



# LOCAL EMERGENCY EVACUATION PLAN



**ENDORSMENTS**

Endorsed by LEMC:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Endorsed by Council:

Motion Number: \_\_\_\_\_ Date: \_\_\_\_\_

Shire President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AMENDMENT RECORD

NO.	DATE	AMENDMENT DETAILS	AUTHOR
1	July 2021	Document Review and Re-write	K Bransby
2			
3			
4			
5			
6			
7			
8			
9			
10			

## DISTRIBUTION

This Local Emergency Evacuation Plan forms part of the Shire of Cranbrook Local Emergency Management Arrangements (LEMA). This plan will be distributed to relevant stakeholders in conjunction with the LEMA. There will be a public copy available on the Shire web site or a copy made available from the Shire administration.

## GLOSSARY OF TERMS

The Glossary of Terms for the Evacuation Plan is the same as for the LEMA.

## ACRONYMS AND ABBREVIATIONS

The list of Acronyms and Abbreviations is the same as for the LEMA.

# Contents

- ENDORSMENTS ..... 2
- AMENDMENT RECORD ..... 3
- DISTRIBUTION ..... 3
- GLOSSARY OF TERMS ..... 3
- ACRONYMS AND ABBREVIATIONS ..... 3
- PART 1 – INTRODUCTION ..... 6
  - Context for Emergency Evacuation in Western Australia. .... 6
  - Authority to Plan..... 6
  - Aim..... 6
  - Purpose ..... 6
  - Scope ..... 7
  - Related Documents & Arrangements..... 7
  - Reference Material ..... 7
  - Location ..... 7
  - Checklists ..... 8
  - Types of Evacuation ..... 8
  - Alternative to Evacuation ..... 8
  - Risk Assessment..... 9
  - Risk to Emergency Workers..... 9
  - Community Education & Awareness ..... 9
- PART 2 – STAGES OF EVACUATION ..... 10
  - Stage 1 - Decision..... 10
    - Cranbrook ..... 12
    - Frankland River ..... 13
    - Tenterden ..... 13
  - Stage 2 - Warning ..... 15
  - Stage 3 – Withdrawal ..... 19
  - Stage 4 – Shelter ..... 22
  - Stage 5 – Return ..... 23
  - Roles and Responsibilities ..... 24
    - Controlling Agency..... 24
    - Hazard Management Agency ..... 24
    - State Emergency Coordinator ..... 24

Police.....	24
Department of Communities.....	25
Local Government (Shire of Cranbrook).....	25
Main Roads WA .....	25
WA Country Health Services.....	25
Department of Defence.....	25
Department of Education .....	25
Organisations Responsible for At Risk/Special Needs Groups .....	25
APPENDIX 1 .....	26
DECISION TO EVACUATE CONSIDERATIONS (HMA) .....	26
APPENDIX 2 .....	29
WARNING CONSIDERATIONS CHECKLIST (HMA).....	29
APPENDIX 3 .....	32
WITHDRAWAL CONSIDERATIONS CHECKLIST (HMA).....	32
APPENDIX 4 .....	35
SHELTER CONSIDERATIONS CHECKLIST (HMA) .....	35
APPENDIX 5 .....	39
RETURN CONSIDERATIONS CHECKLIST (HMA).....	39
APPENDIX 6 .....	42
EMERGENCY EVACUATION MEDIA INFORMATION EXAMPLE - WARNING.....	42
APPENDIX 7 .....	44
EMERGENCY EVACUATION MEDIA INFORMATION EXAMPLE POST EMERGENCY .....	44
APPENDIX 8 .....	45
OPERATIONAL EVACUATION PLAN.....	45
APPENDIX 9 .....	55
BUSHFIRE EVACUATION MESSAGE TEMPLATE.....	55
APPENDIX 10 .....	57
EVACUATION DOOR KNOCK TASK SHEET .....	57
APPENDIX 11 .....	59
EVACUATION MAPS.....	59
Cranbrook.....	59
Frankland River.....	60
Tenterden .....	61

## PART 1 – INTRODUCTION

Context for Emergency Evacuation in Western Australia.

“Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return. For an evacuation to be as effective as possible, it must be appropriately planned and implemented.

(Australian Emergency Management Handbook Series Evacuation Planning HANDBOOK 4 2017)

The Western Australia Emergency Management Framework details specific roles and responsibilities in order to effect an evacuation of a community. Essentially the Hazard Management Agency is responsible for **ALL** aspects of evacuation. The Hazard Management Agency (HMA) may task other agencies to carry certain aspects of the evacuation on their behalf.

It is not possible to develop a ‘tactical’ evacuation plan prior to the onset of a hazard due to the variables involved. Considerations at the time may include; the nature and extent of the hazard, the anticipated speed and direction of the onset of the hazard, the number and category of people needing to be evacuated, evacuation priorities and the availability of resources at the time.

### Authority to Plan

This Local Emergency Evacuation Plan has been prepared in accordance with s. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Cranbrook Local Emergency Management Committee (LEMC) and approved by the Shire of Cranbrook. This plan forms a sub-plan to the Shire of Cranbrook Local Emergency Management Arrangements (LEMA).

### Aim

The aim of the Local Emergency Evacuation Plan is to provide a Hazard Management Agency planning an evacuation within the Shire of Cranbrook with the tools and information that may be required to effect an evacuation.

### Purpose

The purpose of this plan is to;

- Identify State legislation that may affect evacuations
- Identify State Emergency Management Policies affecting evacuation
- Identify responsible agencies for evacuation
- Outline the relationship between this plan (evacuation) and other local and State Emergency Management Plans.
- Outline the relationship between this plan and the Shire of Cranbrook Local Emergency Management Arrangements.

## Scope

The Local Emergency Evacuation Plan has been developed to provide HMAs, Controlling Agencies, or Authorised Officers who may have to implement an evacuation due to an incident that may have severe consequences on the local community. It is not the intent of this plan to detail the procedures for HMAs or Combat Agencies on how to deal with an emergency. That level of detail will be provided in the HMAs and Combat Agencies individual plans.

Furthermore;

- This plan applies to the local government district of the Shire of Cranbrook
- This plan must be read in conjunction with the documents outline in 'Related Document and Arrangements'
- This plan has been designed to enable a Hazard Management Agency with the framework to develop a tactical evacuation plan in the event of an emergency.

The Local Emergency Evacuation Plan will serve as a guideline to be used at a local level. It should be recognised that the impact of the hazard or emergency may cross local government boundaries, and that neighbouring local government evacuation plans may be more suitable with incidents possibly requiring action and/or assistance from District, State, or Federal level.

## Related Documents & Arrangements

This Local Emergency Evacuation Plan must be read in conjunction with the following documents;

1. Shire of Cranbrook Local Emergency Management Arrangements
2. Shire of Cranbrook Local Welfare Plan
3. Shire of Cranbrook Local Emergency Recovery Plan
4. State Hazard Plans - <https://semc.wa.gov.au/emergency-management/plans/state-hazard-plans>
5. State Emergency Management:
  - a) State EM Plan
  - b) State EM Policy
  - c) State EM Response Procedures

## Reference Material

Refer to the Australian Emergency Management Handbook Series Evacuation Planning Handbook 4 2017.

## Location

The Shire of Cranbrook covers an area of 3,392 km<sup>2</sup> located in the Great Southern region of Western Australia. The administration centre of the Shire is the town of Cranbrook, 323 km from Perth and 96 km north of the regional centre at Albany.

Other established townsites in the Shire are Frankland River and Tenterden. Frankland River is at the centre of major viticulture, plantation forestry, and horticulture industries.

Cranbrook, Frankland River and Tenterden all support extensive broad acre and increasing intensive agriculture across the Shire. The district is bordered by the Shire of Boyup Brook to the north west, Shire of Kojonup and Broomhill-Tambellup to the north, Shire of Gnowangerup to the east, Shire of Plantagenet to the south, with the Shire of Manjimup to the west.

## Checklists

The checklists provided as Annexes to this Evacuation Plan are suggested considerations only and by no means are they intended to be all-encompassing. They may be expanded or amended depending on the hazard and type of evacuation.

## Types of Evacuation

For planning purposes, any evacuation can be categorised as one of the following types:

- **Immediate evacuation** - This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time. Hazardous materials emergencies, air crashes, bushfires or earthquakes are examples that may require immediate action.
- **Pre-warned evacuation** - This follows the receipt of sufficient and reliable information that prompts a decision to evacuate ahead of a hazard impact. Examples include cyclones and storm surges.
- **Self-evacuation** - This is a spontaneous type of evacuation involving the self-initiated movement of people such as individuals, family or community groups.

## Alternative to Evacuation

On some occasions it may be assessed that people would be safer to stay and shelter in place rather than evacuate. Shelter in place should be considered as an alternative when the risk associated with evacuation is seen as greater than that of sheltering in place.

For example, cyclones or hazardous materials plumes or where time does not permit for a safe evacuation.

(Australian Emergency Management Handbook Series Evacuation Planning HANDBOOK 4 2017)

Whenever evacuation is being considered the Department of Communities (DoC) must be contacted early and be involved in the process. This is because they have the mandated role of receiving evacuees at a welfare centre and providing welfare support. The agency will need a lead time to make the necessary arrangements for this to occur.

## Risk Assessment

Evacuation planning is an integral part of emergency planning and an evacuation plan should supplement and complement the main emergency management plan. The starting point for developing an evacuation plan is where the risk assessment identifies evacuation as an appropriate risk management strategy.

## Risk to Emergency Workers

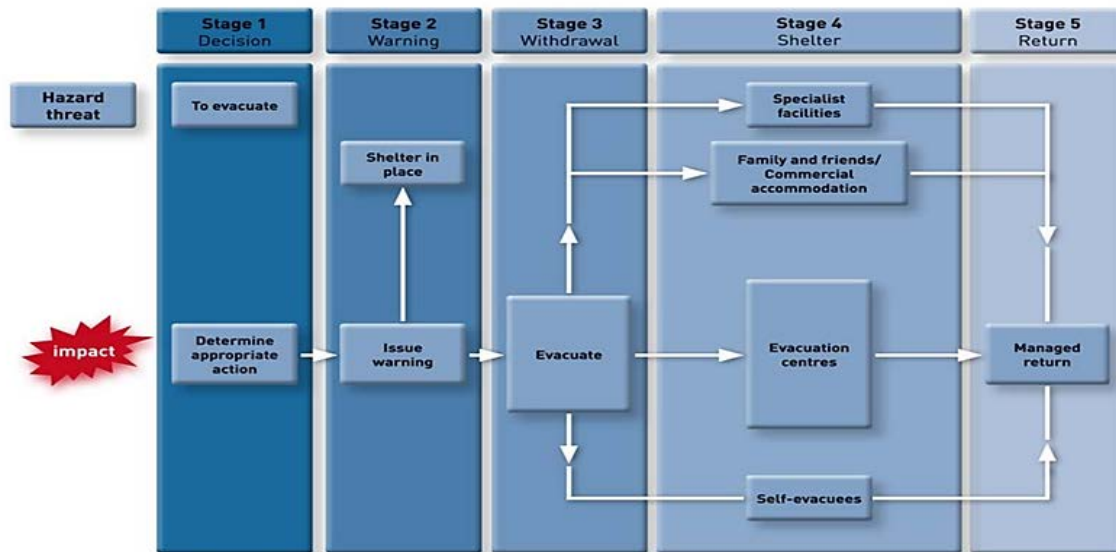
In cases where emergency workers are conducting evacuations close to the hazard – such as door knocking – consider the risk they may be exposed to and consider alternative methods such as State Alert or the Shire SMS System to reduce the risk.

## Community Education & Awareness

Consider any education or awareness that may have been conducted in the community prior to the event. This may have an impact – positive or negative – on the community's willingness and understanding to evacuate.

## PART 2 – STAGES OF EVACUATION

A key consideration in evacuation planning is the five-stage evacuation process:



Evacuation is a complex process that has a potential to place a number of people at risk during the implementation cycle. Proper planning can reduce these risks and should include the following steps:

- Communicate and consult,
- Identify and establish an evacuation planning committee,
- Conduct an emergency risk management study,
- Identify responsibilities,
- Identify the resources and services needed,
- Develop arrangements and systems,
- Document the evacuation plan,
- Exercise the evacuation plan,
- Monitor and Review.

### Stage 1 - Decision

Evacuation of a community, large or small, is a complex task normally undertaken in highly stressful circumstances with little time to develop arrangements to achieve the process in a timely and efficient manner that allows for a safe and coordinated approach to keeping the community safe.

For these reasons the decision making process needs to be as simplified as possible to allow the Incident Controller of the Controlling Agency or HMA to make a clear and informed decision as to the need and management of an evacuation.

### Legislative Powers

There are several acts of State Government legislation that allow the Incident Controller or HMA to implement an evacuation plan during an Emergency Situation of State of Emergency Declaration including:

- (a) section 14B(2)(b) of the *Bush Fires Act 1954* - powers of authorised persons and police officers during authorised periods; and
- (b) sections 61 and 71 of the *Emergency Management Act 2005* - powers concerning movement and evacuation.

Under State Emergency Policy Section 5.7 and State Emergency Management Plan Section 5.3.2, each emergency management agency is required to be familiar with the evacuation powers that are available to them for the hazards they are responsible for.

### Risk Management

The Incident Controller's decision to recommend or direct an evacuation will reflect a consideration of the relative risk associated with the decision. In making the decision whether or not to evacuate the Incident Controller should consider the safety of the affected community, emergency responders and representatives of support agencies.

The following risk management factors may influence that decision:

1. The nature and probability of the threat presented by the hazard;
2. Any risk management strategies that may be in place (e.g. Community and/or asset preparedness);
3. The potential consequences of an evacuation when compared with taking shelter in place (e.g. Building characteristics, community and individual vulnerability);
4. Engagement with other relevant key stakeholders including those who may be required to assist with the evacuation, or who may have responsibility for groups within the community (e.g. Aged care facilities, schools, hospitals);
5. The wellbeing and safety of vulnerable individuals or groups within the community that may require special consideration (e.g. Unaccompanied children, schools, aged care facilities, hospitals, and tourists or visitors to the district);
6. The potential consequences of making a decision to evacuate too early or too late;
7. Determination of appropriate trigger points for action, including time constraints;
8. The direct and indirect risk to evacuees, and emergency service and support agency staff in undertaking the evacuation;
9. The potential or likely loss of infrastructure that may affect the communities capacity to remain in place (e.g. essential services, roads and bridges);
10. Whether a full or partial evacuation is required, and whether it should be phased or prioritised; and
11. Any other relevant information such as weather conditions/forecast and historical data.

The Incident Controller should ensure that all factors influencing the decision whether to evacuate or not should be recorded in the event the information is required for the Post Incident or Inquiry.

### Time Management

Rural areas and others may require more time to evacuate than closely populated areas. Similarly, the effect of masses of people leaving an area may cause traffic congestion increasing the time taken. During the planning phase consideration should be given to time as a factor effecting evacuation. This may require the process to be staged or a different approach taken. Hazard specific time critical information must be considered. For example, the 'Rate of Spread' of a bushfire may determine how much time is available to conduct an evacuation.

The following evacuation time frames have been derived from the Shire of Denmark evacuation exercise with 2 staff and 1 vehicle per team (Cranbrook Police staffing level).

In the urban areas, if staff split up in the same street, canvassing individual premises the time taken will decrease by half, allowing a faster evacuation.

In the semi-rural areas, the time taken is considerably longer. Ideally 3 teams consisting of 2 staff and 1 vehicle, where they remain together whilst conducting the door knocks will reduce the evacuation time by around 1/3 of the time taken if there were only 2 staff.

These calculations do not include time required to travel to Frankland River or Tenterden. Evacuation times could be increased by a minimum of 30 minutes depending on access to the townsite.

Tenterden has been identified as the most challenging to evacuate due to the town layout, the sometimes poor road conditions/signage and the time taken to open gates and walk to and from the vehicle.

### Cranbrook

Cranbrook Town Site – 121 Individual Dwelling

1. Urban Classification – No Mass Communication/Evacuation Bags.

121 @ 2.44 minutes per dwelling, 2 staff per dwelling.

**Total time - 4 hours 55 minutes.**

To reduce this time by half, allow 1 staff per dwelling or 2 teams per dwelling. This would reduce the time to **2 hours 28 minutes.**

2. Urban Classification – Mass Communication and Evacuation Bags.

121 @ 0.85 minutes per dwelling, 2 staff per dwelling.

**Total time – 1 hour 43 minutes.**

To reduce this time by half, allow 1 staff per dwelling or 2 teams per dwelling. This would reduce the time to **51 minutes**.

#### *Frankland River*

##### Frankland River Town Site – 51 Individual Dwelling

1. Urban Classification – No Mass Communication/Evacuation Bags.

51 @ 2.44 minutes per dwelling, 2 staff per dwelling.

**Total time – 2 hours 5 minutes.**

To reduce this time by half, allow 1 staff per dwelling or 2 teams per dwelling. This would reduce the time to **1 hour and 3 minutes**.

2. Urban Classification – Mass Communication and Evacuation Bags.

51 @ 0.85 minutes per dwelling, 2 staff per dwelling.

**Total time – 44 minutes.**

To reduce this time by half, allow 1 staff per dwelling or 2 teams per dwelling. This would reduce the time to **22 minutes**.

#### *Tenterden*

##### Tenterden Town Site – 56 Individual Dwellings

1. Semi – Rural Classification – No Mass Communication/Evacuation Bags.

56 @ 6.44 minutes per dwelling, 2 staff per dwelling.

**Total time – 6 hours and 1 minute.**

To reduce this time further, allow 2 staff per dwelling and utilising 3 teams. This would reduce the time to **2 hours**.

2. Semi – Rural Classification – Mass Communication and Evacuation Bags.

56 @ 2.88 minutes per dwelling, 2 officer per dwelling.

**Total time – 2 hour 41 minutes.**

To reduce this time further, allow 2 staff per dwelling and utilising 3 teams. This would reduce the time to **54 minutes**.

### Available Resources

Will the resources required to conduct an evacuation be available? Is there a need to re-consider the evacuation plan dependent on resource availability? Refer to the following in the LEMA for this information.

- Appendix 4: Shire Resources,
- Appendix 5: Additional Local Resource Contacts,
- Appendix 6: Additional External Contacts and Resources.

The availability and capacity of resources will influence the Incident Controller's decision whether or not to evacuate. These may include:

1. Personnel and equipment requirements;
2. Traffic management plans including safest routes to get evacuees out, and emergency services and support agencies in and out;
3. Transport options with and external to the community;
4. Suitable welfare and accommodation options; and
5. Communication channels for public information and within and across participating agencies.

There may also be external factors influencing the Incident Controller's decision such as competing priorities/tasks, external pressures, and the availability or access to adequate knowledge and experience. The HMA or relevant advisory group may provide hazard specific guidance to assist the Incident Controller make the decision. Consider the resources required to conduct what is being planned. A list of local resources is available in the Shire of Cranbrook LEMA Appendix document.

### Operational Evacuation Plan

An Operational Evacuation Plan is included at Appendix 8 and may assist with determining the type of evacuation that is best suited to the circumstances, and the relationship between this and subsequent stages of the evacuation process.

Once the decision to evacuate has been made, the details of the Operational Evacuation Plan should be communicated to all agencies involved with coordination of the evacuation.

### Evacuation Sub-committee

To facilitate a timely and efficient evacuation it is recommended that some or all of the following agencies/officers, as appropriate, be approached (possibly from within the Incident Support Group) to form an Evacuation Sub-committee:

- Incident Controller or Deputy Incident Controller
- Officer in Charge of the Cranbrook Police Station (or their representative)
- The Shire president and/or Chief Executive Officer
- The Shire Manager Corporate and Communities
- Local Welfare Coordinator (Department of Communities)
- Department of Fire and Emergency Service
- Department of Transport
- WA Country Health Services
- St John Ambulance
- Main Roads WA

### Evacuation/Welfare Centres

The Shire evacuation/welfare centre is outlined in the Department of Communities Local Welfare Plan and forms part of the Shire of Cranbrook LEMA.

### Stage 2 - Warning

Warning is the second of the five stages of the evacuation process. The purpose of a warning is to provide public information in the form of advice or recommendations from the responsible agency. Warnings are intended to achieve two primary outcomes:

- (a) to inform the community of an impending or current threat; and
- (b) to promote appropriate protective actions of which evacuation could be an outcome.

A warning must be structured to provide timely and accurate information: the effectiveness of the evacuation will depend largely on the quality of the warning.

It is the responsibility of the Controlling Agency or HMA to provide community warnings and timely advice on the likely threat of an emergency and any recommended or required actions that the community should take. This should be taken in accordance with the State Emergency Public Information Plan.

## Public Information Strategy

The establishment of the public information strategy for a specific emergency, including determination of the most appropriate methods, is the responsibility of the Controlling Agency. This may be included in the Operational Evacuation Plan or separately documented where this has been delegated to the Public Information Function of the Incident Management Team (IMT). The Controlling Agency may consider the following message content when an evacuation is recommended or directed:

- What is known/not known about the incident;
- Information about the action being taken to combat the hazard;
- What the community is being asked to do;
- Any recommendation or direction to evacuate;
- The expected duration of the evacuation as far as can be predicted;
- What evacuees should take with them (e.g. Important documents, identification, medication);
- What they should not bring (e.g. Pets or livestock to mainstream evacuation centres);
- Advice on how to secure premises and personal effects as they leave (ideally leaving gates to properties unlocked to allow access for emergency services if needed);
- Advice to restrict the use of phones to emergencies only so as to avoid system overload;
- The recommended evacuation route(s);
- Advice on how to obtain updates (e.g. [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au), or local ABC radio);
- Details of the nominated evacuation centres including details of whether the centre can accommodate pets);
- Available assistance to transport and health services;
- Information about any registration systems that have been activated such as the red cross “Register.Find.Reunite”;
- Information on any systems for flagging evacuated properties; and
- A reminder that those that choose to remain behind cannot be expected to be rescued if the situation worsens or be provided with assistance to protect property and livestock.

## Community Warning Levels

Community warnings (i.e. messages in suitable formats to communicate an imminent hazard and information about protective action) will normally have three levels as well as “All Clear” when the threat has passed. These are:

- **ADVICE:** general information about a potential hazard and advice to keep up to date with developments
- **WATCH AND ACT:** the community is likely to be impacted and should take action to protect themselves
- **EMERGENCY WARNING:** the community will be impacted and must take action immediately

This terminology is derived from bushfire warnings and may be extended to other hazards. Other terminology that may be used in Western Australia includes: blue, yellow and red alert for cyclone; and get ready, prepare now and take action for flood. Although different words may be used, there is commonality in the use of the three escalating levels.

**Note:**

This warning system is currently under review. A national warning system will be introduced over the coming years.

Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. Information is available from one or more of the following:

Source	Link / Number	Details
ABC Emergency	<a href="http://www.abc.net.au/news/emergency/state/wa">www.abc.net.au/news/emergency/state/wa</a>	<ul style="list-style-type: none"> <li>• Current alerts, warnings and information updates</li> </ul>
ABC Radio	Local frequency ABC Great Southern – 558am & 630am	<ul style="list-style-type: none"> <li>• Current alerts, warnings and information updates</li> </ul>
Bureau of Meteorology	<a href="http://www.bom.gov.au/wa">www.bom.gov.au/wa</a>	<ul style="list-style-type: none"> <li>• Weather forecasts and warnings</li> </ul>
Department of Fire and Emergency Services	<a href="http://www.dfes.wa.go.au">www.dfes.wa.go.au</a> 133 337 (public information line)	<ul style="list-style-type: none"> <li>• Current warnings and incidents</li> <li>• Preparing for emergencies (bush fire, storm, flood, and cyclones)</li> </ul>
Emergency Alert	<a href="http://www.emergencyalert.gov.au">www.emergencyalert.gov.au</a>	<ul style="list-style-type: none"> <li>• The automated national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile</li> </ul>

		phones within a defined area about likely or actual emergencies
Emergency WA	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>	<ul style="list-style-type: none"> <li>• Current warnings and incidents</li> <li>• How to prepare your property for bush fire</li> <li>• How to recover from an emergency</li> </ul>
Shire SMS System	1300+ contacts listed	<p>Community are aware of the service and utilise it</p> <ul style="list-style-type: none"> <li>• Designated Shire number</li> </ul>
Community Notice Boards	<p>Cranbrook – near public toilets  Shire Admin – front wall of building and internal board  The Cranbrook Hub – front door area  Frankland River – near public toilets</p> <p style="text-align: right;">-Community Resource Centre</p>	Easily accessible
Public Information Phone Lines	Harvest Ban Line 9826 2222	Can upload and change messages at any time from any location
Website	<a href="http://www.cranbrook.wa.gov.au/emergencies/current-warnings">http://www.cranbrook.wa.gov.au/emergencies/current-warnings</a>	Able to upload a lot of information quickly and remotely.
Facebook	<a href="https://www.facebook.com/ShireofCranbrook/">https://www.facebook.com/ShireofCranbrook/</a>	Able to upload a lot of information quickly and remotely.

### Shelter in Place Warnings

If shelter in place is recommended or directed, the Controlling Agency may consider additional message content that could include:

- Advice to maximise personal safety;
- Guidance to support self-sufficiency for the duration of the hazard, particularly if the duration can be estimated with some level of confidence;
- Any specific protective actions in relation to the hazard (e.g. Close windows, isolate air-conditioning systems);
- Information regarding supply/re-supply of food, water, power or other essential services;
- How to assess the suitability of shelter based on location or type, which can be a building or open space; and
- Consideration of mental (psychological) and physical fitness to remain (relevant to recommended rather than directed evacuations).

### Stage 3 – Withdrawal

Withdrawal is the third of the five stages of the evacuation process and involves the orderly movement of people from a dangerous or potentially dangerous area to one that is safer.

### People Relocating Under Stress

Evacuation planners should take into account people acting in stressful situations may not respond as anticipated. In these cases, people need to be treated with compassion and understanding. Clear, concise instructions and guidance will help with this issue.

### Self-Evacuation

Self-evacuation may occur in response to general awareness of, or information about an emergency either prior to, or in the absence of a recommendation or direction to leave. It may occur as the result of an 'advice' or other first level of community warning, or in response to a perceived risk through personal observation or other source of information.

A Controlling Agency may receive requests to assist those who choose to self-evacuate and, whilst it is unlikely that formal arrangements will be in place to provide welfare and support, it should be supported when it occurs. It tends to be orderly, reasonable from the evacuees' perspective and generally effective in removing people from danger. Self-evacuees do not usually panic or behave in a chaotic or disorderly manner.

The key to maximising self-evacuation is ensuring affected community members have sufficient timely and relevant information to assist them recognise the threat so they feel able to make an informed decision as to whether to evacuate.

### Controlled Evacuation

Controlled evacuation is generally easier to manage where significant numbers of a community are involved. It also allows for the planned provision of suitable welfare and support for evacuees and allows the withdrawal process to be phased, normally prioritising those most at risk. A controlled evacuation may involve either a recommendation or direction to leave and may target all or part of a community.

### Recommended Evacuation

A decision to recommend the evacuation of a community will be initiated by the Controlling Agency's Incident Controller or other authorised person when there is a possible threat to life or property, and where the threat is not believed to be imminent or significant and it is believed that community members have the capacity and capability to make an informed decision.

A recommended evacuation is most likely to be incorporated into a 'watch and act' or other second level of community warning where advising the community to leave for a safer place is seen as the most appropriate action in the circumstances. A recommended evacuation is associated with the use of words such as "you should" in the message content.

### Direction to Evacuate

Should a situation worsen, the issuing of a recommendation to evacuate does not preclude a later direction to evacuate (a compulsory evacuation). The decision to direct the evacuation of a community will be initiated by the Controlling Agency's Incident Controller or other authorised person when it is believed that members of the community either do not have the capacity or capability to make an informed decision or that there is a significant and/or imminent threat to human life.

The Controlling Agency will, as far as is practicable, take steps to:

1. Notify community members of the most suitable location to evacuate to, based on the prevailing situation (e.g. Safer place, evacuation centre, refuge site);
2. Establish a traffic management system making reference to traffic management during emergencies guidelines;
3. Assist with the egress and prevent unauthorised persons from entering the evacuated area; and
4. Facilitate transportation of evacuees, including evacuation by water and accessing suitable vehicles, with consideration to people with special needs.

A directed evacuation may be incorporated into either a 'watch and act' or 'emergency warning' level of community warning where evacuation is seen as the most appropriate action in the circumstances. A directed evacuation is associated with words such as "you must" in the message content. It is important to note that sometimes when an 'emergency warning' level of community warning is issued it may be too late to evacuate safely and that other urgent action may be required.

### Access to an Evacuated Area

Access to an evacuated area is not likely to be authorised by the Incident Controller for anyone other than emergency services, and even then, subject to an appropriate and documented risk assessment.

### Refusal to Evacuate

Although it is an offence for people to refuse a direction to evacuate, there is discretion for the person issuing the direction to remove a person refusing to leave or to take punitive action for failure to comply with the direction. Factors that may be taken into account when dealing whether to forcibly remove a person failing to comply with a direction to evacuate include:

1. The resources that may need to be diverted from responding to the emergency in order to force the evacuation; and
2. The safety of personnel.

### Bushfire Message Template

An example of a bushfire message template and handout that may be used by personnel delivering a door to door message in a controlled evacuation is at Appendix 9. This was developed by the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Services) in consultation with DFES and WAPOL for use in a bushfire and to enhance and/or reinforce the level of information that may be provided verbally to residents. This template can be easily adapted to suit emergencies other than bushfire.

### Relationship between the Types of Evacuation

The following table summarised the relationship between the types of evacuation and the expectation of compliance, associated warning and public access likely to be permitted for each type.

Name	Compliance	Fire Warning Level	Public Access
Self-evacuation	Voluntary	Advice	Unrestricted or limited access
Recommended evacuation	Voluntary	Watch and Act or Emergency Warning	Restricted – Incident Controller authorisation required
Directed evacuation	Compulsory	Watch and Act or Emergency Warning	Denied

### Securing the Evacuated Area

The Controlling Agency should ensure, as far as is practicable, the security of the evacuated area and the protection of remaining people and property. This may be undertaken by regular patrols of the affected areas when it is safe and practicable to do so, and through the continuation of controlled access to the affected areas until evacuees are able to safely return. The controlling agency may seek assistance with this function from the Police, local government, and security or contracted traffic management staff.

### Stage 4 – Shelter

Shelter is the fourth of the five stages of evacuation process and involves provision of basic needs for affected people away from the immediate or potential effects of the hazard. Shelter provides for the temporary respite of evacuees and is regarded as a dynamic social process. The needs of individuals may vary over time and the different phases of sheltering may not necessarily be sequential.

Phases of sheltering may include immediate sheltering where there is limited time to take protective action, temporary sheltering (e.g. evacuation centres), and temporary housing for longer term evacuations. Not all phases are applicable to all emergencies.

### Responsibility for Evacuation Facilities

Where the Controlling Agency establishes one or more evacuation centre, they must take all reasonable steps to ensure evacuees are properly received and supported via welfare agencies and/or the local government.

Department of Communities will coordinate the provision of welfare support for evacuated persons attending evacuation/welfare centres based in any of the approved centres set out in the LEMA, in accordance with the State Emergency Welfare Plan. This will include specific arrangements for unaccompanied children, nursing mothers, and other at risk persons as far as practicable and as required.

It is important to consult with DoC and local government as soon as practicable when considering the most appropriate centre or centres to activate to ensure the most suitable of facilities is selected, and that welfare support can be provided expediently, effectively, and efficiently. The management of other facilities such as agricultural grounds or other facilities where people with animals may evacuate to, will need to be determined independently. In most cases this will be supported by local government or facility staff.

The Shire of Cranbrook Animal Welfare Plan for the management of domestic animals and livestock in emergencies forms part of the Shire LEMA.

## Stage 5 – Return

Return is the fifth and final stage of the evacuation process. The decision to allow evacuees to return to the evacuated area will depend on a number of factors. In particular it will be necessary to:

1. Assess the evacuated area to determine if it is possible and safe to return; and
2. Identify any special conditions that may need to be imposed on return.

In most circumstances, the return of evacuees will be the responsibility of the Controlling Agency that determined the need to evacuate in the first place. However, in some circumstances, particularly where the impacts of a hazard have had lasting effects, the incident may have been handed over to the Local Recovery Coordinator and/or Local Recovery Coordination Group (LRCG) at either the State or Local level.

The responsible agency should ensure there is an effective plan in place for returning the displaced community in a safe and controlled manner as part of the Operational Evacuation Plan or other documented process.

## Safety Assessment

The relevant person from the Controlling Agency or LRCG will need to ensure an appropriate assessment has been carried out to confirm the area is safe and it is possible to return, and to identify any special conditions that may need to be applied. Factors to consider include:

1. The hazard itself (or any consequential hazards);
2. The conditions to which evacuees would be returning such as access to food, water, sanitation and health care;
3. A consideration of the physical and emotional wellbeing of evacuees;
4. Economic factors relating to short and long term viability of the of the evacuated area;
5. Support services for those returning;
6. The continuing need for public information, particularly with regard to essential services; and
7. Whether or not the area is a protected forensic area or a restricted access area.

The return of a community is most appropriate after an ‘all clear’ for the emergency warning is issued.

## Staged Return

The return phase of evacuation should be thoroughly discussed with the Evacuation Subcommittee (if formed) and/or the LRCG and may be executed in stages. The Operational Evacuation Plan for this stage should consider issues such as community safety, restoration of essential services and provision of welfare support services.

## Conflict

Conflict may arise where evacuees and people outside the evacuated area at the time of the evacuation are prevented from entering or re-entering before the area has been formally re-opened but other residents have remained against either a recommendation or direction to leave. This will need to be carefully managed and may extend to the provision of escorts, by agreement, for returning evacuees.

The Controlling Agency or LRCG may seek assistance from the Police or local government with the orderly return of evacuees to the evacuated area.

## Roles and Responsibilities

The following details agency roles and responsibilities in the evacuation process. This list is by no means exhaustive with other agencies and organisations providing assistance as and when required.

### *Controlling Agency*

The overall responsibility for any evacuation rests with the Controlling Agency. This encompasses the risk assessment that gives rise to the decision to evacuate a community, and ensuring appropriate measures are put in place across all phases of the evacuation to ensure the safety and wellbeing of evacuees.

### *Hazard Management Agency*

Where an evacuation is being undertaken for a hazard which is prescribed under the *Emergency Management Regulations 2006*, the Regulations also prescribe an agency or individual has the HMA for that hazard. In these circumstances the HMA can access powers to direct the movement of people and animals under the provisions of section 67 of the *EM Act 2005* following the declaration of an emergency. An emergency can also be declared for any hazard by the State Emergency Controller (SEC). In most circumstances the HMA will also be the Controlling Agency for an emergency arising from that hazard.

### *State Emergency Coordinator*

Should the Minister declare a state of emergency those persons appointed as 'Authorised Persons' by the Commissioner of Police, in his/her capacity as the SEC, may access part 6 powers under the *EM Act 2005*.

### *Police*

WA Police are often requested to assist the Controlling Agency and/or HMA with an evacuation. With roles ranging from undertaking specific activities during the withdrawal phase of an evacuation, to undertaking the full operational evacuation planning process on behalf of the Controlling Agency. It is important to note that WA Police may not always be in a position to assist. In remote regions SES or other DFES volunteers or other groups may be better placed to assist.

#### *Department of Communities*

DoC is a crucial partner in the shelter phase of an evacuation as they will coordinate welfare and other support for evacuees at agreed evacuation centres. The operational details that relate to the welfare function are available in the DoC Local Emergency Welfare Plan.

Australian Red Cross has a key role with regard to the provision of a registration and reunification service when requested by CPFS. This may include the use of the “**Register.Find.Reunite**” system.

#### *Local Government (Shire of Cranbrook)*

In consultation with the Controlling Agency, the Shire makes available suitable buildings (and where required, staff) to establish as evacuation centres by DoC to coordinate welfare support during the emergency, and where necessary establishing additional facilities where those with animals may evacuate to. The Shire will also provide relevant local information/knowledge with regard to the community, infrastructure and the environment. The Shire will keep informed during the response phase of the emergency so as to achieve a smooth transition to recovery.

#### *Main Roads WA*

Main Roads WA has an integral role to play regarding any traffic management plans for the withdrawal phase, and as a source of information relating to road network and infrastructure capabilities. In some circumstances they may also provide staff and/or contractors to assist with vehicle control points or undertaking detailed traffic management plans for major emergencies.

#### *WA Country Health Services*

In accordance with section 5.6 of the State Emergency Management Plan, WA Country Health will coordinate medical support, including the services of St John Ambulance or Royal Flying Doctor Services, for evacuees requiring medical care.

#### *Department of Defence*

In certain circumstances (e.g. where the capabilities of agencies are insufficient or unavailable) the Department of Defence may provide assistance in accordance with section 5.10 of the State EM Policy and section 5.6 of the State Emergency Management Plan.

#### *Department of Education*

The Department of Education will liaise with the HMA or Controlling Agency to provide current information about schools in the affected area, including appropriate contact information and ensuring evacuation plans are in place for each school.

#### *Organisations Responsible for At Risk/Special Needs Groups*

These various organisations provide current information about their location and contact information to the City and ensure evacuation plans are in place.

## APPENDIX 1

### DECISION TO EVACUATE CONSIDERATIONS (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Threat	What is the threat?				
Authority	Who has the authority to make the decision and have legal ramifications been considered?				
Numbers Effected	How many people may be required to evacuate and from what areas/suburbs?				
	What will the impact be to business/ tourism?				
Secondary Risks	What is the risk to the evacuees during movement?				
Staging/ Assembly	Do evacuated people require staging/assembly areas?				

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Transport	What transport resources and routes are available to move the evacuees?				
Security	How will the evacuated area be secured?				
Community Preparedness	What is the state of readiness or preparedness in the community for an evacuation?				
	What arrangements/policy exists relating to the particular threat				
	Is evacuation absolutely necessary or is it safer for people to shelter at home?				

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Time Restraints	Is there time available to organise and safely carry out the evacuation?				
Persons with Special Needs	What are the risks to the emergency responders be while carrying out the evacuation?				
Risk to responders	What are the risks to the emergency responders while carrying out the evacuation				
Shelter	Do all evacuees require shelter?				
Resources	What resources are required and are there sufficient to carry out the evacuation in a safe and timely manner?				

## APPENDIX 2

### WARNING CONSIDERATIONS CHECKLIST (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authorisation of warning	Who authorises the issue of a warning and who authorises the content?				
Methods to inform	What media sources or other methods will be used to inform the public and do you have current contacts?				
	What resources/personnel are needed for an effective warning – door knock?				

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
	Who is responsible for sending the message and activating the warning system?				
Special needs	Which special needs groups will need to warn & who is responsible for the warning?				
	Where can interpreters be found if needed?				
	How many persons to be warned?				
	What transport is available for those without, and where can they obtain it?				

	What access/egress routes are they to use/follow?				
<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
Pets	What are the arrangements for pets/other animals?				
Instructions	What instructions for home and personal property?  Consider: not to use phones, turn off gas/electricity, secure property.				
	What are they to take/not take? Consider: vehicles, pets, clothing, blankets, food, medical supplies, battery operated radio?				

### APPENDIX 3

#### WITHDRAWAL CONSIDERATIONS CHECKLIST (HMA)

Considerations	Actions	Responsible Authority	Completion By	Complete
Who is to control/coordinate the withdrawal stage?				
What public information has/will been given on the Evacuation and the Welfare Centres				
What resources are available/required? Consider: PA Systems, transport including ambulances/				

motor/trucks/buses/aircraft, interpreters.				
<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
What access/egress routes are to be used				
Can the routes be properly controlled and are they clearly defined?				
Do you intend registering all those leaving?				
Can breakdowns and other blockages along the route be quickly cleared?				

Who is responsible for assisting with any special needs groups				
<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
What checks are to be made on premises to ensure all persons have evacuated?				
Has security for the evacuated area been arranged?				
What arrangements have been made for pets/other animals left behind				

Can vehicle parking at Assembly Areas/Welfare Centres be controlled				
What arrangements for the National Registration Inquiry System implementation.				

## APPENDIX 4

### SHELTER CONSIDERATIONS CHECKLIST (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
	Has Department of Communities been notified?				
	Is the Welfare Centre Register up-to-date?				

Which Centres	Which of the Welfare Centres will be opened				
	Can the Centres cope with the expected number of evacuees and if not what are the options?				
<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
Centre Management	Who is to activate/manage/staff the Welfare Centre				
	Are those persons likely to be available at short notice				
Duration	How long are the evacuees likely to need to use the Centre				

Facilities	What facilities are likely to be needed? Considerations: toilets, cooking, sleeping accommodation, facilities for the very young, aged or disabled, vehicle parking, heating/cooling, medical triage				
<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
	Can families remain together?				
Welfare arrangements	What are the catering and welfare arrangements and can they cope?				
	Are foodstuffs/clothing readily available				

Other services	What other services may be required? Considerations: information services, communication with relatives?				
Heads up to agencies	Have relevant welfare agencies been informed of evacuation?				

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
	If evacuees are to be registered at the centre, who is responsible for activating process				
Pets	What will you do with pets that are brought to the Centre?				

## APPENDIX 5

### RETURN CONSIDERATIONS CHECKLIST (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authority	Who has the authority to order a return				
	Who controls/co-ordinates the return?				
Staggered Return	Will the return be staggered?				

Safety	Can the people safely return?				
	Has an 'affected area assessment' been completed per Part 7				
Transport	What transport is available to return the people?				
	Are utilities available to support the community?				
<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
	Have relevant support/welfare agencies been notified of the order to return?				
Ongoing support	Can people return to homes to clean up/assist but then return to Welfare Centres for food and sleep?				



APPENDIX 6

EMERGENCY EVACUATION MEDIA INFORMATION EXAMPLE - WARNING

MEDIA RELEASE (No .....)

Date:
Time:

WARNING - Insert type & name of incident

This is an official media release issued by the (insert Hazard Management Authority)

On .....(insert date & time) a .....(state type of emergency) was reported that affects the locality of .....

The following emergency services have so far responded (list attending agencies):

- •

Information as of (insert time) is:

- Roads closed.....
• Risk type [ ] Poor visibility [ ] Toxic fumes [ ] Other .....
• What is the hazard .....
• Direction of hazard .....
• What/who is at risk.....
• What is the rate of travel of hazard .....
• Other.....

For a life threatening emergency – call 000.

People are advised to listen to ABC Radio for further updates.

Residents currently outside the area who are trying to decide if they should return to their homes should first check that it is safe to do so.

Non-residents who are concerned about the safety of friends/family should, in the first instance, try to telephone them direct.

For information about the emergency, please call (insert details):

Emergency workers are working hard to minimize the situation and Police will be monitoring security of the area.

Other important information:

Evacuation: insert details of evacuation message here.

Signed..... (Incident Controller)

Name (block capitals).....

APPENDIX 7

EMERGENCY EVACUATION MEDIA INFORMATION EXAMPLE POST EMERGENCY

MEDIA RELEASE

(Post Emergency )

This is an official media release issued by the (insert Hazard Management Authority)

On .....(insert date & time) a .....(state type of emergency) was reported that affects the locality of .....

This was a serious emergency however we are pleased to advise that the situation is now under control and the threat has passed.

Residents are advised that (delete as applicable):

- They should stay on their property until advised it is safe to move around the roads.
- It is safe to move around the roads at low speeds.

Residents already in the area should contact the following numbers for information:

- For emergency assistance to deal with property damage – call the SES on 132 500
- If someone is injured or sick (non-life threatening) – call Health Direct 1800 022 222.
- For problems with electrical or scheme water supply – contact Western Power or Water Corporation.
- Contact the Council:
  - For help in containing roaming stock, or replacing fences
  - Dealing with injured wildlife
  - To clear fallen trees across roads

Signed.....

Name (block capitals).....

Incident Controller

## APPENDIX 8

### OPERATIONAL EVACUATION PLAN

Operational Evacuation Plan			
<p>All aspects of the evacuation are the responsibility of the Controlling Agency Incident Controller (another agency/person may assist if required). This may include developing an evacuation plan and/or undertaking activities in support of the plan. This template may be used to develop a plan or documenting decisions and strategies from another agency where time permits (or as an aide-memoire when urgent action is required).</p>			
This plan compiled by:	Name:	Position:	
Time:	Date:	Signature:	
Are details of the evacuation entered onto a crisis information management system: (e.g. Web EOC, please specify)			Yes / No
Incident Name / Reference:			
Situation			
<p><i>A brief description of the situation or emergency which has, or may cause a recommendation to evacuate the affected community:</i></p>			
Summary of Key Risks			
Issue(s)	Likelihood	Consequences	Mitigation Strategy
	Low / Medium / High	Low / Medium / High	
Mission			
<p><i>A brief description of the Mission of the evacuation or potential evacuation:</i></p>			
<p><i>Specified objectives:</i></p>			

<b>Execution</b>	
<b>KEY ROLES</b>	
<b>HMA / Controlling Agency and Incident Controller:</b>	
Agency:	Incident Controller:
Contact Number(s):	Email:
<b>Operational Area Manager (If appointed):</b>	
Agency:	Operational Area Manager:
Contact Number(s):	Email:
<b>Police Commander:</b>	
Agency: WA Police	Name:
Contact Number(s):	Email:
<b>Emergency Coordinator(s):</b>	
<i>Local officer-in-charge and/or district superintendent perform whole of government coordination function at local and/or district levels.</i>	
Agency: WA Police	Name:
Contact Number(s):	Email:
Agency: WA Police	Name:
Contact Number(s):	Email:
<b>Evacuation Manager:</b>	
<i>Where appointed, this position will usually sit under Operations in the incident management system (e.g. AIIMS)</i>	
Agency:	Name:
Contact Number(s):	Email:
Other:	
<b>MAJOR FACILITIES</b>	
<b>Location of the Incident Control Centre:</b>	
Name of the ICC:	Location:
Contact Number(s):	Email:
<b>Location of the Incident Control Point / Forward Control Centre (if applicable):</b>	
Name of the ICP:	Location:
Contact Number(s):	Email:
<b>Location of the Incident Support Groups:</b>	
Name of the ISG site:	Location:
Contact Number(s):	Email:
<b>Location of the Operational Area Support Group (if activated):</b>	
Name of the OASG site:	Location:
Contact Number(s):	Email:

<b>Location of the Primary Evacuation Centre (if activated):</b>	
Name of the Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
<b>Location of the Secondary Evacuation Centre (if activated):</b>	
Name of the Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Other:	
<b>Stage 1 – Decision (to evacuate is the best option)</b>	
<i>The decision to recommend the evacuation of a community is the responsibility of the Controlling Agency Incident Controller. The decision may be made in consultation with:</i>	
<b>Controlling Agency</b>	<b>WA Police</b>
Name(s):	Name(s):
Other Experts:	
Name / Agency:	
Name / Agency:	
Does the person making the decision to evacuate have the legislated authority	Yes / No / Unknown
If yes, give details:	If no/unknown, why:
<b>Relevant Issues (affecting the decision to the evacuate / potentially evacuate)</b>	
Time pressures	Yes / No
Information source / validity	Yes / No
Competing tasks	Yes / No
Ability / risk to evacuate	Yes / No
Safety of the community	Yes / No
Safety of vulnerable and/or other at-risk individuals or groups	Yes / No
Staff resources	Yes / No
Community preparedness	Yes / No
Communications processes	Yes / No
Sufficient shelter provisions	Yes / No
Safety of emergency responders	Yes / No
Other (please specify)	Yes / No

<b>Trigger Points</b> (are there identified trigger points for the evacuation to be recommended or commenced? please specify below):		Yes / No
Trigger Point:	Activity:	
<b>Alternatives</b> (by necessity, are there any alternatives to an evacuation)		
Shelter in place	Yes / No	
Identified community refuge	Yes / No	
Private shelter	Yes / No	
Other (please specify)		
Other (please specify)		
Other (please specify)		
<b>Stage 2 – Warning (communicating the need to leave)</b>		
<i>The issuing of a warning/recommendation to those affected by an impending emergency is the responsibility of the Controlling Agency Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation (e.g. door knocks), they are to advise who is required to facilitate provision of the required information.</i>		
<b>Actual messaging to contain the following information:</b>		
Identification of the HMA / Controlling Agency	Yes / No	
Location of area affected by the emergency	Yes / No	
Predicted impact time	Yes / No	
Predicted severity	Yes / No	
How people should respond (recommended or directed action)	Yes / No	
Where to get further information	Yes / No	
If the answer to any of the above is <b>no</b> , enter reasons:		
<b>Other information to include (if appropriate):</b>		
Instructions for vulnerable or other at-risk groups or people	Yes / No	
Ancillary issues such as pets, medications, or identification	Yes / No	
Limitations (e.g. oversize items, livestock)	Yes / No	
Recommended personal items (e.g. toiletries, clothing, baby needs)	Yes / No	
Recommended transport routes / transport options	Yes / No	
Security of evacuated areas (assurance patrols or similar – if safe to do so)	Yes / No	
Advice on utilities and air-conditioning (e.g. turn off gas, electricity, aircon)	Yes / No	
Advice to inform relatives or friends of evacuee intentions / destinations	Yes / No	
Information about “Register.Find.Reunite”	Yes / No	
Other (please specify)		
Other (please specify)		

<b>Methods available to facilitate public information / warning</b> ( <i>consider resources, specialist support and emergency services personnel safety</i> ):	
Media (television)	Yes / No
Media (radio)	Yes / No
Telephone contact	Yes / No
Short Message Service (SMS)	Yes / No
Emergency Alert	Yes / No
Standard Emergency Warning Signal (SEWS)	Yes / No
Door knocks	Yes / No
Verbal messages	Yes / No
Community meetings	Yes / No
Public address systems	Yes / No
Agency websites	Yes / No
Email	Yes / No
Social network sites (e.g. Facebook, Twitter)	Yes / No
Print material/media	Yes / No
Other (please specify)	
<b>Stage 3 – Withdrawal (getting people out)</b>	
<i>The responsibility for evacuating a community remains with the Controlling Agency Incident Controller. The Incident Controller may request assistance with specific parts activities as part of their documented evacuation strategy or the development/execution of an evacuation may be delegated by agreement. Where the plan is completed by another agency, the appointment of an ‘Evacuation Manager’ is recommended and the resultant evacuation strategy should be endorsed by the Incident Controller where practicable. Consultation with Main Roads WA, available resources, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.</i>	
<b>Key elements of an evacuation strategy to consider:</b>	
Does a plan already exist for all or part of the affected area	Yes / No
Sectoring of the affected area and phased evacuation activity	Yes / No
Vulnerable and/or other at-risk individuals or groups	Yes / No
Consideration of assembly areas if required	Yes / No
Evacuation Centres identified (in conjunction with CPFS)	Yes / No
Forecast need for registration and reunification	Yes / No
Identify transport options	Yes / No
Develop traffic management plans	Yes / No
Multi-agency communication arrangements / plan	Yes / No
Flagging of evacuated properties (if used)	Yes / No
Security of evacuated area	Yes / No
Actions on people declining to evacuate	Yes / No
Other considerations not identified above	Yes / No

<b>Outline of the evacuation strategy:</b>
<i>Does a plan already exist?:</i>
<i>Sectorise / Phase the affected area if appropriate:</i>
<i>Vulnerable and other at-risk groups or individuals (e.g. CALD, children, walking wounded, people with disabilities, aged care facilities):</i>
<i>Consider assembly areas if required:</i>
<i>Evacuation centres identified (in conjunction / consultation with DoC):</i>
<i>Forecast need for registration and reunification (Register.Find.Reunite):</i>
<i>Identify transport options (including by land, sea or air if applicable/required):</i>
<i>Develop traffic management plan(s) (consider ingress and egress routes, sole use of route for evacuees and/or emergency services):</i>
<i>Identify multi-agency communication arrangements/plans:</i>

<i>Flagging of evacuated properties (any strategies in place for flagging by residents or responders):</i>	
<i>Security of evacuated area:</i>	
<i>Actions on people declining to evacuate (e.g. register/list of properties):</i> <i>Note: unaccompanied children to be evacuated to DoC centre.</i>	
<i>Other considerations:</i>	
<b>Stage 4 – Shelter</b> (where people can go/provision of welfare and other support)	
<i>The Controlling Agency Incident Controller is responsible for ensuring evacuees are appropriately cared for. Identification of a suitable evacuation centre and coordination of community welfare services is supported by DoC on request. Where this plan has been delegated, confirm whether DoC has been activated by the Controlling Agency or if this is a task requested as part of the delegation of the planning. In addition, if facilities are required that accept animals, the Shire should be able to give advice.</i>	
<b>Considerations of evacuation centres:</b>	
Safe location	Yes / No
Effective shelter from elements	Yes / No
Toilets/showers	Yes / No
Provision for people with disabilities (access, eating, toileting, transportation, bathing and dressing)	Yes / No
Heating/cooling	Yes / No
Private areas/space	Yes / No
Kitchen facilities (food, water and dining)	Yes / No
Sleeping areas	Yes / No
Car parking	Yes / No
Registration facilities	Yes / No
Reunion location	Yes / No
General information and updates	Yes / No
Financial assistance	Yes / No
Insurance enquiries	Yes / No
Counselling	Yes / No
First aid	Yes / No
Legal services	Yes / No
Child minding/ personal support	Yes / No

Interpreters	Yes / No
Entertainment	Yes / No
Cleaning/rubbish removal	Yes / No
General security	Yes / No
Traffic management plan	Yes / No
<b>Have the following actions been taken:</b>	
Registration and reunification process (Register.Find.Reunite)	Yes / No
Welfare response requested (through CPFS)	Yes / No
Other resources are in place to commence registration of evacuees (pre Red Cross attendance)	Yes / No
<b>Recommended appendices:</b>	
Incident Management Team (IMT) contact list	Yes / No
Residents contact list	Yes / No
Record of warning messaging (date, time and method)	Yes / No
Risk assessment matrix	Yes / No
Traffic management plans	Yes / No
Maps	Yes / No
Record of advice provided to affected areas and/or people	Yes / No
List of vulnerable and other at-risk groups or individuals	Yes / No
<b>Stage 5 – Return</b> (where people can go/provision of welfare and other support)	
<i>The decision and planning to allow a community or individuals to return to the evacuated area is the responsibility of the Controlling Agency Incident Controller as is providing accurate and timely information to the displaced community. Where other agencies are assisting it is important that this is confirmed and those decisions are quickly disseminated to relevant personnel and the community.</i>	
<b>Considerations of evacuation centres:</b>	
The affected area is declared safe	Yes / No
Preservation of forensic evidence (crime scene):	Yes / No
Availability of health and welfare services, and support mechanisms	Yes / No
Availability of key services and utilities (gas, electricity, water, roads)	Yes / No
Evacuees' psychological and physical health and wellbeing	Yes / No
Transport for people with disabilities or other special needs	Yes / No
Economic factors involved in the return of evacuees	Yes / No
Possible need for a phased return (traffic management / VCPs / permit system)	Yes / No
Local Recovery Coordinator / Local Recovery Coordination Group included in planning	Yes / No
Other (please specify)	Yes / No

<b>Informing other stakeholders of the decision to return:</b>	
Community representatives	Yes / No
Child Protection and Family Support (Department of Communities)	Yes / No
Agriculture and Food (Department of Primary Industries and Regional Development)	Yes / No
Department of Fire and Emergency Services	Yes / No
Parks and Wildlife Services (Department of Biodiversity, Conservation and Attractions)	Yes / No
WA Country Health Services	Yes / No
Department of Water and Environmental Regulation	Yes / No
Department of Mines, Industry Regulation and Safety	Yes / No
Department of Transport	Yes / No
Other Local Government Authorities	Yes / No
WALGA	Yes / No
Main Roads WA	Yes / No
Utility Service Providers	Yes / No
Water Authorities	Yes / No
WA Police	Yes / No
Other (please specify)	Yes / No
Other (please specify)	Yes / No
Other (please specify)	Yes / No
Other (please specify)	Yes / No
<b>Verification of Return Process (the decision to return is authorised by):</b>	
Name/Position:	Time:                      Date:
Organisation:	
<b>Administration and Logistics</b>	
Communications	
Safety	
Records Management	
Transport	

Equipment	
Medical	
Meals	
Other (please specify)	
Other (please specify)	
Other (please specify)	
Other (please specify)	

APPENDIX 9

BUSHFIRE EVACUATION MESSAGE TEMPLATE

**Bushfire Evacuation Message**

- A bushfire [EMERGENCY WARNING/ WATCH AND ACT] has been issued for people in [AREA]
- The bushfire is burning in [NAME/AREA] between [ROAD/LANDMARK] and [ROAD/LANDMARK] and is burning towards [LANDMARK] (refer to map if available).
- [The Department of Fire and Emergency Services / Parks and Wildlife Services] recommend you and your family leave immediately **OR** direct you and your family to leave immediately under the [BUSHFIRES ACT 1954/EMERGENCY MANAGEMENT ACT 2005]. Directed evacuation is compulsory for your safety despite your level of bushfire preparedness.
- Today’s Fire Danger Rating is [SEVERE/EXTREME/CATASTROPHIC] which means it may not be possible to actively defend your home.
- This will be the only door knock warning. There is a threat to lives and homes. You need to act immediately. Your best chance of survival is to leave now.
- You should leave via [DIRECTIONS].
- Department of Communities has established an evacuation centre at [PLACE].
- If you have small animals, the Shire of Cranbrook has arranged that you can go to [PLACE].
- If you have family or friends away from the area, you may prefer to go there, **OR** you should go to family and friends who live away from the area (i.e. no evacuation centre has been established).

**Note:** Unaccompanied children without direct parental or responsible adult supervision should be evacuated into the care of Department of Communities at the evacuation centre.

- If you need to leave, contact someone who can help you now. If you can’t get hold of them or they can’t help you immediately, tell us.
- If you care for anyone in the evacuation area, are you able to collect them safely on the way out? If not, tell us.

Incident Controller		WA Police	
Signed		Signed	
Date		Date	
Time		Time	

## **Bushfire Evacuation Message**

### **If you leave your home for a safer place:**

- It is important that you take everything you need when you leave such as your bushfire survival kit containing important papers, medications and personal supplies.
- Road blocks and other controls are in place and once you leave it is unlikely you will be allowed to return home under any circumstances (until at least the 'all clear' is given).

### **In the case of a recommended evacuation, if you disregard this recommendation to evacuate and stay in place:**

- You need to get ready to actively shelter in your home and actively defend it.
- Your home needs to be prepared to the highest level and constructed to bushfire protection levels. (i.e. enclosed eaves, covers over external air conditioners, metal flyscreens). It is too late to do that now.
- You will need to be self-sufficient if you are planning to actively defend your property. You cannot rely on firefighters to protect you and your property.
- You need to be prepared emotionally, mentally and physically to actively defend your property and consider your family members.
- You should protect yourself from radiant heat with long sleeves, long trousers and strong leather boots. The majority of people who die in bushfires from the radiant heat.
- You may need to defend your house from spot fires and embers for several hours and may not be able to keep up to date with a changing situation.
- You need to have adequate supplies of necessary items such as food, drinking water and petrol. If you leave your property during the fire to restock, it is unlikely you will be allowed to return home.
- You are likely to lose power, water, gas, and phone services. It may be days or even weeks before these services are restored.
- You will need to have an independent water supply. This should be a concrete or steel tank with a 20,000 litre capacity to ensure adequate defence of your home.
- You will need a generator with more than 1.5kVA capacity to drive a home pressure pump or petrol or diesel firefighting pump in order to have water supply for actively defending your home.
- You must stay in the house when the fire front is passing. This usually takes 5-15 minutes. You need to actively defend while sheltering.
- You need to take shelter inside. Go to a room that is furthest from the fire front. Make sure you can easily escape from the building, preferably in a room with two exits and a water supply (e.g. a laundry or kitchen). People have died sheltering in bathrooms and other rooms without a door going outside.
- If your house catches on fire and the conditions inside become unbearable you need to get out and go to an area that has already been burned. Close all internal doors and leave through the door furthest from the approaching fire. Many people have died from toxic smoke and fumes when their house has caught fire.

**In the event of a directed evacuation, if you disregard the direction and stay, you will be committing an offence.**

If you require more information you can call 1300 657 209, log onto the Emergency WA website [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) and listen to local ABC radio.





# APPENDIX 11

## EVACUATION MAPS

Cranbrook

