-checklist>

<http://www.business.qld.gov.au/business/running/cyclone-flood-disaster-recovery/preparing-business-natural-disaster/cyclone-emergency-contact>

Queensland Government - Disaster Management Phone: 1300 369 003

<http://www.disaster.qld.gov.au/>

Flood Map



DATA INFORMATION

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Brisbane City Council
City of Brisbane
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For more information
call 07 3403 8888
or visit www.brisbane.qld.gov.au



Parks



Waterways (including rivers and creeks)



Creek, River or Tidal Flooding (Shading indicates areas where creek, river or tidal flooding may occur).



Overland Flow Path (Shading indicates areas where overland flow paths may occur).

If your property is within the shaded areas, you can get further information from the Flood Flag User Guide. You can also access a Flood Fact Sheet that explains overland flow paths and other sources of flooding from www.brisbane.qld.gov.au/floodmap or call the Contact Centre on (07) 3403 8888



Publisher: Spatial Information Services

Publication Date: 01 October 2009

Reference: 00070000

Projection: Map Grid of Australia, Zone 56

Horizontal Datum: Geocentric Datum of Australia 1984



FLOOD FLAG MAP WEST END

Dedicated to a better Brisbane

Elements of the plan

Before the event – planning

Contact information

The club will maintain an annual member register which includes contact information for all members. A hard copy of the register will be kept in the office filing cabinet and a soft copy (electronic) shall be kept on the club website, with secure access by committee members only.

The club will maintain a boat storage register of people who have personal property (boats) at the club, which will include contact information. A hard copy of the register will be kept in the office filing cabinet and a soft copy (electronic) shall be kept on the club website, with secure access by committee members only.

The boat storage form should include a statement requesting that owners are aware of flood potential and authorising SBSC to take whatever steps they consider necessary to ensure the safety of boats, rigging and sails.

Identifying the threat and determining how and when to respond

- Based on the forecast for the summer, the management committee will identify if there is a flood threat imminent.
- All club members are encouraged to monitor the situation.
- The executive will decide if and when to activate the plan or parts of plan.
- Open communiqué with members of current situation/s via the established email communication and social media channels is essential.

- Each summer the executive will determine if the threat is imminent or to what degrees.
- At the beginning of every wet season, the executive notify all members of the likely threat and remind members of the flood plan, especially the members with property at the club.

Communications

All formal communication with members will be instigated or authorised by the Club President or Commodore; if neither is unavailable, then such communication shall be relegated to respective vices.

Prior to each wet season (or Christmas recess), an Emergency Response Team (ERT) will be identified. It will include the President and Commodore and may include other members who have been identified as being available and remaining in the Brisbane area over the 6 week Christmas period. Moreover, the ERT shall be headed by an Officer in Charge (OIC) and shall be selected and appointed by the executive committee.

An off-site storage site or sites, should be identified each summer and if the executive deem that a flood risk is above average and the number of members who will be available during the Christmas period is diminished, then the executive will instigate the removal of historical memorabilia, valuables, rescue boats and club boats to the off-site storage site/s, in the week following the last sailing day prior to Christmas.

Members should direct all their communications to the President and Commodore or designated member of the (ERT officer in charge) in the first instance.

Prior to the Christmas recess the Secretary should notify those members with boats stored at the club that it is up to them to decide whether there is a need to remove their boat from the site dependant on the risk of flooding at the club.

Equipment prepared and kept on-site or off-site.

A copy of the Emergency Flood Plan to be kept with all members of the emergency response team, together with a copy contained in the Emergency equipment box that shall be stored in the office. A soft copy (electronic) shall also be kept on the club website, with secure access by committee members only.

1. Emergency equipment box kept in office.
 - It should be able to be picked up by one person (no heavier than 15 kg).
 - It should contain torches, radios, charged batteries, valuable items (eg first aid kit, refidex).
2. Emergency equipment box kept under the clubhouse
 - Tarps, spare towropes, orange plastic safety mesh and spare trolley wheels (inflated), 6 high visual vests with reflective tape (one (1) yellow and five (orange), and register.
3. Storage boxes be purchased and stocked. Items shall be available for use, as deemed necessary, in a precautionary situation, such as;
 - High visual vests (for ease of identification, the Yellow vest shall be worn by the Senior Responsible Person).
 - A register book/list of club items for removal and/or removed.
4. All Boat trollies to be fitted with a rope loop for hand towing or car towing short distances (ie clubhouse to grass median strip)
5. All rigging, spars, rudders etc. are to be marked with the boat /sail number.

During the event – immediate response

Responsibility

The **President and Commodore** are the club's "**Senior Responsible Persons**." They are responsible for the manner in which the Club responds to the emergency and have ultimate decision making power. They are also the Club's point of contact for Emergency Authorities. Once the emergency authority has advised that the river will flood, the club executive should assume that it will flood both under and into the building. In both previous flood events of 1974 and 2011, the opportunity to return or move items in a staged manner was not possible.

All members who are entrusted with keys are deemed responsible officers when neither of the "**Senior Responsible Persons**" and/or the **ERT OIC** are unable to attend the immediate response at the clubhouse. Should neither vices be present, then an agreement shall be reached as to whom will be the "**Responsible Person on-Site**"; this person will be responsible for all activities on-site..

Directions of the "**Senior Responsible Person**" and "**Responsible Person on-Site**" must be followed.

Communication

Broadcast messages to all members will be distributed via email and social media site (currently through our Facebook profile). Messages may also be placed on our Website. Phone calls will be the primary means of conveying specific messages and to those members identified as non-digital users.

When flooding is imminent

- The President and Commodore, in consultation with other members at their discretion, will determine the need for action, what action is appropriate and what equipment may be required. An email will be sent to all members with personal boats at the club to inform them of the situation and access authority to move their property if necessary.
- Equipment will include, but not be limited to boat trailers, box trailers, tarps, Utes, ropes and if necessary, the hiring of a truck. Members should be requested to attend the club as soon as a key holder can be on-site; this will be communicated to all members.
- A message shall be broadcast to members requesting any available members gather at the club, to commence removing property from the building. All items will be recorded as they are removed, together with their temporary storage site location.

The President and Commodore will, or will delegate to others to:

- Make contact with any facilities/members which may be able to store boats and equipment; secure where possible alternative storage.
- Advise members with boats stored at the club, that this alternative storage location is available; owners to advise whether they will require this alternative.
- Contact club tenants including the Canoe Club and coordinate efforts to relocate the canoes, only after club property has been secured and if time permits.
- The President or Commodore will make contact with Emergency Authorities to advise of our likely activity, obtain up to date information and offer use of our power boats.

Safety

Personal safety and the safety of the public is of paramount importance. All persons will follow the instructions of police and other authorities. Regarding activities at the club, all persons will follow the instructions of the President, Commodore, ERT OIC, or “Responsible Person on-Site”.

The Club will not sanction any action by a person, that could reasonably be considered dangerous in the prevailing circumstances.

Entry in to or under the building

Due to its location and the direct, significant impact from flooding, no person should reside overnight in the building

No person should enter the upstairs area once the building or the situation has been declared dangerous by authorities, the President or Commodore.

Entry in to the water

Members are expected to follow the warnings from health authorities, or any other Emergency Authority, in regard to safety, quality and health concerns of entering the flood water.

Actions

Prior to executing any actions, a briefing will be held by the “**Responsible Person on-Site**” to notify those present of;

- The current situation (as per advice from Emergency Services).
- The predicted changes for the time period likely to be spent on-site (as per advice from Emergency Services).
- Any longer range predictions (as per advice from Emergency Services).
- What the overall approach is going to be.

- What the immediate actions are and order of evacuation.
- Allocate personnel to teams
- Safety information - (as per advice from Emergency/ Health Services) regarding flood water and the scale of imminent flooding and the location of on-site first aid.

The actions of the group should be communicated to members, to keep members informed of actions undertaken.

All persons present are expected sign on to a register, listing their attendance and departure, and to listen to the briefing.

Persons arriving after the briefing should make contact with the “**Responsible Person on-Site**” to obtain information presented at the briefing and for allocation to teams. Team leaders will be identified by the bright high visibility vests that they will wear. Each team will have a designated task to complete.

The Responsible Person on-Site should monitor and record the rate of rising flood water. Historical flood data indicates flood waters may rise as quickly as 75mm every 5 minutes. Recording of this data can assist the Responsible Person on-Site to decide when to cease all works and evacuate. Such data can also be helpful to Local authorities and the like, with post flood hydraulic modelling analysis.

Where it is safe to do so, the following actions should be considered:

A central register will be established to record all removals, including details of items and any temporary storage site/s.

1. **Remove club power boats**
2. Removal of boats from underneath the building^{**}, shall be done on their trolleys, with sails and rigging secured in the cockpit; boats should be removed in preferred order.
3. In the instance where boat owners are able to get to the club, they are to remove their boat and arrange their own storage (unless they have agreed with the ERT to use the alternative location).
4. Where an alternative storage location has been obtained, boats shall be relocated to the grass median strip in front of the club. This shall then be used as a staging point, for loading boats onto trailers or trucks. **At no time shall roadways be blocked during this operation, preventing traffic flow.**
5. Other equipment downstairs should be relocated to an alternate storage site
6. Equipment inside the club house, including office records, office equipment, furniture, kitchen items and memorabilia, should be relocated to an alternate storage site.

^{* *} Due to likely wet ground (if it has been constantly raining), cars should avoid being driving on the grass rigging area. The loading of smaller water susceptible items may require a coordinated removal, including appropriate vehicles (4X4), moving across the grass and up to the front of the building.

and minor car towing of trolleys – Trolleys should not be towed by cars on roads.

Any boat/s which cannot be relocated should be moved to the other side of the road. Each boat with its' sails and other equipment secured inside the boat, shall be securely tied inside the fences of club neighbours. **The Responsible Person on-Site shall seek the approval of each property owner prior to.**

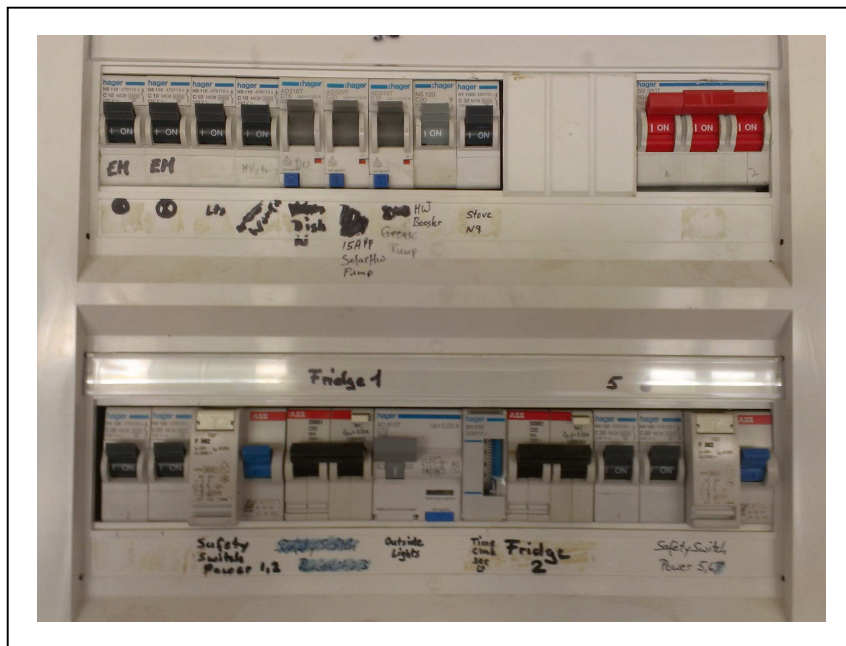
Actions described above may occur over a number of hours.

End of immediate response

The immediate response will be deemed complete once the building is clear of equipment, or the situation has been declared too dangerous to continue removal efforts.

All persons are to vacate the premises and the building shall be locked and if possible and safe to do so, power shall be turned off at main circuit switches. (see photo below)

Orange plastic safety mesh should be placed across the front door.



Main Circuit Switches

Actions taken, location of personal property and club equipment should be appropriately communicated to members, to keep those unable to assist, informed of status.

Based on historical data, it is highly unlikely that the opportunity to return to the club over a number of days will occur,

No person should enter the building (upstairs or downstairs), after the completion of the immediate response, until the building has been surveyed and declared safe by a certified structural/civil engineer.

After the event – clean up and recovery

Responsibility

The President and Commodore are the club’s “Senior Responsible Persons.” They are responsible for the manner in which the Club responds to the emergency and have ultimate decision making power. They are also the Club’s point of contact for Emergency Authorities.

Once the emergency authority has advised that the flood will not eventuate, or has peaked and the river is to recede during the estimated period. The club executive will dictate the opportunity to return, or move items in a staged manner.

All members who are entrusted with keys are deemed responsible officers when neither of the **“Senior Responsible Persons”** and/or the **ERT OIC** are unable to attend the immediate response at the clubhouse. Should neither vices be present, then an agreement shall be reached as to whom will be the **“Responsible Person on-Site”**; this person will be responsible for all activities on-site..

Communication and record of actions / returns or removal of club equipment

The register will record all actions, including the additional items removed or disposed of, or items returned to the site.

Safety

Personal safety and the safety of the public are of paramount importance. All persons will follow the instructions of police and other authorities. Regarding activities at the club all persons will follow the instructions of the President, Commodore or “Responsible Person on-Site”.

The Club will not sanction any action by a person that could reasonably be considered dangerous in the prevailing circumstances.

Entry in to or under the building

No person will enter into or under the building until it is certified safe by a suitably qualified structural/civil engineer. Due to its location and the direct and significant impact from flooding, no person should reside overnight in the building. The President or

Commodore or designated Responsible Person on-Site, shall direct all recovery operations by members and the general public.

Actions

Prior to executing any cleanup/recovery actions, a briefing will be held by the “**Responsible Person on-Site**” to notify those present of;

- The current situation (as per advice from Emergency Services)
- What the overall approach is going to be
- Allocate personnel to teams
- What the immediate actions and tasks are
- Safety information - (as per advice from Emergency/ Health Services)

Again, teams will be led by club members who are issued with high visibility vests to coordinate sections of the recovery. A register to record names of club members and the general public who are on-site, will allow for them to be appropriately thanked. The register should be used to check and record items returned to the club.

Grants

1. Grants will be needed to assist with restoration, including painting and refurbishing the club.
2. Examples of organisations to consider may include :

Bank eg: Bank of Queensland, Commonwealth

State government eg gaming fund or specific flood grants

Local government

Businesses such as McDonalds Bunnings etc