# COMMUNITY EMERGENCY HUB AUDIT PROCESS



This information has been provided as a guide and resource by Golden Plains Shire Council to help support the community in preparing for an emergency situation

Adapted from Wellington Region Emergency Management Office Community Emergency Hubs program.

#### Introduction

The Community Emergency Hubs were established to enable and empower communities to come together to support and problem solve after an emergency. The Community Emergency Hub will be a source of information sharing within the community as well as from Council and emergency services to community and from Community to Council.

They are a pre-identified and well-known location in the community that can be opened up and operated by the community for the community.

#### **Purpose**

The purpose of this document is to outline expectations of Community Emergency Hub groups when undertaking their six month and annual hub audits.

This includes engaging with the facility owners, key holders and regularly auditing equipment is a critical part of maintaining the Community Emergency Hub.

#### **Desired outcome of audit:**

- Ensure the Community Emergency Hub is ready to respond. This includes:
  - All relevant equipment is working and correct.
  - All relevant people (key holders & facility managers) are aware of their role.
  - Issues or challenges that arise from an audit are rectified.
- Ensure key stakeholders are aware of the status of each Community Emergency Hub. This includes:
  - All relevant stakeholders (Council, CFA, SES) are advised of any changes / updates

### **Community Emergency Hub Audit Activities**

Please note the below list is not an exhaustive list of steps required when conducting a hub audit					
Steps	Description of Step				
1). Organise and pre-identify a date to	At the beginning of the financial year each Community				
complete the audit (six monthly and	Emergency Hub group should organise their six monthly				
annually)	and yearly work programme and pre-identify a date to				
	complete the audits				
2). What to include in an audit	1). Check equipment and discuss any outstanding issues				
	around equipment.				
	2). Confirm the names of keyholders.				
	3). Confirm that all keyholders understand their role and				
	the expectation of being a keyholder.				
	4). Confirm that the facility understands their role as a				
	site for a Community Emergency Hub.				
	If necessary, offer a 15-30min session on what it means				
	to be a hub and or send a follow up email outlining what				
	the Community Emergency Hub is.				
3). If there are outstanding issues note	Set actions and dates for group members to resolve				
these at the meeting.	issues				
4). Send a follow up email to community	Ensure all issues are resolved in a timely manner				
emergency hub group members to					
confirm issues have been resolved					
5). Community Emergency Hub updates	Advise stakeholders of any changes to the Community				
	Emergency Hub.				

## **Community Emergency Hub Audit Checklist**

Ensure the Community Emergency Hub is accessible and check all equipment is in working order and maintenance is up to date. Add additional items to the list below as required.

Date checked		
Hub checklist		
Lock box working		
Key working		
Alarm code working (if applicable)		
Radio		
>Radio working		
>Radio operating guide		
>Radio battery/cable leads		
AM/FM radio		
Check kit and tube		
Keyholders updated		

## **Community Emergency Hub Kit and Tube Checklist**

Ensure the Community Emergency Hub kit is accessible and contains the following. Replace any items that are damaged or missing from the kit.

Date checked		
Kit:		
2 x Local Hub guide		
2 x Quick Start guide		
Printed and laminated A3 signs – hub roles		
2x high vis safety vest		
Emergency hub open sign laminated		
Printed templates – needs & offers, information		
coordination		
1 set role lanyards (8 in total):		
1 x Hub Supervisor Lanyard		
1 x Information Coordination Lanyard		
1 x Public Information Lanyard		
1 x Communications Lanyard		
1 x Needs and Offers Lanyard		
1 x Community Space Lanyard		
1 x Reception Lanyard		
1 x Facility Maintenance Lanyard		
AM/FM radio		
Batteries for AM/FM Radio		
2 pairs leather or rubber coated work gloves		
1 roll large plastic bags		
1 large roll cloth tape (duct tape)		
1 roll masking tape		
1 roll black & yellow barrier tape		
1 roll string		

Stationery:  Blank paper  1 large lever-arch ring binder  1 set 10-tab dividers  2 clip boards  2 lined pads  2 lined A5 books (preferably spiral bound)  1 pack blue tack  4 packs post-it notes	
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1 pack blue tack 4 packs post-it notes	
4 packs post-it notes	
Stapler & staples	
Hole punch	
Scissors	
1 box 19mm bulldog clips	
1 bag plastic ruler bands	
1 box pens	
1 box pencils	
4 highlighters	
4 whiteboard markers	
4 permanent markers	
1 pencil sharpener	
1 box drawing pins	
1 roll sticky name tag labels	
Tube:	
2 local maps	
4 blank A1 paper sheets	
Small Laminated Whiteboard	