

# Queensland Disaster Management Lexicon

## Copyright

© State of Queensland (Inspector-General of Emergency Management) 2021

The Queensland Government supports and encourages the dissemination and exchange of publicly funded information and endorses the use of Creative Commons.

All Inspector-General of Emergency Management material in this document – except any material protected by a trademark, and unless otherwise noted – is licensed under <https://creativecommons.org/licenses/by/4.0/legalcode>.



Content from this document should be attributed as:  
The State of Queensland (Office of the Inspector-General of Emergency Management).

The Inspector-General of Emergency Management has undertaken reasonable enquiries to identify material owned by third parties and secure permission for its reproduction. Permission may need to be obtained from third parties to re-use their material.

Written requests relating to the copyright in this document should be addressed to:

Intellectual Property Coordinator  
C/O QPS Legal Unit, Legal Division  
Queensland Police Service  
GPO Box 1440, Brisbane 4001

**Phone:** 07 3364 3958

**Email:** [PSBA.Copyright@PSBA.qld.gov.au](mailto:PSBA.Copyright@PSBA.qld.gov.au)

### Disclaimer

To the extent possible under applicable law, the material in this document is supplied as-is and as-available and makes no representations or warranties of any kind whether express, implied, statutory, or otherwise. This includes, without limitation, warranties of title, merchantability, fitness for a particular purpose, non-infringement, absence of latent or other defects, accuracy, or the presence or absence of errors, whether or not known or discoverable. Where disclaimers of warranties are not allowed in full or in part, this disclaimer may not apply.

To the extent possible under applicable law, neither the Queensland Government or the Inspector-General of Emergency Management will be liable to you on any legal ground (including, without limitation, negligence) or otherwise for any direct, special, indirect, incidental, consequential, punitive, exemplary, or other losses, costs, expenses, or damages arising out of the use of the material in this document. Where a limitation of liability is not allowed in full or in part, this limitation may not apply.

## Contact for enquiries

All inquiries regarding this review report should be directed to the Office of the Inspector-General of Emergency Management.

**Phone:** (07) 3029 8813  
**Email:** [Info@igem.qld.gov.au](mailto:Info@igem.qld.gov.au)  
**Web:** [www.igem.qld.gov.au](http://www.igem.qld.gov.au)  
**Postal Address:** GPO Box 1425, Mail Cluster 15.7  
Brisbane Queensland 4001

### Document details

<b>Security classification</b>	PUBLIC
<b>Date of review of security classification</b>	28 June 2021
<b>Authority</b>	Inspector-General of Emergency Management
<b>Author</b>	Office of the Inspector-General of Emergency Management
<b>Document status</b>	Final
<b>Version</b>	V2.1

### Version control

Version	Amendment	Endorsement date
1.0	Initial release	24 August 2018
2.0	Updated to align with Disaster Management Standard refresh	17 June 2020

### Information for users

This document and supporting resources are available for download from the Office of the Inspector-General of Emergency Management website [www.igem.qld.gov.au](http://www.igem.qld.gov.au).

The information contained within this document is designed for use by communities, businesses and entities working within Queensland's disaster management arrangements, and may not be appropriate in other states and territories. This document is not designed to preclude the use of other relevant and industry-specific good practice guidance, standards and legislation.

Additional considerations may be required dependant on the user's specific risks, capability and capacity. For assistance interpreting the use of this document, please contact the Office of the Inspector-General of Emergency Management.

# Acknowledgements

The Office of the Inspector-General of Emergency Management acknowledges Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and Custodians of this country. We recognise their connection to land, sea and community. We pay our respects to them, their cultures, and to their Elders, past, present and emerging.

# Introduction

The Queensland Disaster Management Lexicon (the Lexicon) establishes a resource for common language within the Queensland disaster management sector. It promotes a shared situational awareness during events, contextualised to Queensland's disaster management sector.

This shared language enables a greater degree of interoperability across State agencies, local councils and non-government organisations involved in all phases of disaster management in Queensland.

A lexicon contextualised to the Queensland situation provides a platform to highlight terms from a number of sources specific to the State:

- legislation, through the Queensland Disaster Management Act 2003
- the Standard for Disaster Management in Queensland
- the Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline
- the Queensland State Disaster Management Plan and strategic policy statement
- specific Queensland agency frameworks and plans, and
- relevant national and international glossaries and handbooks.

The national glossary, the Australian Emergency Management Glossary, provides an ancillary source for those terms that are common across jurisdictions.

## Acknowledgements

The participation and cooperation of practitioners, operators and experts from across the disaster management sector in the development of the Disaster Management Lexicon is highly valued and greatly appreciated. Specifically, those who contributed on the working group:

- Australian Red Cross
- Brisbane City Council
- Department of Communities, Child Safety and Disability Services
- Department of Health
- Griffith University
- Ipswich City Council
- Local Government Association of Queensland
- Queensland Fire and Emergency Services
- Queensland Police Service
- Queensland Reconstruction Authority
- Queensland University of Technology

The Queensland Disaster Management Lexicon is a 'living' document. Requests to add or amend terms can be sent to the Office at [info@igem.qld.gov.au](mailto:info@igem.qld.gov.au).

**acceptable risk**

The extent to which a disaster risk is deemed acceptable or tolerable depends on existing social, economic, political, cultural, technical and environmental conditions.

A sub term of disaster risk. Also known as tolerable risk.

*United Nations Office for Disaster Risk Reduction, 2017*

**activation**

Activation involves the commencement of a process or activity in response to a trigger. An activation is not a declaration, nor is it dependent on the declaration of a disaster situation (see definition for declaration). For example, activation of a relief measure, as detailed in the Queensland Disaster Relief and Recovery Arrangements.

*Queensland Disaster Management Lexicon Working Group, 2017*

**after action review (AAR)**

A debriefing process following an event or activity by those involved with, or interested in, that event and whose purpose is to learn from it.

Often used as a 'hot debrief', it involves describing what was intended to happen, what was actually accomplished, what mistakes were made and how participation in similar events might be improved in the future. The information collected at an AAR often informs larger organisational debriefs and multi-agency debriefs. They may be recorded in a variety of media as a form of reference for future use.

Briefings and AARs (also referred to as debriefings) are excellent learning tools and help instil an information-sharing culture. Their effectiveness depends to a great extent on accurately identifying the most appropriate audience.

*Australian Disaster Resilience Handbook 8 Lessons Management, 2013*

**alert (level of activation)**

A level of activation.

A heightened level of vigilance due to the possibility of an event in the area of responsibility. Some action may be required. The situation should be monitored by someone capable of assessing the potential of the threat.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**assembly point**

A temporary designated location specifically selected as a point which is not anticipated to be adversely affected by a hazard.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**briefing**

The process of advising personnel of the details of the incident or event with which they will be dealing.

*Australian Disaster Resilience Glossary, 2012*

**bushfire**

A fire involving grass, scrub or forest.

*Australian Disaster Resilience Glossary, 2012*

**bushfire danger period**

A period of the year, either established by legislation or declared by the relevant agency, when restrictions are placed on the use of fire due to dry vegetation and the existence of conditions conducive to the spread of fire.

*Australian Disaster Resilience Glossary, 2012*

**capacity**

The combination of all the strengths, attributes and resources available within an organisation, community or society to manage and reduce disaster risks and strengthen resilience. Capacity may include infrastructure, institutions, human knowledge and skills, and collective attributes such as social relationships, leadership and management.

*Australian Disaster Resilience Glossary, 2017*

**capacity assessment**

Capacity assessment is the process by which the capacity of a group, organisation or society is reviewed against desired goals, where existing capacities are identified for maintenance or strengthening, and capacity gaps are identified for further action.

*Australian Disaster Resilience Glossary, 2017*

**capacity development**

Capacity development is the process by which people, organisations and society systematically stimulate and develop their capacities over time to achieve social and economic goals. It is a concept that extends the term of capacity-building to encompass all aspects of creating and sustaining capacity growth over time. It involves learning and various types of training, but also continuous efforts to develop institutions, political awareness, financial resources, technology systems and the wider enabling environment.

*Australian Disaster Resilience Glossary, 2017*

**communications plan**

Details the methods and systems for people involved in managing the incident to communicate with each other; the incident management structure, including the actual radio channels or mobile phone numbers.

*Australian Disaster Resilience Glossary, 2017*

**community**

A group with a commonality of association and generally defined by location, shared experience, or function.

A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

*Australian Disaster Resilience Glossary, 1998*

**community-based disaster risk management**

Promotes the involvement of potentially affected communities in disaster risk management at the local level. This includes community assessments of hazards, vulnerabilities and capacities, and their involvement in planning, implementation, monitoring and evaluation of local action for disaster risk reduction.

*Australian Disaster Resilience Glossary, 2017*

**community recovery referral and information centre (CRRIC)**

May be established once the multiagency recovery hubs have closed.

Sole purpose is to enable disaster affected community members to access recovery information, advice and referrals.

*Queensland Recovery Plan, 2017*

**comprehensive approach**

The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response and recovery (PPRR). PRRR as aspects of emergency management, not sequential phases.

*Australian Disaster Resilience Glossary, 1998*

**contingency planning**

A management process that analyses disaster risks and establishes arrangements in advance to enable timely, effective and appropriate responses.

Contingency planning results in organised and coordinated courses of action with clearly identified institutional roles and resources, information processes and operational arrangements for specific actors at times of need. Based on scenarios of possible emergency conditions or hazardous events, it allows key actors to envision, anticipate and solve problems that can arise during disasters. Contingency planning is an important part of overall preparedness. Contingency plans need to be regularly updated and exercised.

*Australian Disaster Resilience Glossary, 2017*

**control**

The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

*Australian Disaster Resilience Glossary, 2017*

**coordination**

The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc) in accordance with priorities set by disaster management groups. Coordination operates horizontally across organisations and agencies.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**coordination centre**

A centre established at State, district or local level as a centre of communication and coordination during times of disaster operations.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**coping capacity**

Coping capacity is the ability of people, organisations and systems, using available skills and resources, to manage adverse conditions, risk or disasters. The capacity to cope requires continuing awareness, resources and good management, both in normal times as well as during disasters or adverse conditions. Coping capacities contribute to the reduction of disaster risks.

*Australian Disaster Resilience Glossary, 2017*



**critical infrastructure**

The physical structures, facilities, networks and other assets which provide services that are essential to the social and economic functioning of a community or society.

*Australian Disaster Resilience Glossary, 2017*

**damage assessment**

The process of collecting quantifiable data that enables the assessment of the impact of an event. Data collected could be used to inform Impact Assessments

Damage could include, but is not limited to, damage to:

- infrastructure
- homes and public buildings
- commercial properties
- the environment e.g. National Parks

*Queensland Disaster Management Lexicon Working Group, 2017*

**debrief**

A meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

*Australian Disaster Resilience Glossary, 2012*

**debriefing**

The process of sharing the good and bad points of the response to an incident as a means to improving any future planning and responses.

*Australian Disaster Resilience Glossary, 1998*

**declaration (of a disaster situation)**

The formal procedure to enable declared disaster powers under the Disaster Management Act 2003 (s64-s69) as required. Specific powers may be used to prevent or minimise loss of life, injury or damage.

This term specifically relates to declaration of disasters under the Disaster Management

Act 2003. Which is distinct from a 'declaration of an emergency situation' as defined in the Public Safety Preservation Act 1986

*Queensland Disaster Management Lexicon Working Group, 2017*

**declared area**

(a) for a disaster situation declared under s64(l)-the disaster district, or the part of the disaster district, for which the disaster situation is declared; or

(b) for a disaster situation declared under s69-the State or, if the disaster situation is declared for a part of the State, the part.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>



**declared disaster officer**

For a disaster situation, means-

- a) a police officer; or
- b) a person authorised under s75(l) to exercise declared disaster powers for the disaster situation.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**declared disaster powers**

Means the powers of a district disaster coordinator or a declared disaster officer under s77 and s78.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**directed evacuation**

Also known as compulsory evacuation is where a relevant government agency has exercised a legislated power that requires people to evacuate. A directed evacuation under the Disaster management Act 2003 requires the declaration of a disaster situation.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**disaster**

A disaster is a serious disruption in a community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**disaster damage**

Disaster damage occurs during and immediately after the disaster. This is usually measured in physical units (e.g., square meters of housing, kilometres of roads, etc.), and describes the total or partial destruction of physical assets, the disruption of basic services and damages to sources of livelihood in the affected area.

*Australian Disaster Resilience Glossary, 2017*

**disaster district**

Means a part of the State prescribed under a regulation as a disaster district.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**disaster management**

Disaster management means arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**disaster management group**

Means the State group, a district group or a local group.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### disaster management guidelines

The chief executive may prepare guidelines to inform the State group, district groups and local governments about matters relating to any of the following-

- a) the preparation of disaster management plans
- b) the matters to be included in a disaster management plan
- c) other matters about the operation of a district group or local group the chief executive considers appropriate having regard to disaster management for the State.

Legislation - *Queensland Disaster Management Act 2003*, 2018

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### disaster management plan

The State group, district groups and local groups must prepare a plan (State Disaster Management Plan, District Disaster Management Plan and Local Disaster Management Plan) for disaster management in the State, disaster district and local government's area respectively.

Legislation - *Queensland Disaster Management Act 2003*, 2018

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### disaster management standard

The inspector-general may make one or more standards (each a disaster management standard) about the way in which entities responsible for disaster management in the State are to undertake disaster management.

Legislation - *Queensland Disaster Management Act 2003*, 2018

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### disaster operations

Disaster operations means activities undertaken before, during or after an event happens to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event.

Legislation - *Queensland Disaster Management Act 2003*, 2018

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### disaster recovery operations

Disaster recovery operations means the phase of disaster operations that relates to recovering from a disaster.

Legislation - *Queensland Disaster Management Act 2003*, 2018

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### disaster response capability

For a local government, means the ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with, or help another entity to deal with, an emergency situation or a disaster in the local government's area.

Legislation - *Queensland Disaster Management Act 2003*, 2018

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### disaster response operations

Disaster response operations means the phase of disaster operations that relates to responding to a disaster.

Legislation - *Queensland Disaster Management Act 2003*, 2018

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### disaster risk

The potential loss of life, injury, or destroyed or damaged assets which could occur to a system, society or a community in a specific period of time, determined probabilistically as a function of hazard, exposure, vulnerability and capacity.

The definition of disaster risk reflects the concept of hazardous events and disasters as the outcome of continuously present conditions of risk. Disaster risk comprises different types of potential losses which are often difficult to quantify. Nevertheless, with knowledge of the prevailing hazards and the patterns of population and socioeconomic development, disaster risks can be assessed and mapped, in broad terms at least. It is important to consider the social and economic contexts in which disaster risks occur and that people do not necessarily share the same perceptions of risk and their underlying factors.

*United Nations Office for Disaster Risk Reduction, 2017*

### disaster risk assessment

A qualitative or quantitative approach to determine the nature and extent of disaster risk by analysing potential hazards and evaluating existing conditions of exposure and vulnerability that together could harm people. Property, services, livelihoods and the environment on which they depend.

Disaster risk assessments include: disaster risk by analysing potential hazards and evaluating existing conditions of

- the identification of hazards
- a review of the technical characteristics of hazards such as their location, intensity, frequency and probability
- the analysis of exposure and vulnerability, including the physical, social, health, environmental and economic dimensions
- the evaluation of the effectiveness of prevailing and alternative coping capabilities with respect to likely risk scenarios.

*United Nations Office for Disaster Risk Reduction, 2017*

### disaster risk governance

The system of institutions, mechanisms, policy and legal frameworks and other arrangements to guide, coordinate and oversee disaster risk reduction and related areas of policy.

Good governance needs to be transparent, inclusive, collective and efficient to reduce existing disaster risks and avoid creating new ones.

*United Nations Office for Disaster Risk Reduction, 2017*

### disaster risk information

Comprehensive information on all dimensions of disaster risk, including hazards, exposure, vulnerability and capacity, related to persons, communities, organisations and countries and their assets.

Disaster risk information includes all studies, information and mapping required to understand the disaster risk drivers and underlying risk factors.

*United Nations Office for Disaster Risk Reduction, 2017*

**disaster risk management**

Disaster risk management is the application of disaster risk reduction policies and strategies to prevent new disaster risk, reduce existing disaster risk and manage residual risk, contributing to the strengthening of resilience and reduction of disaster losses.

Disaster risk management actions can be distinguished between prospective disaster risk management, corrective disaster risk management and compensatory disaster risk management, also called residual risk management.

*United Nations Office for Disaster Risk Reduction, 2017*

**disaster risk reduction**

Disaster risk reduction is aimed at preventing new and reducing existing disaster risk and managing residual risk, all of which contribute to strengthening resilience and therefore to the achievement of sustainable development.

Disaster risk reduction is the policy objective of disaster risk management, and its goals and objectives are defined in disaster risk reduction strategies and plans.

*United Nations Office for Disaster Risk Reduction, 2017*

**disaster situation**

Means a disaster situation declared under s64(1) by the district disaster coordinator with the approval of the Minister, or by the Minister or Premier (s69).

*Legislation - Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**discussion exercise (DISCEX)**

An exercise built around discussion of a scenario – providing an opportunity to explore issues in some depth and give verbal responses to situations. Discussion exercises focus on senior staff or other key personnel and are designed to stimulate discussion of issues. They may be used to assess plans, policies and procedures.

*Australian Disaster Resilience Handbook 3: Managing Exercises, 2012*

**district disaster coordinator (DDC)**

The chairperson of a district group is also the district disaster coordinator of the district

group. The function of the district disaster coordinator is to coordinate disaster operations in the disaster district for the group.

*Legislation - Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**district disaster management group (DDMG)**

A district disaster management group is established for each disaster district. A district group consists of the persons prescribed by regulation to be members of the group.

*Legislation - Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### district disaster management plan (DDMP)

A district group must prepare a plan for disaster management in the disaster district for the group.

A district disaster management plan must be consistent with the disaster management standards and disaster management guidelines.

A district group may review or renew the effectiveness of the plan at any time, but at least once a year.

A district group must ensure a copy of its district disaster management plan is available for inspection, free of charge, by members of the public.

The plan must include:

- a) the State group's strategic policy framework for disaster management for the State
- b) the roles and responsibilities of entities involved in disaster operations and disaster management in the district
- c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b)
- d) events that are likely to happen in the district
- e) priorities for disaster management for the district
- f) the matters stated in the disaster management guidelines as matters to be included in the plan
- g) other matters about disaster management in the disaster district the group considers appropriate.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### Emergency Alert (EA)

A national telephone warning system that provides Australian emergency authorities with an enhanced ability to warn the community in the event of an emergency. The warning system is another tool available for organisations to issue emergency warnings. Emergency Alerts will be issued via landline and mobile telephones.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

### emergency management

Emergency management is also used, sometimes interchangeably, with the term disaster management, particularly in the context of biological and technological hazards and for health emergencies. While there is a large degree of overlap, an emergency can also relate to hazardous events that do not result in the serious disruption of the functioning of a community or society.

*United Nations Office for Disaster Risk Reduction, 2017*

### evacuation

The planned movement of persons from an unsafe or potentially unsafe location to a safer location and their eventual return.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

### evacuation centre

A building located beyond a hazard to provide temporary accommodation, food and water until it is safe for evacuees to return to their homes or alternative temporary emergency accommodation.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

## event

An event means any of the following:

- a) a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening
- b) an explosion or fire, a chemical, fuel or oil spill, or a gas leak
- c) an infestation, plague or epidemic
- d) a failure or, or disruption to, an essential service or infrastructure
- e) an attack against the State
- f) another event similar to an event mentioned in paragraphs (a) to (e)

An event may be natural or caused by human acts or omissions.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

## executive officer - of a district group (XO)

The commissioner of the police service is to appoint a person as the executive officer of the district group. The function of the executive officer of a district group is to support the group in the performance of its function, as directed by the chairperson of the district group.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

## exercise

A controlled, objective-driven activity used for testing, practising or evaluating processes or capabilities.

*Australian Disaster Resilience Handbook 3: Managing Exercises, 2012*

## field exercise

An exercise that involves the deployment of personnel to a simulated incident or emergency.

*Australian Disaster Resilience Handbook 3: Managing Exercises, 2012*

## functional exercise

A functional exercise is designed to test or practise individual functions such as command, planning or intelligence.

In a functional exercise, participants actually undertake the particular functions or tasks they would perform as part of the role(s) they are playing in the exercise. Functional exercises normally take place in a simulated operational environment (e.g. control centre or command post), are usually conducted in real time, and scenario information is fed to the participants in a manner similar to the way they would receive it 'in the real world'.

*Australian Disaster Resilience Handbook 3: Managing Exercises, 2012*

## hazard

A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation. Hazards may be natural, anthropogenic or socio-natural in origin.

*United Nations Office for Disaster Risk Reduction, 2017*

**hazard mapping**

The process of establishing geographically where and to what extent particular phenomena are likely to pose a threat to people, property, infrastructure and economic activities.

*Australian Disaster Resilience Glossary, 2017*

**immediate sheltering**

This phase is between 1 - 18 hours when people are seeking short term respite in a safer location - bedding and substantial meals are not required.

Examples are public cyclone shelter, place of refuge.

*Queensland Evacuation Centre Management Handbook, 2017*

**impact assessment**

The analysis of the consequences of an event, including psychosocial (emotional and social), economic, natural and built environment.

Current data could include Damage Assessments. The process of establishing:

- the impact of a disaster or conflict on a society
- the priority needs and risks faced by those affected by disaster
- the available capacity to respond, including coping mechanisms of the affected population
- the most appropriate forms of response given the needs, risks and capacities the possibilities for facilitating and expediting recovery and development An appropriate response depends on an understanding of the political, social and economic context within which aid is to be provided. It also depends on adequate evidence of needs and risk factors, including information derived from consultation with those affected by disaster.

*Queensland Disaster Management Lexicon Working Group, 2017*

**incident**

An event, occurrence or set of circumstances that:

- has a definite spatial extent
- has a definite duration
- calls for human intervention
- has a set of concluding conditions that can be defined
- is or will be under the control of an individual who has the authority to make decisions about the means by which it will be brought to an end.

*Australian Disaster Resilience Glossary, 2017*

**intelligence**

The product of a process of collecting and analysing information or data which is recorded and disseminated as intelligence to support decision making.

*Australian Disaster Resilience Glossary, 2017*

**jurisdiction**

The state or territory in which an agency, organisation or statutory position has authority or responsibility.

*Australian Disaster Resilience Glossary, 2017*



### lean forward

A level of activation.

An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on stand by, prepared but not activated.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

### levels of activation

Queensland's disaster management arrangements are activated using an escalation model based on the following levels:

- Alert
- Lean Forward
- Stand up
- Stand down

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

### local disaster coordinator (LDC)

The chairperson of the local group must, after consulting with the chief executive, appoint the chief executive officer or an employee of the relevant local government as a local disaster coordinator of the group. The person appointed must have the necessary expertise of experience and the appointment must be in writing.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### local disaster management group (LDMG)

A local government must establish a local disaster management group for the local government's area.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### local disaster management plan (LDMP)

A local government must prepare a plan for disaster management in the local government's area.

A local disaster management plan must be consistent with the disaster management standards and disaster management guidelines.

A local group may review or renew the effectiveness of the plan at any time, but at least once a year.

A local group must ensure a copy of its local disaster management plan is available for inspection, free of charge, by members of the public.

The plan must include:

- a) the State groups strategic policy framework for disaster management for the State, and the local government's policies for disaster management
- b) the roles and responsibilities of entities involved in disaster operations and disaster management in the area
- c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b)
- d) events that are likely to happen in the area
- e) strategies and priorities for disaster management for the area
- f) the matters stated in the disaster management guidelines as matters to be included in the plan
- g) other matters about disaster management in the area the local government considers appropriate

Legislation - *Queensland Disaster Management Act 2003*, 2018

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### logistics

The range of operational activities concerned with supply, handling, transportation and distribution of materials. Also applicable to the transportation of people.

*Australian Disaster Resilience Glossary*, 2012

### mass casualty incident

An incident or event where the location, number, severity or type of live casualties, requires extraordinary resources.

*Queensland Health Mass Casualty Incident Plan*, 2016

## mitigation

Activities intended to reduce or eliminate risks or lessen the actual or potential effects or consequences of an event.

Mitigation explanatory note:

- mitigation activities are intended to reduce or eliminate risk of a hazard impacting, or lessen the actual or potential effects or consequences or potential disaster impacts
- mitigation measures may be implemented prior to, during, or after an event
- mitigation measures should be informed by risk assessments and lessons learned from prior events
- mitigation involves ongoing actions to reduce exposure to, probability of, or potential impacts from hazards
- measures may include, but are not limited to:
- land use planning, building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build
- the replacement or the improvement of existing assets, or the construction of new physical infrastructure
- efforts to educate governments, businesses and the public on measures they can take to reduce losses and minimise injuries or deaths, prior to, during and following an event
- encouraging the development of social, community, family and individual capacity/capability to prepare for disaster events and/or effectively manage themselves during/after events
- development/enhancement of natural environmental systems to withstand and/or better absorb hazard impacts.

*Queensland Disaster Management Lexicon Working Group, 2017*

## multi-agency response

The response to an incident where one or more agencies assists the jurisdictional control agency or agencies.

*Australian Disaster Resilience Glossary, 2012*

## multi hazard

Multi-hazard means:

1. the selection of multiple major hazards that the country faces, and
2. the specific contexts where hazardous events may occur simultaneously, cascadingly or cumulatively over time, and taking into account the potential interrelated effects.

Hazards include (as mentioned in the Sendai Framework for Disaster Risk Reduction 2015-2030, and listed in alphabetical order) biological, environmental, geological, hydro meteorological and technological processes and phenomena.

*Australian Disaster Resilience Glossary, 2017*

## natural hazards

Natural hazards are predominantly associated with natural processes and phenomena.

*Australian Disaster Resilience Glossary, 2017*

## neighbourhood safer places

A local open space or building where people may gather, as a last resort, to seek shelter from bushfire.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**non-governmental organisation (NGO)**

Non-profit making organisation operating at the local, national, or international levels. Distinct from a governmental organisation, having no statutory ties with a national government.

*Australian Disaster Resilience Glossary, 1998*

**place of refuge**

A building assessed as suitable to provide protection to evacuees during a cyclone but is not a public cyclone shelter. These are typically opened when the capacities of other evacuation facilities have been exceeded.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**plan**

A formal record of agreed emergency management roles, responsibilities, strategies, systems, and arrangements.

*Australian Disaster Resilience Glossary, 1998*

**planning process**

The collective and collaborative efforts by which agreements are reached and documented between people and organisations to meet their communities' emergency management needs. It is a sequence of steps which allows emergency management planning to take place.

*Australian Disaster Resilience Glossary, 1998*

**prepared community**

A community that has developed effective emergency management arrangements at the local level, resulting in:

- An alert, informed and active community that supports its voluntary organizations
- An active and involved local government
- Agreed and coordinated arrangements for prevention, preparedness, response and recovery.

*Australian Disaster Resilience Glossary, 2012*

**preparedness**

The knowledge and capacities developed by governments, response and recovery organisations, communities and individuals to effectively anticipate, respond to and recover from the impacts of likely, imminent or current disasters.

Preparedness action is carried out within the context of disaster risk management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery.

Preparedness is based on a sound analysis of disaster risks and good linkages with early warning systems, and includes such activities as contingency planning, the stockpiling of equipment and supplies, the development of arrangements for coordination, evacuation and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities. The related term 'readiness' describes the ability to quickly and appropriately respond when required.

*United Nations Office for Disaster Risk Reduction, 2017*

## prevention

Activities and measures to avoid existing and new disaster risks.

Prevention (i.e., disaster prevention) expresses the concept and intention to completely avoid potential adverse impacts of hazardous events. While certain disaster risks cannot be eliminated, prevention aims at reducing vulnerability and exposure in such contexts where, as a result, the risk of disaster is removed.

Examples include dams or embankments that eliminate flood risks, land - use regulations that do not permit any settlement in high-risk zones, seismic engineering designs that ensure the survival and function of a critical building in any likely earthquake and immunization against vaccine-preventable diseases.

Prevention measures can also be taken during or after a hazardous event or disaster to prevent secondary hazards or their consequences, such as measures to prevent the contamination of water.

*United Nations Office for Disaster Risk Reduction, 2017*

## public cyclone shelter

A building designed, constructed and maintained in accordance with government requirements and provides protection to evacuees during a cyclone.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

## Queensland's disaster management arrangements

Whole-of-government arrangements to ensure the collaborative and effective coordination of planning, services, information and resources for comprehensive disaster management.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

## reconstruction

The medium- and long-term rebuilding and sustainable restoration of resilient critical infrastructures, services, housing, facilities and livelihoods required for the full functioning of a community or a society affected by a disaster, aligning with the principles of sustainable development and 'build back better', to avoid or reduce future disaster risk.

*United Nations Office for Disaster Risk Reduction, 2017*

## recovery

The coordinated process of supporting disaster-affected communities' psychosocial (emotional and social), and physical well-being; reconstruction of physical infrastructure; and economic and environmental restoration.

*Queensland Disaster Management Lexicon Working Group, 2017*

## recovery hub

Established by the Queensland Department of Communities, Child Safety and Disability Services. Provides direct provision of government and non-government information and services in one location through multiple agencies, as dictated by the event.

Can take many forms (mobile or static) depending on the type and volume of needs, availability and size of premises, geographic characteristics and the scale of the impact.

Also known as a community recovery hub.

*Queensland Recovery Plan, 2017*

## relief

Efforts to meet the needs of persons affected by a disaster, to minimise further loss through the provision of immediate shelter and basic human needs.

*Queensland Disaster Management Lexicon Working Group, 2017*

## residual risk

Residual risk is the disaster risk that remains even when effective disaster risk reduction measures are in place, and for which emergency response and recovery capacities must be maintained.

The presence of residual risk implies a continuing need to develop and support effective capacities for emergency services, preparedness, response and recovery, together with socioeconomic policies such as safety nets and risk transfer mechanisms, as part of a holistic approach.

*United Nations Office for Disaster Risk Reduction, 2017*

## resilience

A system or community's ability to rapidly accommodate and recover from the impacts of hazards, restore essential structures and desired functionality, and adapt to new circumstances.

The Queensland Strategy for Disaster Resilience provides a framework to empower Queenslanders to factor in resilience measures and activities as they:

- Anticipate - e.g. assess risk exposure, vulnerability and capacity to cope
- Respond - e.g. mobilise strengthened alliances and networks for rapid and effective disaster response
- Adapt - e.g. adapt to changed circumstances through reassessment, reorganisation and the application of learnings.

*Queensland State Resilience Strategy, 2017*

## resource management system

System established to capture and manage information regarding the status of resources allocated to an incident.

*Australian Disaster Resilience Glossary, 2017*

## response

Actions taken directly before, during or immediately after a disaster in order to save lives,

reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.

Disaster response is predominantly focused on immediate and short-term needs and is sometimes called disaster relief. Effective, efficient and timely response relies on disaster risk-informed preparedness measures, including the development of the response capacities of individuals, communities, organisations, countries and the international community. The institutional elements of response often include the provision of emergency services and public assistance by public and private sectors and community sectors, as well as community and volunteer participation.

Emergency services are a critical set of specialized agencies that have specific responsibilities in serving and protecting people and property in emergency and disaster situations. They include civil protection authorities and police and fire services, among many others. The division between the response stage and the subsequent recovery stage is not clear-cut. Some response actions, such as the supply of temporary housing and water supplies, may extend well into the recovery stage.

*United Nations Office for Disaster Risk Reduction, 2017*

**safer location**

A variety of designated locations which are not anticipated to be adversely affected by the hazard. Categories of safer locations comprise:

- shelter in place
- neighbourhood safer places
- friends and family
- assembly points

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**serious disruption**

- a) loss of human life, or illness or injury to humans; or
- b) widespread or severe property loss or damage; or
- c) widespread or severe damage to the environment.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**shelter in place**

An alternative or in addition to evacuation where individuals shelter within their homes, workplace or with family/friends if considered safe to do so.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**stand down**

A level of activation.

Transition from responding to an event back to normal core business and/or continuance of recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

**stand up**

A level of activation.

The operational state following 'lean forward' whereby resources are mobilised, personnel are activated, and operational activities commenced. Disaster coordination centres are activated.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

Standard Emergency Warning Signal (SEWS)

A distinctive audio signal that alerts the community to the broadcast of an urgent message relating to a major emergency or disaster. It is intended for use as an alert signal to be played on public media such as radio, television and public address systems.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*



**standard operating procedure (SOP)**

A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

*Australian Disaster Resilience Glossary, 1998*

**state disaster coordination centre (SDCC)**

The State Disaster Coordination Centre supports to State Disaster Coordinator (SDC) through the coordination of a State level operational response capability during disaster operations. The Centre also ensures information about an event and associated disaster operations is disseminated to all levels, including to the Australian Government.

*State Disaster Management Plan, 2016*

**state disaster coordinator (SDC)**

Means a person appointed made under s21B to coordinate disaster operations for the group and can be a deputy commissioner of the police service or another person the chairperson decides, after considering the nature of the disaster operations, should be appointed. The chairperson must consult with the commissioner of the police service before making the appointment and it must be in writing.

The State disaster coordinator has the following functions—

- a) to coordinate the disaster response operations for the State group;
- b) to report regularly to the State group about disaster response operations;
- c) to ensure, as far as reasonably practicable, that any strategic decisions of the State group about disaster response operations are implemented;
- d) to provide strategic advice on disaster response operations to district disaster coordinators.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

**state disaster management group (SDMG)**

The Queensland Disaster Management Committee is the State group. The State group consists of the persons prescribed by regulation to be members of the group.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### state disaster management plan (SDMP)

The State group must prepare a plan for disaster management for the State. The chairperson of the State group must give a copy of the plan to each district and local group.

The State plan must be consistent with the disaster management standards and disaster management guidelines.

The State group may review or renew the plan when it considers it appropriate. The chairperson of the State group must ensure a copy of the State plan is available for inspection, free of charge, by members of the public.

The plans must include:

- a) the group's strategic policy framework for disaster management for the State;
- b) the roles and responsibilities of entities involved in disaster operations and disaster management for the State;
- c) the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);
- d) events that are likely to happen in the State;
- e) priorities for disaster management for the State;
- f) the matters stated in the disaster management guidelines as matters to be included in the plan;
- g) other matters about disaster management the group considers appropriate or that are prescribed under a regulation.

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### state recovery coordinator (SRC)

Means the person appointed under s21D.

The State recovery coordinator has the following functions:

- a) to coordinate the disaster recovery operations for the State group;
- b) to report regularly to the State group about disaster recovery operations;
- c) to ensure, as far as reasonably practicable, that any strategic decisions of the State group about disaster recovery operations are implemented;
- d) to provide strategic advice on disaster recovery operations to government agencies performing disaster recovery operations

Legislation - *Queensland Disaster Management Act 2003, 2018*

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091>

### sub-plan

An annex to an existing plan, with additional statements of control/coordination arrangements and roles/responsibilities.

*Australian Disaster Resilience Glossary, 1998*

### temporary housing

Empowers people to re-establish household routines before permanent housing can be obtained. The goal is to transition from sheltering to housing as soon as possible.

Multi-agency responses may begin during the temporary sheltering phase or earlier.

*Queensland Evacuation Centre Management Handbook, 2017*

### temporary sheltering

In excess of 18 hours, may extend into weeks.

Bedding and substantial meals required.

More comprehensive support required.

Examples, evacuation centre, relief centre, public cyclone shelter, place of refuge.

*Queensland Evacuation Centre Management Handbook, 2017*

### voluntary evacuation

Also known as recommended evacuation is where an evacuation advice has been issued, with people strongly encouraged to consider enacting their evacuation plans. Voluntary evacuees manage their own withdrawal, including transportation arrangements.

*Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, 2018*

### vulnerability (community)

Vulnerability in relation to disaster events is a fluid and complex concept. The definition of vulnerability in the Qld Vulnerability Framework comprises three components:

- target group statement - people who would benefit from additional and targeted assistance to prepare for, respond to, and recover from disasters
- vulnerability indicators - for example proximity to an event, lack of financial resources, and disruption to, or lack of available services, supports/carers medication, aids and equipment
- four protective factors - wellbeing, connection, knowledge and security.

*Queensland Vulnerability Framework, 2016*

### vulnerability

The conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards.

For positive factors which increase the ability of people to cope with hazards, see also the definition for 'capacity'.

*United Nations Office for Disaster Risk Reduction, 2017*

### welfare

The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

*Australian Disaster Resilience Glossary, 1998*

Office of the Inspector-General of Emergency Management

Phone (07) 3029 8813  
Email [info@igem.qld.gov.au](mailto:info@igem.qld.gov.au)  
Web [www.igem.qld.gov.au](http://www.igem.qld.gov.au)  
Postal address GPO Box 1425, Mail Cluster 15.7  
Brisbane, Queensland 4001

