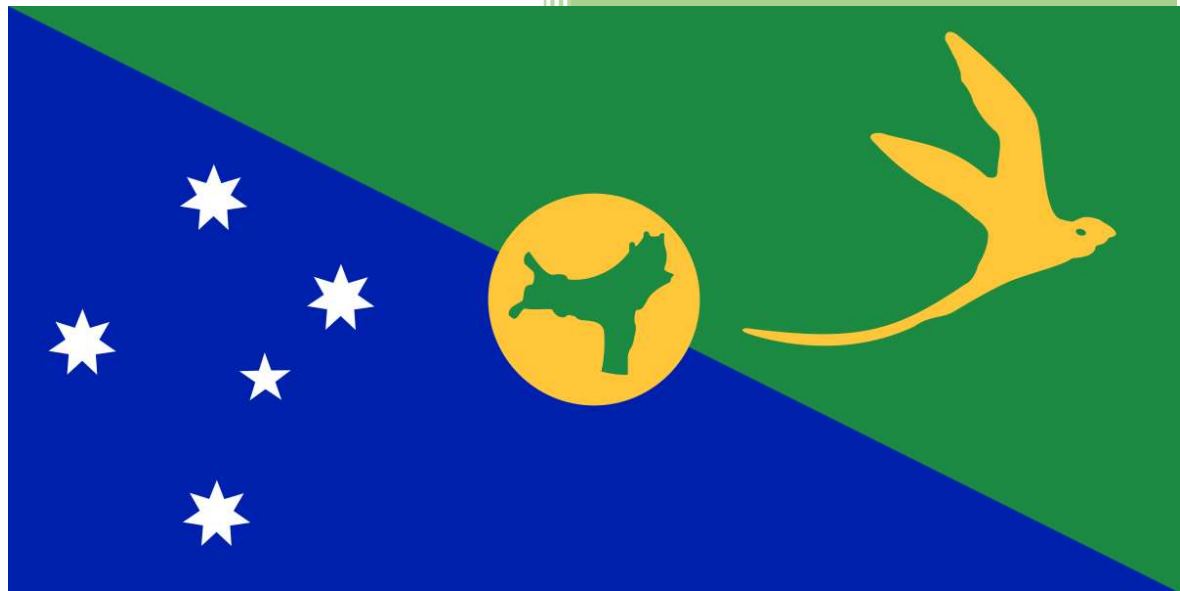


2024

# Disaster Recovery Plan



Christmas Island

## Authorisation

The Christmas Island Disaster Recovery Plan (DRP) is issued under the authority of the Christmas Island Emergency Management Committee (EMC) in accordance with the requirements of the *Emergency Management Ordinance (2012) (CI)*. The DRP will be maintained by the Indian Ocean Territories Administration (IOTA) Emergency Management Officer on behalf of the Disaster Recovery Committee (ORC), as secretariat.

The Disaster Recovery Plan is authorised for operation by the Administrator, following approval by the Emergency Management Committee under the powers of an Emergency Recovery Plan under the *Emergency Management Ordinance (2012) (CI)* Part 2 Division 3 Section 15 (1).

**The Christmas Island Disaster Recovery Plan is hereby approved and recommended for distribution by the Christmas Island Emergency Management Committee**



**Farzian Zainal**  
**Administrator**  
**Chair**  
**Christmas Island Emergency Management Committee**

Friday 19<sup>th</sup> April, 2024  
**Date**

## Contents

Authorisation .....	1
Amendments.....	4
Glossary.....	5
1. Introduction .....	6
1.1 Background .....	6
1.2 Aim .....	7
1.3 Scope.....	7
1.4 Special Consideration.....	7
1.5 Disaster Recovery Coordinator .....	9
1.6 Terms of Reference.....	9
1.7 Principles and Elements of Recovery .....	11
1.8 Plan Maintenance, Amendment and Exercise Requirements .....	11
2. Application of the National Principles for Disaster Recovery .....	12
2.1 General.....	12
2.2 Principle 1 – Understanding the Context.....	13
2.3 Principle 2 – Recognising the Complexity .....	13
2.4 Principle 3 – Use community led approaches.....	14
2.5 Principle 4 – Coordinate all approaches .....	14
2.6 Principle 5 – Communicate effectively .....	14
2.7 Principle 6 – Recognise and build capacity .....	15
3. Roles and Responsibilities - General.....	15
3.1 Short to Medium Term Recovery.....	15
3.2 Long Term Recovery.....	15
3.3 Recovery Roles and Responsibilities .....	16
4. Public Shelter Arrangements .....	20
4.1 Public Shelter Selection.....	20
4.2 Types of Shelters .....	21
4.3 Identified Public Shelters .....	22
4.4 Setting up the Public Shelter.....	22
4.5 Public Shelter Layout .....	24
4.6 Staffing the Shelter .....	25
4.7 Communication in the Shelter .....	26
4.8 Special Considerations .....	26
5. Conclusion.....	26
6. Annexes and Attachments.....	26

Annex A – NEMA Post Disaster Survey Forms ..... 26

Annex B – Public Shelter Locations ..... 26

Annex C – Christmas Island Road Network for Recovery Planning Purposes..... 26

## Amendments

Proposals for amendment or addition to the contents of the Plan are to be forwarded to:

**Emergency Management Officer**

Indian Ocean Territories Administration  
Department of Infrastructure and Regional Development  
PO Box 868  
Christmas Island 6798

Or via email to [operations@infrastructure.gov.au](mailto:operations@infrastructure.gov.au)

To ensure currency of this Plan, holders should insert amendments to the Plan as soon as they are received. When an amendment is inserted into the Plan, the amendment should be recorded in the Amendment Schedule below.

Amendment		Entered	
Number	Issued (date)	Signature	Date
V1	2018		
V2	2023		
V3	2024 EMC Endorsed		

## Glossary

The following abbreviations and terms are used throughout this plan

<b>Administrator</b>	Means the Administrator of the Territory appointed under the <i>Administration Ordinance 1968 (CI) s 5</i> .
<b>AIDR</b>	Australian Institute for Disaster Resilience
<b>CALD</b>	Culturally and Linguistically Diverse
<b>CI</b>	Christmas Island
<b>CKI</b>	Cocos (Keeling) Islands
<b>DRC</b>	Disaster Recovery Committee
<b>DRP</b>	Disaster Recovery Plan
<b>DVI</b>	Disaster Victim Identification
<b>EMC</b>	Emergency Management Committee
<b>Emergency</b>	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.
<b>Emergency area</b>	Means the area to which a state of emergency declaration applies.
<b>Emergency management</b>	Means a range of measures to manage risks to communities and the environment, and involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from, the effects of emergencies.
<b>EMO</b>	Emergency Management Officer
<b>EMP</b>	Emergency Management Plan
<b>EOC</b>	Emergency Operations Centre
<b>HACC</b>	Home and Community Care
<b>Hazard</b>	Means a potential or existing condition that may cause harm to people or animals, or damage to property or the environment.
<b>IOGTA</b>	Indian Ocean Group Training Association
<b>IOTA</b>	Indian Ocean Territories Administration
<b>NEMA</b>	National Emergency Management Agency
<b>ORC</b>	Operational Response Committee
<b>ORP</b>	Operational Response Plan
<b>Recovery</b>	Means the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community.
<b>Response agency</b>	Means an agency identified in the emergency management plan as the agency responsible for combating a particular threat, or supporting another agency in combating a particular threat.
<b>State of Emergency</b>	Means any period during which a state of emergency declaration is in force.

<b>State of emergency declaration</b>	Means a declaration made by the Administrator under <i>Emergency Management Ordinance 2012 (CI) s 17</i> .
<b>TC</b>	Territory Controller
<b>Territory Controller</b>	Senior Australian Federal Police Officer assigned to community policing duties in the territory
<b>Warning agency</b>	Means an agency that has the initial information on an emergency or potential emergency and responsibility to advise other agencies about the emergency or potential emergency.

## 1. Introduction

### 1.1 Background

Recovery is the coordinated process of supporting affected individuals, families and communities towards the restoration of emotional, social, economic and physical wellbeing following an emergency. The services typically include provision of information, payment of financial support and provision of personal and psychological support.

Recovery operations should commence as soon as possible and occur in parallel with emergency response activities. Recovery may extend for weeks, months or even years and is concerned with 'long term' issues. Further into the recovery phase, recovery is characterised by different rates of recovery for different individuals and groups. Support needs change over time. Special arrangements to manage the emergency consequences are gradually disassembled. Even after the majority of the community is back to functioning normally, there will be some who still require assistance.

Following a consultative visit by National Emergency Management Australia (NEMA) in 2015, recommendations were presented to the Emergency Management Committees (EMCs) on both Christmas and Cocos (Keeling) Islands. These recommendations included a restructure of existing plans to consolidate and streamline operational response and recovery procedures. From this recommendation, the CI EMC agreed to adopt a three plan approach:

1. Emergency Management Plan (EMP) to provide overarching strategic guidance
2. Operational Response Plan (ORP) to provide specific tactical guidance during an emergency
3. Disaster Recovery Plan (DRP) to guide recovery and rehabilitative efforts following a disaster.

In accordance with the *Emergency Management Ordinance 2012 (CI) Division 1, S8(1)(b)* it is also a function of the CI EMC to establish, maintain and review an emergency recovery plan for recovering from an emergency.

The Christmas Island Disaster Recovery Plan (DRP) is an integral part of the Christmas Island emergency management arrangements. It provides the details of services and processes required to assist the community regain social, economic, environmental, physical and psychological wellbeing after an emergency event. The plan focuses on the roles and responsibilities of lead agencies and takes a cooperative, multi-agency approach to community recovery.

## 1.2 Aim

The aim of the DRP is to detail the emergency recovery arrangements for the Territory of Christmas Island. It is designed to guide key agencies and individuals in responding to a variety of emergencies throughout the Territory.

The purpose is to provide a DRP CI to enable it to establish services and processes required to assist the community to recover from an emergency event and regain emotional, social, economic and physical wellbeing.

The plan outlines a strategic framework for community recovery planning that is consistent with the Christmas Island emergency management arrangements and the *Emergency Management Ordinance 2012 (CI)*.

## 1.3 Scope

The plan provides a framework for the CI EMC and DRC to manage recovery at a local level following an emergency. The plan:

- Focuses primarily on human-social recovery but acknowledges the broader context of infrastructure, economic and environmental recovery
- Addresses preparedness, immediate, mid-term and long term recovery
- Relates specifically to the CI community
- Is consistent with, and integrated, with Australian Government arrangements.

The plan includes sheltering and evacuation arrangements, recognising that these form a critical element in the ability to recover from an emergency.

## 1.4 Special Consideration

Christmas Island is a culturally and linguistically diverse (CALD) community and includes Vulnerable and Special Needs groups. Recovery must recognise this context if it is to be effective, efficient and appropriate. Special considerations for these groups may include the preparation and provision of halal foods in shelters, the use of interpretation services and the engagement of specialist health and community advisors to inform recovery specific recovery efforts.

The Christmas Island population is comprised of the following main cultural groups<sup>1</sup>:

- Chinese – 21.2%, Australian – 12.7%, Malay – 12%, English – 10.9%

The main languages spoken, other than English, are Mandarin (17.2%) and Malay (17.2%). The median age is 38, and 23% of the island's population is over 60 years of age.<sup>2</sup>

Successful recovery is responsive and flexible, engages and empowers communities to move forward positively. Recovery activities should:

- Centre on the community, to enable those affected by a disaster to actively participate in their own recovery;
- Seek to address the needs of all affected communities;
- Allow individuals, families and communities to manage their own recovery;
- Consider the values, culture and priorities of all affected communities;

---

[2021 Christmas Island, Census All persons QuickStats | Australian Bureau of Statistics \(abs.gov.au\)](https://abs.gov.au/2021-christmas-island-census-all-persons-quickstats)



- Use and develop community knowledge, leadership and resilience;
- Recognise that communities may choose different paths to recovery;
- Ensure that the specific and changing needs of affected communities are met with flexible and adaptable policies, plans, and service;
- Build strong partnerships between communities and those involved in the recovery process.

Further information on the Christmas Island context is located within the Emergency Management Plan.



## 1.5 Disaster Recovery Coordinator

The EMC may appoint a Recovery Coordinator to carry out the Administrators' functions in managing recovery after an emergency (Part 5, Section 29, *Emergency Management Ordinance 2012 (CI)*).

The primary Recovery Coordinator for Christmas Island is the Indian Ocean Territories Administration (IOTA) Director, as the Chair of the Disaster Recovery Committee. However, the Committee, with approval of the EMC Executive, may appoint an alternative Recovery Coordinator for a specific emergency should this be in the best interest of community recovery.

In the event of a major emergency requiring mid to long term recovery actions, the Committee, through the Executive, may request the appointment of an external Recovery Coordinator to provide relief to on island personnel and resources. The Emergency Management Officer (EMO), on behalf of the Executive, should submit this request to National Emergency Management Agency (NEMA) through the National Situation Room (NSR), if not already requested by the Territory Controller during response. All requests submitted to the NSR must be made in writing through the Emergency Management Officer.

The Recovery Coordinator chairs the Disaster Recovery Committee (DRC) meetings. The DRC is a standing sub-committee of the EMC. Committee membership is extended and approved via the EMC and members are selected to represent sections of the community and the elements of recovery. Membership of the DRC consists of:

- Australian Federal Police – OIC Community Policing
- Christmas Island Recreation Centre
- Chinese Literary Association/ Poon Saan Club
- Christmas Island District High School - Principal
- Christmas Island National Park – Manager
- Christmas Island Phosphates – Mining Manager Manager
- Christmas Island Tourism Association – Manager
- Indian Ocean Territories Administration – Director (as Chair, unless otherwise appointed), Senior Operations Manager and Emergency Management Officer
- Indian Ocean Territories Health Service – Manager
- Islamic Council – President
- Shire of Christmas Island – CEO
- Social Worker

Roles and responsibilities of DRC members are further explored in *Section 4 – Roles and Responsibilities*

## 1.6 Terms of Reference

The Emergency Management Committee sets the Terms of Reference for all sub-committees. The Christmas Island Disaster Recovery terms of reference are as follows:

General:

- Review the Emergency Recovery Plan every two years and provide written feedback to the EMC;

- Participate in emergency management exercises as per the Emergency Management Plan and provide recommendations for the inclusion of recovery operations in EM training exercises;
- Identify and promote opportunities to enhance community awareness and to build community resilience;
- Liaise with EMC Executive and EMC, providing regular reports through the DRC Chair;
- Liaise with government, private and community recovery service providers;
- Maintain comprehensive resource lists for reference in a disaster;
- Ensure that organisational arrangements are adaptable and able to respond to the changing priorities throughout the recovery process;
- Identify public shelters and ensure they are appropriate for the population and anticipated usage;
- Undertake planning for community recovery following a potential large scale event;
- Develop a community awareness strategy and associated materials; and
- Ensure procedures and arrangements are developed to effectively manage public shelters in an emergency.

#### In an Event:

- Open, staff and manage any emergency evacuation centres;
- Coordinate community recovery operations and engage with the community on recovery issues and priorities;
- Undertake an assessment of community needs (specific to the event) and develop a long term recovery strategy, with milestones;
- Ensure a post-event impact and needs assessment is done as a matter of priority and regularly updated;
- Coordinate resource priorities, providing effective on-site leadership to focus all necessary resources and to achieve the most efficient and effective recovery of affected communities;
- Coordinate short and midterm recovery to address the immediate effects of an emergency and develop long term measures as appropriate;
- Ensure the recovery strategies address all functional areas of recovery including human-social, infrastructure, economic and environmental considerations;
- Develop and implement effective strategies for community participation and partnership in the recovery process;
- Facilitate and coordinate the operation of agencies and organisations involved in recovery operations;
- Identify areas where the EMC Executive or Australian Government need to make decisions beyond existing policies and procedures and advise on recommended options;
- Provide regular reports on recovery operations to the EMC;
- Provide regular community and media information on recovery progress; and

- Provide a final report to the EMC at the conclusion of a recovery operation, including any lessons learned.

Specific agency responsibilities are further detailed in [Section 3.3](#).

## 1.7 Principles and Elements of Recovery

The Australian Institute for Disaster Resilience (AIDR) recognises that the purpose of providing recovery services is to assist the affected community towards management of its own recovery. Where a community experiences a significant emergency or disaster there is a need to supplement the personal, family and community structures that have been disrupted. Disaster recovery is the coordinated process of supporting disaster affected communities in the reconstruction of the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing.

In 2009, the Community Services Ministers' Advisory Council endorsed an updated set of national principles for disaster recovery. These principals recognise the following 6 key concepts, central to successful recovery:

- Understanding the **context**
- Recognising **complexity**
- Use **community** led approaches
- **Coordinate** all approaches
- Communicate effectively
- Recognise and build **capacity**

In accordance with the above principles, and the emergency recovery concepts and principles developed by the Australian Governments Community and Disability Services Ministers' Advisory Council, this recovery plan recognises the four distinct elements of recovery:

- **Human Social** (including psycho-social effects)
- **Infrastructure** (services and lifelines)
- **Environment** (including community assets and roads)
- **Economy** (including financial and political considerations)

This plan acknowledges that successful community recovery requires attention to all aspects of recovery. As well as recognising these elements, the plan takes a whole-of-community approach and develops strategies which identify agencies and services in these four elements, thus giving the community a high degree of self-determination.

## 1.8 Plan Maintenance, Amendment and Exercise Requirements

The Christmas Island Disaster Recovery Committee (DRC) is responsible for the maintenance of the Recovery Plan with the support of the IOTA Emergency Management Officer.

The plan is to be formally reviewed after activation for an emergency event, or every second year, by the DRC. The plan is to be tested periodically to ensure its contents remain relevant and key personnel are conversant with their duties.

Major changes to the intent of content of this document must be endorsed by the EMC Executive. Between formal amendments, changes to matters of detail (contact lists etc.) may be made at any time by the DRC through the IOTA Emergency Management Officer (EMO). Amendment action is to be recorded.

Once amendments are approved by the Executive, the amended copy is to be circulated to all members.

The plan must be exercised in accordance with the schedule specified in the EMP. The Administrator and Territory Controller will determine an annual exercise program in consultation with the Recovery Coordinator, taking into account the impact of any recent operational activity. The IOTA EMO is responsible for the facilitation and evaluation of all emergency management exercises. Where possible, this may be supported by National Emergency Management Agency (NEMA). It is the responsibility of the EMC to ensure the DRP is exercised appropriately so that members remain conversant with its contents.

## 2. Application of the National Principles for Disaster Recovery

### 2.1 General

Recovery is the coordinated process of supporting emergency affected individuals, families and communities towards the restoration of emotional, social, economic and physical wellbeing following an emergency. The services typically include provision of information, payment of financial support and provision of personal and psychological support.

There are four elements of recovery, being human-social, infrastructure, economic and environmental. All must proceed in parallel for a community to be returned to 'normal'.

Recovery operations should commence as soon as possible and occur in parallel with emergency response activities. Recovery may extend for weeks, months or even years and is concerned with 'long term' issues.

The key issue initially is the need to coordinate activities and priorities whilst deploying significant resources at a time of stress, dislocation and competing priorities.

Further into the recovery phase, recovery is characterised by different rates of recovery for different individuals and groups. Support needs change over time. Special arrangements to manage the emergency consequences are gradually disassembled. Even after the majority of the community is back to functioning normally, there will be some who still require assistance.

Further Christmas Island emergency management context is detailed in the EMP.

To ensure local disaster management planning is consistent with national recovery principles, the DRC reviewed these in 2017 and applied them to the Christmas Island lived experience. Further details on how the DRC agreed to approach each of the six principles are provided in detail below. Each section includes reference to which of the four elements of recovery are considered. These are abbreviated as follows:

- Human-Social (HS)
- Infrastructure (I)
- Environment (EN)
- Economy (EC)

## 2.2 Principle 1 – Understanding the Context

*“Successful recovery is based on an understanding community context, with each community having its own history, values and dynamics”*

In relation to **context**, the DRC identified following critical elements:

- Christmas Island has a transient and Culturally and Linguistically Diverse (CALD) population.
- Christmas Island is a geographically isolated territory with inherent landscape, topographical, seasonal and environmental challenges
- Christmas Island has a challenging political and immigration history and is now focussing on diversification including tourism

To address these in recovery, the committee will ensure disaster planning and preparedness takes into account:

- Remoteness/isolation, resource scarcity and the associated complexity of logistics (EN)(EC)
- The need to access translation services to ensure information is accessible to the community (HS)
- The limitation of communications capabilities (EN)(I)
- Inherent landscape and environmental vulnerabilities, including consideration for the large percentage of national park which predominates the island (EN)
- Seasonal challenges, particularly the higher risk wet season (EN)
- The need to ensure media releases and information takes into account political considerations, including the increased scrutiny from the mainland any time a ‘negative’ incident occurs (EC)
- Understanding how to manage and use long –term resident knowledge, particularly when this contributes to complacency (HS)(EC)

## 2.3 Principle 2 – Recognising the Complexity

*“Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.”*

In relation to **complexity**, the DRC identified following critical elements:

- The legislative frameworks and organisational arrangements which govern the island are not widely understood
- Interagency agreements rely largely on good will

To address these in recovery, the committee will ensure disaster planning and preparedness takes into account:

- Any written arrangements between agencies and the Commonwealth, as established by the EMC; including making recommendations to the EMC in this regard as appropriate (e.g. Commonwealth and Shire formal arrangements) (EC)(I)
- Legislative obligations and arrangements applicable to disaster recovery are included in the Disaster Recovery Plan for reference (EC)

## 2.4 Principle 3 – Use community led approaches

*“Successful recovery is community- centred, responsive and flexible, engaging with community and supporting them to move forward”*

In relation to **community-led** approaches, the DRC identified following critical elements:

- Christmas Island’s diverse community requires tailored and targeted engagement
- Response and recovery often involves a significant number of spontaneous volunteers

To address these in recovery, the committee will ensure disaster planning and preparedness takes into account:

- The need to involve the community in disaster preparedness and prevention, to minimise the impact of emergencies and the extent of recovery required (HS)
- Cultural, social or other groups are appropriately represented on the committee (HS)(EC)
- Management strategies for spontaneous volunteers are identified in the EMP (HS)(I)(EC)
- The community are involved in emergency management exercises where possible (HS)(EC)

## 2.5 Principle 4 – Coordinate all approaches

*“Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs”*

In relation to **coordination**, the DRC identified the following critical elements:

- Disaster recovery roles within the community need to be clearly defined
- Resources for recovery are divided across private and public assets
- Communication options are limited, and can be unavailable following an emergency

To address these in recovery, the committee will ensure disaster planning and preparedness takes into account:

- Communications specific strategies are implemented and adopted (see Principle 5 below)
- Role statements for committee members are documented and understood
- Resource lists are prepared and maintained

## 2.6 Principle 5 – Communicate effectively

*“Successful recovery is built on effective communication between the affected community and other partners”*

In relation to **communication**, the DRC identified following critical elements:

- Christmas Island’s communications network is unreliable and vulnerable in an emergency

To address these in recovery, the committee will ensure disaster planning and preparedness takes into account:

- The EMC communications plan is available to, and understood by, committee members (I)
- Strategies and protocols for communicating with the public immediately following a disaster, and during recovery operations, are identified (I)(HS)(EC)

## 2.7 Principle 6 – Recognise and build capacity

*“Successful recovery recognises, supports and builds on individual, community, and organisational capacity and resilience”*

In relation to **capacity**, the DRC identified following critical elements:

- CI’s recovery arrangements must be regularly tested to ensure preparedness of the DRC and community before a disaster occurs
- Rotational positions in key agencies impact the ability to retain corporate knowledge on emergency management and disaster recovery

To address these in recovery, the committee will ensure disaster planning and preparedness takes into account:

- Redundancies and secondary contacts within organisations are identified, and included in emergency management activities (HS)(EC)
- Regular emergency management exercises with a disaster recovery component are conducted(HS)

## 3. Roles and Responsibilities - General

The roles and responsibilities of EMC/DRC members vary depending on whether the recovery efforts are conducted over the short/ medium or long term. At all times, the DRC will be required to operate in conjunction with the EMC, Operational Response Committee (ORC) and members of the public. The roles and responsibilities of specific members are established over the following tables; however, these may change and members should remain flexible to respond to the specific nature and demands of each emergency.

### 3.1 Short to Medium Term Recovery

This phase covers immediate relief/recovery service provision to meet identified individual and community needs and to restore services to the level where responsible agencies can manage the continuing recovery process. The DRC should complete a Post Disaster Survey (Annex A), to assist in assigning the resources required.

### 3.2 Long Term Recovery

This phase often lasts from weeks to months and after a catastrophic emergency it may last for years. Following major emergencies, recovery operations are usually coordinated by a Recovery Task Force. The phase is characterised by restoration of community services in a priority order determined by the Recovery Task Force. Whilst most of the community gradually resumes a normal routine, there are ongoing challenges for some individuals and groups.



### 3.3 Recovery Roles and Responsibilities

Agency/ Individual	Short Term	Long Term
<b>Administrator</b>	<ul style="list-style-type: none"> <li>• Chair EMC &amp; Executive</li> <li>• Set strategic priorities</li> <li>• Approve DRC recommendations</li> <li>• Media liaison</li> <li>• Request local organizations to take action under the emergency recovery plan</li> </ul>	<ul style="list-style-type: none"> <li>• Approve and oversee recovery operations</li> <li>• Lobby government for support as required</li> <li>• Identify and represent community needs</li> <li>• Submit long term recovery proposals to the Minister for consideration</li> </ul>
<b>Executive</b> <i>(Administrator, Territory Controller, Director IOTA, Chief Executive Officer SOCI, Emergency Management Officer IOTA as secretariat)</i>	<ul style="list-style-type: none"> <li>• Overall decision making responsibilities through the endorsement of decisions, actions and priorities recommended by the DRC and EMC</li> <li>• Prepare briefing notes to Senior Government officials as required</li> </ul>	<ul style="list-style-type: none"> <li>• Request and coordinate external assistance through the National Situation Room and/or arrangements with WA Government agencies</li> </ul>

Agency / Individual	Short Term	Long Term
<b>Executive</b> (Continued from previous page)	Coordinate reporting through the National Situation Room (NSR)	
<b>Disaster Recovery Coordinator</b> (Chair)	<ul style="list-style-type: none"> <li>• Chair and direct the DRC in line with the priorities set by the EMC and Executive</li> <li>• Report to the EMC and Executive on recovery operations</li> <li>• Coordinate and update reports on the status of recovery operations and priorities</li> <li>• Provide leadership and strategic direction to activities of the DRC</li> <li>• Assign roles and responsibilities in line with the principles and elements of disaster recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Provide updates on long term recovery to the EMC</li> </ul>
<b>Disaster Recovery Committee</b> (Led by Chair)	<ul style="list-style-type: none"> <li>• Prepare, support and coordinate the opening of public shelters as required</li> <li>• Represent the community's recovery needs and interests</li> <li>• Provide feedback from the Community to the Executive and EMC through the Chair</li> <li>• Update the assessment of immediate community welfare needs as necessary and commence an assessment of short and long term recovery needs</li> <li>• Coordinate arrangements for the collection and distribution of community appeals, donation of material goods and management of volunteers if required</li> <li>• Commence planning for longer term recovery options</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a long term recovery strategy</li> <li>• Represent the community's recovery needs and interests</li> <li>• Provide feedback from the Community to the Executive and EMC through the Chair</li> <li>• Monitor community welfare and recovery operations</li> <li>• Maintain liaison and coordinate recovery operations with community recovery service providers</li> </ul>

Agency / Individual	Short Term	Long Term
<b>AFP</b>	<ul style="list-style-type: none"> <li>• Conduct welfare checks and coordinate Search &amp; Rescue (SAR) activities</li> <li>• Conduct patrols to identify hazards, including conducting immediate clearing where required</li> <li>• Establish crime scene guards</li> <li>• Conduct Disaster Victim Identification (DVI) activities</li> <li>• Commence coronial activities</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate ongoing investigations</li> </ul>
<b>Parks Australia</b>	<ul style="list-style-type: none"> <li>• Coordinate environmental and natural area impact assessments</li> <li>• Provide situation reports on field conditions and damage</li> <li>• Assist with clearing activities</li> <li>• Provide GIS/ Mapping support for community and committee information purposes</li> <li>• Provide machinery, equipment and personnel to support recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate long term environmental rehabilitation as required</li> </ul>
<b>Indian Ocean Territories Administration</b> <i>(Department of Infrastructure, Transport, Regional Development, Communications and the Arts)</i>	<ul style="list-style-type: none"> <li>• Provide situational reports to Departmental personnel as required.</li> <li>• Coordinate infrastructure recovery operations in accordance with Executive priorities</li> <li>• Collate incoming public information regarding damage to Commonwealth owned assets (including public housing)</li> <li>• Ensure likely cost recovery options have been identified</li> <li>• Map the assessments of community damage and impacts</li> <li>• Implementation of immediate emergency recovery team for business advice and assessment of scale and dimension of emergency and its impact on business and industry</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate Centrelink support and financial arrangements (through IOGTA)</li> <li>• Coordinate community psychological recovery, including case work and reporting as required</li> </ul>

Agency / Individual	Short Term	Long Term
<b>Indian Ocean Territories Administration</b> (Continued from previous page)	<ul style="list-style-type: none"> <li>• Convene business network recovery forum</li> <li>• Develop medium term recovery strategies in association with the business network recovery forum.</li> <li>• Ensure cost recovery measures are implemented</li> <li>• Provide support to the AFP in DVI and notification activities</li> <li>• Coordinate immediate support service</li> <li>• Advise the committee on additional psychological services required</li> <li>• Provide support to the AFP in DVI and notification activities</li> </ul>	
<b>CI Tourism Association</b>	<ul style="list-style-type: none"> <li>• Liaise with visitors and accommodation/ tourism providers</li> <li>• Provide advice to the committee on the impact of flight disruptions and accommodation issues</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice to the committee on impacted tourism sites and community issues</li> </ul>
<b>Christmas Island Recreation Centre (managed by IOTA)</b>	<ul style="list-style-type: none"> <li>• Prepare and handover the recreation centre facility for use if required</li> <li>• Assist with translation services and registration at the Public Shelter</li> <li>• Provide access to facilities and instructions to Public Shelter Staff to effectively utilise the space</li> </ul>	
<b>Department of Home Affairs</b>	<ul style="list-style-type: none"> <li>• Provide health function within the Public Shelter, including psychological support</li> <li>• Provide Home and Community Care (HACC) and disability service support for displaced community members</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate specialist support services, including acute mental health teams</li> </ul>

Agency / Individual	Short Term	Long Term
<b>ABF</b>	<ul style="list-style-type: none"> <li>• Provide health, communication and personnel resources if available</li> <li>• Ensure the committee is aware of any issues at the Immigration Detention Centre facility which may affect recovery efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain road closures as required for public safety</li> <li>• Repair to roads and associated assets</li> </ul>
<b>CI District High School</b>	<ul style="list-style-type: none"> <li>• Assist with transporting community members to and from Public Shelters</li> <li>• Provide access to the school psychologist to support Public Shelter arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the distribution of information through school networks</li> </ul>
<b>Chinese Literary Association/Poon Saan Club and Christmas Island Islamic Council</b>	<ul style="list-style-type: none"> <li>• Provide catering support to the Public Shelter</li> <li>• Provide advice to the committee on cultural, religious and social considerations and sensitivities</li> <li>• Provide spiritual support services</li> </ul>	<ul style="list-style-type: none"> <li>• Promote recovery initiatives</li> <li>• Provide advice to the committee on cultural and social considerations and sensitivities</li> </ul>
<b>CI Phosphates</b>	<ul style="list-style-type: none"> <li>• Assist with physical recovery and clearing efforts using mine resources</li> <li>• Provide advice to the DRC on environmental impacts and recovery considerations</li> <li>• Coordinate the distribution of information through employee networks</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the distribution of information through employee networks</li> </ul>

## 4. Public Shelter Arrangements

The Territory Controller will issue the directive to open a Public Shelter in response to an emergency. Once the direction is issued, the DRC are responsible for activating and manning the Shelter.

### 4.1 Public Shelter Selection

The task of identifying a suitable site for the Public Shelter, and the decision of which site to use, will be made by the Territory Controller, in consultation with the Disaster Recovery Coordinator and EMC.

In declaring a location for the Public Shelter, the following needs to be considered:

- A large, secure, preferably secluded facility, which can cancel its activities and bookings, both short and long-term, and has sufficient floor space to support multiple functions;
- The availability of effective communications capability, including secure electronic equipment;
- Any impact on the local community;
- All known threats, risks and hazards relative to the chosen facility, including Workplace Health and Safety considerations;
- The availability of access for people with disabilities, including parking;
- The accessibility to public transportation and availability of public parking; and
- The availability of logistical requirements for physical equipment, including, desks, office chairs, lounge chairs, coffee tables, portable wall partitioning, path roping, lighting, photocopiers, fax machines, telephones, internet etc.

## 4.2 Types of Shelters

The Red Cross has established three distinct categories of public sheltering, described in detail below:

Immediate sheltering	Temporary sheltering	Temporary housing
<ul style="list-style-type: none"> <li>• people seek short-term respite in a safer location</li> <li>• between 1-18 hours</li> <li>• bedding and substantial meals are not required</li> <li>• includes public cyclone shelters and places of refuge</li> </ul>	<ul style="list-style-type: none"> <li>• in excess of 18 hours, may extend into weeks</li> <li>• bedding, substantial meals required</li> <li>• more comprehensive support required</li> <li>• includes relief and/or evacuation centres.</li> </ul>	<ul style="list-style-type: none"> <li>• empowers people to re-establish household routines before permanent housing can be obtained</li> <li>• the goal is to transition from sheltering to housing as soon as possible</li> <li>• multi-agency responses may begin during the temporary sheltering phase or earlier.</li> </ul>

The guidelines recommend a space of **1.2m<sup>2</sup>** per person for immediate sheltering and **5m<sup>2</sup>** for temporary sheltering.

The registration and allocation of sheltering and housing should follow the same process regardless of what category of shelter is used.

### 4.3 Identified Public Shelters

An assessment of spaces in the community was conducted to determine suitable Public Shelter spaces

The following buildings have been identified as possible Public Shelter locations. A map of these is provided at **annex X**:

Building Name	Capacity		Notes
	Immediate	Temporary	
CI Recreation Centre – Stadium	748	179	
CI Rec Centre – Function Room 1& 2	167	40	Can be split into two separate rooms
Poon Saan Community Hall (Main)	234	56	
Poon Saan Hall (Seniors Centre)	49	11	
CI Hospital – Community Health	29	7	Kitchenette, toilet facilities
CI District High School	Varies	Varies	Downstairs classrooms/ facilities
ABF Accommodation (units)	Varies	Varies	If operationally appropriate – should not be relied upon as a primary sheltering option
Phosphate Hill (detention facility)			If operationally appropriate – should not be relied upon as primary sheltering option

### 4.4 Setting up the Public Shelter

The Public Shelter is only to be opened when it is sufficiently staffed and equipped to fulfil its designated function. Effective communication with families and the public will be part of the initial strategy to provide clear and accurate information from the outset. The DRC is to provide this information to the Territory Controller and Emergency Management Officer to ensure the evacuation and reception of personnel occurs quickly and safely.

The following general stations/ items must be established before opening the Shelter:

- adequate restroom facilities;
- a registration and reception area to record details of all those attending the Shelter; and
- a First Aid station.

The following should be established as a matter of priority:

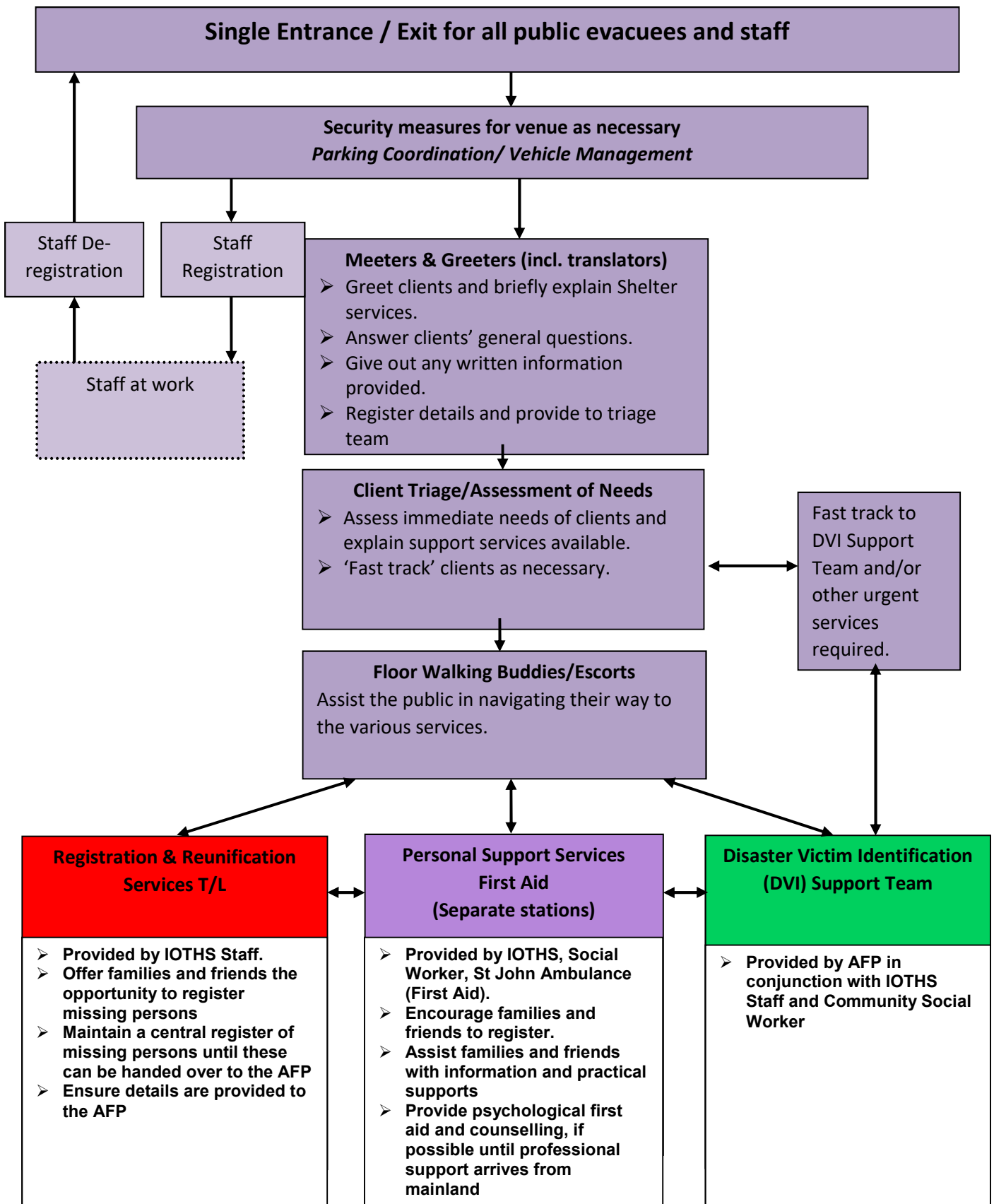
- A waiting area with light refreshments – tea, coffee, cold drinks facilities;
- An area where people may be taken for confidential interviews and counselling (sound proof if possible);
- A child safe and supervised area;
- Quiet areas where family members are able to go for private time;
- Food and refreshment preparation areas (commercial kitchen if possible) and serving areas;
- General telephone and internet access points;
- Staff Only Area, including separate refreshment area if possible;
- Administration/Management Office area; and
- Briefing area for Committee members.

A general layout and registration plan for the Public Shelter is suggested on the next page, and will need to be amended based on the number of evacuees, type of emergency and specific facility used.

Where temporary sheltering or housing is being utilised, a central registration and screening area must still be established. This is to ensure details of sheltering persons and locations, reunification, counselling and DVI systems are centralised, and to enable resources and communications to be controlled.



#### 4.5 Public Shelter Layout



#### 4.6 Staffing the Shelter

The Public Shelter will be staffed by DRC members, partnering agencies staff and volunteers. The DRC Coordinator, and partnering agencies staff and volunteers need to be pre-identified and trained and skilled to provide specific welfare support services in the Shelter environment, appreciating the highly sensitive and complex services required.

The following key roles exist in the Shelter; and suggested personnel are identified for each role. These specific personnel may be required for other tasks during an emergency, and volunteers should be used to fulfil these roles where required.

<b>Role</b>	<b>Responsible</b>	<b>QTY</b>	<b>Notes</b>
Evacuation Centre Manager	IOTA Staff	1	Responsible for all activities occurring within the evacuation centre
Deputy Manager	IOTA Staff	1	Manages the day-to-day operations of the centre and supports the Evacuation Centre Manager as needed
Logistics and/or Administration Officer	IOTA Staff	1	Responsible for all equipment and resources used to set-up and support the evacuation centre and all the documentation and finance tracking (this may require more than 1 member depending on scale of incident)
Parking Coordination/ Vehicle Management	SOCI	2	SOCI Rangers to lead
Meeters & Greeters	DRC Chair Volunteers	2	Translators for each community language required
Client Triage/ Needs Assessment	IOTHS	2	1 Nurse to be included
Personal Support Services – First Aid	St John Ambulance	2	
Personal Support Services – Counselling and trauma	IOTHS School Psychologist	2	
Registration & Reunification	IOTHS	2	AFP Administration Officer to be used if available
Disaster Victim Identification (DVI)	AFP IOTHS Social Worker	2	
Walking Buddies/ Escorts	DRC Members Volunteers	4	

#### 4.7 Communication in the Shelter

Effective communication with families and the public will be part of the initial strategy to provide clear and accurate information from the outset. The EMC will provide this information to the Disaster Recovery Coordinator, and the Territory Controller and/or Administrator will make public announcements at the Shelter as required.

#### 4.8 Special Considerations

The DRC Coordinator needs to identify any special considerations for culturally and linguistically diverse (CALD), Vulnerable and Special Needs groups using the Shelter, and seek out appropriate agencies to consult with. Specific requirements will include ensuring culturally appropriate foods are being provided, a multi-denominational prayer room is available, interpreters are used and separated areas are provided if required.

### 5. Conclusion

The Christmas Island DRP acknowledges that successful community recovery requires attention to all aspects of recovery. The plan establishes the services and processes required to assist the community to recover from an emergency event and regain emotional, social, economic and physical well-being.

The plan provides overarching guidance to the Disaster Recovery Committee, and recognises the interdependence of the human-social factors of recovery, which underpin the infrastructure, environmental and economic considerations.

Support needs will change over time, and both the Plan and the Committee need to remain flexible to ensure they serve the public and support community-led recovery.

Our greatest recovery asset is the diverse and resilient community of Christmas Island.

### 6. Annexes and Attachments

[Annex A – NEMA Post Disaster Survey Forms](#)

[Annex B – Public Shelter Locations](#)

[Annex C – Christmas Island Road Network for Recovery Planning Purposes](#)

## POST-DISASTER SURVEY FORMS

### POST-DISASTER SURVEY FORM A—URGENT SEARCH AND RESCUE NEEDS

NB: This information should be passed to the emergency operations centre with minimum delay

<b>LOCATION</b>		<b>DISTRICT</b>	
<b>DATE</b>			
<b>Survey by (Name)</b>		<b>Contact Details</b>	

#### RESCUE

Are there any rescue needs? YES/NO.

Approximate number of people needing  
rescue: .....

Location(s) (as accurately as possible):

What are the problems?

Is equipment available, if not, what is needed?

#### SEARCH

Are there any people missing? YES/NO  
Where were they last seen?

How Many?.....

What were they doing then?

What action has been taken so far?

What help is needed?

#### URGENT MEDICAL NEEDS

Is there anyone sick or injured who might die if they  
are moved? YES/NO  
Has a medical professional examined them? YES/NO  
What seems to be wrong with them?

How many? .....

Is there anyone who needs to be evacuated to hospital?  
YES/NO.      How Many? .....

What transport and other special equipment may be  
needed?

**Remarks:**

## POST-DISASTER SURVEY FORM B—CASUALTIES AND DAMAGE

<b>LOCATION</b>		<b>DISTRICT</b>	
<b>DATE</b>			
<b>Survey by (Name)</b>		<b>Contact Details</b>	

**Population:** Adults (over 15 years)..... **Casualties:** Dead .....

Children (5 to 15)..... Missing .....

Infants (under 5 years)..... Seriously injured .....

Moderately injured .....

Slightly injured .....

Sick .....

Evacuations Number of evacuees: .....

Major evacuation centres and numbers at each: .....

.....

**HOUSING DAMAGE** (give numbers or percentages)

House Type	Brick	Wood	Fibro	Other (describe)
<b>Destroyed</b>				
<b>Major Damage</b>				
<b>Moderate Damage</b>				
<b>Slight Damage</b>				

Describe major damage types:

**OTHER BUILDING DAMAGE**

Community facilities (hospitals, clinics, schools, emergency service centres etc):

Other buildings (give details):

Describe any risks to or from remaining or damaged buildings:

**DAMAGE TO KEY TRANSPORT LINKS**

Roads

Bridges

Airports

Port and wharf facilities

**COMMUNICATIONS**

Describe major damage to communications and broadcasting facilities and list surviving facilities

**Remarks**

POST-DISASTER SURVEY FORM C—MEDICAL AND PUBLIC HEALTH

<b>LOCATION</b>		<b>DISTRICT</b>	
<b>DATE</b>			
<b>Survey by (Name)</b>		<b>Contact Details</b>	

**MEDICAL FACILITIES** (circle correct answers)

Hospital(s):

<b>BEDS</b>	Available	Occupied	Remaining Capacity
-------------	-----------	----------	--------------------

Describe any damage:

Availability of key resources (operating theatres, x-ray etc):

**Medical staff available?** DOCTORS ..... NURSES ..... OTHERS  
(Describe) ..... Are more staff needed? YES/NO

What other medical and health facilities are: a. damaged; or b. remain available?

**Medical Supplies**

List needs (description and amounts):

**ENVIRONMENTAL HEALTH CONCERNS**

(Tick as necessary and give details)

- Polluted water ..... Poor drainage .....
- Stagnant water ..... Poor hygiene .....
- Overcrowding ..... Rotting food .....
- Insect/rat infestation..... Spraying needed? YES/NO
- Toilet/sewerage systems AVAILABLE/DAMAGED/NOT AVAILABLE
- Is there any problem with sewage disposal? YES/NO
- Details and needs

**Remarks**

POST-DISASTER SURVEY FORM E—ADMINISTRATION, COMMUNICATIONS, TRANSPORT AND PUBLIC FACILITIES

<b>LOCATION</b>		<b>DISTRICT</b>	
<b>DATE</b>			
<b>Survey by (Name)</b>		<b>Contact Details</b>	

**ADMINISTRATION**

Who is managing post-disaster activities?.....  
 Contact details ..... Office location.....

**EMERGENCY SERVICES**

Services available:  
 Problems resulting from the event:

Support needs:

**COMMUNICATIONS**

List communications available to the emergency operations centre:

Which public radio broadcasting stations are being received? .....  
 List any help needed for communications:

**TRANSPORT**

**Road**

Which main roads are closed?  
 Estimated time to clear these or details of help needed:

**Railway**

Detail any damage to railways and immediate support needs:

**Air**

Describe any damage or limitations to the airport and air navigation equipment (including air radio):

Aircraft availability: List any serviceable helicopters and small transport aircraft:

**Water**

Describe any damage to port facilities and marine navigation aids:

What is the best place to land relief supplies?

Are there any boats available locally for relief transport?

**LIFELINES**

Is electricity working? YES/NO. If no, why not?

What fuel is available (type and amount)?

List any other public facilities damaged: .....

POST-DISASTER SURVEY FORM E—FOOD

<b>LOCATION</b>		<b>DISTRICT</b>	
<b>DATE</b>			
<b>Survey by (Name)</b>		<b>Contact Details</b>	

**HOME SUPPLIES**

How many days of food do most families have?.....  
 How many people have no food?.....

**FOOD STORES**

What major supplies of food are available in shops or stores?

Item	Amount	Where

Is any rationing in force?.....  
 Who is controlling it?.....

**IMMEDIATE FOOD NEEDS**

What foods are needed? Give Details.

Item	Daily Requirement	From (Date)

Who should relief supplies be addressed to?  
 Who will supervise relief issues?.....

**SPECIAL FOOD NEEDS**

Are there any special food needs (baby food etc) for particular people? Give Details.

Item	Daily Requirement	From (Date)

**Remarks**



## Annex B – Public Shelter Locations

LOCATION	MAP MARKER
CI Recreation Centre – Stadium	A
Poon Saan Community Hall (Main)	B
Poon Saan Hall (Seniors Centre)	C
CI Hospital – Community Health	D
CI District High School	E
ABF Accommodation (units)	F



## **Annex C – Christmas Island Road Network for Recovery Planning Purposes**

SOCI to develop