**Roles and communications plan**

## Roles

Assigning specific roles to appointed club members will ensure that all necessary responsibilities and tasks are covered, reducing confusion and promoting effective collaboration and communication. It can also help to build a culture of resilience and preparedness within the club.

Since these members will take on these roles in addition to their other responsibilities inside and outside of the club, it is important that other club members assist with tasks when needed.

| Role | Name | Contact Details |
| --- | --- | --- |
| Disaster resilience Lead  | Insert name | Insert contact details |
| Communications Lead | Insert name | Insert contact details |
| Evacuations Lead | Insert name | Insert contact details |
| Recovery Lead | Insert name | Insert contact details |
| UQ Sport Marketing and Communications Officer | Insert name | 3346 7518  |

### Disaster Resilience Lead

* Leads the team to identify potential natural disaster hazards and to quantify the impact these hazards might have on the club.
* Reviews and updates the club’s Disaster Resilience Action Plan (DRAP)
* Oversee the implementation of the club’s DRAP
* Liaises with relevant authorities to support recovery actions
* Advocates for any additional resources needed in the recovery phase.
* Identifies any areas needing improvement and updates the DRAP

### Communications Lead

* Raises awareness of potential natural disasters and the club’s mitigation responses
* Oversees the club’s Communications Plan
* Ensures emergency contact information is up-to-date and accessible
* Acts as the communications portal for all incoming and outgoing messages
* Liaises with UQ Sport’s Marketing and Communications Officer as necessary
* Provides member updates on the disaster situation, including managing social media channels
* Communicates recovery plans and progress

### Evacuations Lead

There may be times, such as an approaching bushfire or damaging winds, when a club has to abandon its activity and leave the area.

* Identifies potential evacuation scenarios and hazards
* Maintains an evacuation plan that outlines procedures, roles and responsibilities
* Implements the evacuation plan in coordination with emergency services and other relevant organisations
* Ensures that evacuation routes are clear and safe, and that transportation arrangements are in place
* Identifies areas for improvement in the evacuation plan

### Recovery Lead

* Ensures that recovery efforts begin as soon as possible
* Coordinates with relevant organisations and stakeholders to support immediate and ongoing recovery efforts
* Coordinates safe rebuilding, debris removal and other activities
* Advocates for additional resources and support to assist with recovery and reconstruction efforts

## Communications plan

Effective communication is essential before, during and after the disaster.

It is important to keep members informed about:

* Any impacts on your club, including pre-emptive measures such as closures or rescheduling activities
* What will happen during the period of extreme weather
* What rebuilding efforts will be needed prior to resuming normal activities

In order to maintain consistency and accuracy of messages, all outward communication will be directed by the Communications Lead.

Identify the various stakeholders your club may need to communicate with throughout the course of a disaster. Use social media platforms (and your website if you have one) to spread information widely.

Once your club is operational again, employ creative methods such as videos, photos and promotions, to spread the message.

### Example messages:

**1. Before a severe weather event**

a. Our club will close from (date) / our program will be suspended from (date) until it is safe to return and resume operations / competition / play

b. We value all of our members - please stay safe and follow Emergency Services advice

c. We will keep you updated as best we can

d. We are well prepared for events like this and have activated our Disaster Resilience Action Plan

**2. During an event**

a. Provide regular member updates

b. For clubs responsible for members during a disaster, advise them how to stay safe and where to go if evacuation is required

c. For more information and weather updates please visit (provide details)

d. If you are in a life threatening or dangerous situation or require emergency assistance, phone 000 immediately

e. Please follow the advice of Emergency Services at all times

**3. After a severe weather event**

a. We have been following authorities’ advice and plan to resume club activities when it is safe to do so. These activities may be modified to suit the conditions

b. We wish all of our members a safe recovery

c. Please be patient with us as we work to resume full operations / competition / play

d. You can continue to contact us on: (provide details)

e. We are now open and ready to welcome all of our members back