SHIRE OF MANJIMUP

LEMA

Local Evacuation Plan 2020-2025

Local Evacuation Plan

The decision to evacuate is the first of the five stages of the evacuation process. Many complex issues need to be considered in making this decision and often with only limited information available. The decision to evacuate or not is an important stage to take into account during the planning process. When an emergency occurs and the time to comes to make the decision, the people and the agencies involved are in a better position to make informed decisions because they have planned.

(Evacuation Planning Handbook 4)

Table of Contents

1. Distribution List

The Distribution List is the same as for the Local Emergency Management Arrangements (LEMA) and is the list of controlled versions, all other copies are considered uncontrolled. Before using any other copy verify it is the current copy by comparing to the copy published on the Shire's Website.

2. Glossary of Terms

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

3. Acronyms and Abbreviations

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

4. Amendment Record

Number	Date	Details of Amendment	Amended by
1.0	30.09.20	Approved by LEMC	NFavero

Feedback from Stakeholders will help to improve and ensure the accuracy and effectiveness of the Evacuation Plan. Should you have any feedback please forward your comments to:

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Shire of Manjimup
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MANJIMUP WA 6258

Or via email to: info@manjimup.wa.gov.au

5. Introduction

5.1 Area Covered

The town of Manjimup is located approximately 294 kilometres south of Perth and 131 kilometres south of Bunbury. The district is bordered by the Shires of Bridgetown-Greenbushes to the north, Boyup Brook and Cranbrook to the north east, Plantagenet and Denmark to the east, with Nannup to the west and has approximately 170 km of coastline to the south. The Shire is located in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,300 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

The Shire covers an area of 7,082 km^2 with approximately 83% of the Shire being comprised of wilderness area, National Park, State Forrest or reserves, the remaining 17% of land being made up of agricultural farmland, Crown land and town sites.

Within the Shire there are the four main townships; Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements; Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.

The Shire is generally bisected by South Western Highway, which runs from Walpole to Manjimup town site and continues to Palgarup, connecting to Bunbury to the north. The Vasse Highway and Pemberton - Northcliffe road connect Manjimup with Pemberton and Northcliffe to the south.

5.2 Topography

The shire of Manjimup has some distinctive topographical features; that being the Darling Plateau, Blackwood Plateau, Scott Coastal Plain & Costal Dunes. The surface of the Darling plateau, with an elevational range from 260 to 330m AHD around the towns of Pemberton and Northcliffe, declines southward to much less than 100m AHD along the coast. This is in keeping with the regional trend, referred to as the Ravensthorpe Ramp. Although the Blackwood Plateau is generally lower than the Darling Plateau, it has comparable physiographic features. The elevational range of the Blackwood Plateau is from 120 to 140m AHD around Manjimup, declining southward to about 50m AHD as it blends with the Scott Coastal Plain. Much of the relief variation is associated with interfluves between broad swampy tracts, which often form the head-waters of the valleys draining the Blackwood Plateau. Elements of the Darling Drainage System on the Blackwood Plateau are also truncated by the Blackwood River valley.

The steepness of topography, especially around river valleys is a challenge for fire management. This limits egress and access when responding to fires as well as creating localised weather patterns and wind effects that can make fires hard to predict and control. The swampy areas often have sulphate soils which can be problematic for fire control. In addition to the environmental considerations in these areas fires in the peaty swamps will burn for a long time and are resource intensive to patrol and/or extinguish as this may take several months.

5.3   Aim

The aim of the Evacuation Plan is to assist emergency management agencies within the Shire of Manjimup with the planning for and conduct of community evacuations for all hazards. It includes guidance across the five stages of evacuation and is therefore, applicable to all emergency management agencies involved in community protection where evacuation is a consideration and may be implemented.

5.4   Purpose

The purpose of this document is not to develop plans for every evacuation scenario, but to provide assistance to HMAs, Controlling Agencies or Authorised Officers (as stipulated by the *Emergency Management Act 2005*) to rapidly develop an evacuation plan to cover an approaching threat.

5.5   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.

5.6   Scope

The 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 document:

(a)   applies only to the Shire's Local Emergency Management Committee (LEMC) district;

(b)   covers areas where the Shire provides support to HMAs and Combat Agencies in the event of an incident;

(c)   details the Shire's capacity to provide resources in support of an emergency with consideration given to the need to maintain business continuity; and

(d)   details the Shire's responsibilities in relation to evacuations.

The 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.

5.7   Interface with other Plans

This Local Evacuation Plan is a sub-plan of the Shire's Local Emergency Management Arrangements (LEMA) and as such should not be read in isolation to the LEMA. They are part of the Shire's Emergency Risk Management process and

interface with other emergency management and recovery plans at District and State level.

Consideration should also be given to the [Traffic Management During Emergencies Guidelines](#) with regard to the management and closure of roads during an emergency and/or evacuation.

5.8   What is Evacuation

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return (when it is safe to do so). For an evacuation to be effective it must be appropriately planned and implemented.

5.9   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. Hazmat emergencies, air crash, bushfire 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 cyclone 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.

5.10   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 where 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.

5.11   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.

6. The Five Stages of Evacuation

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

| Stage 1 Decision | Stage 2 Warning | Stage 3 Withdrawal | Stage 4 Shelter | Stage 5 Return |

6.1   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.

6.1.1   Emergency Situation or State Emergency Declaration

Prior to the Incident Controller undertaking an evacuation an Emergency Situation or State Emergency Declaration needs to be approved pursuant to Section 50 of the *Emergency Management Act 2005* which states:

- The State Emergency Coordinator may, in writing, declare that an emergency situation exists in an area of the State is respect of any hazard; or
- A hazard management agency may, in writing, declare that an emergency situation exists in an area of the State in respect of a hazard of which it is the HMA for emergency management.

6.1.2   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 Management 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.

6.1.3   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:

(a) the nature and probability of the threat presented by the hazard;

(b) any risk management strategies that may be in place (e.g. community and/or asset preparedness);

(c) the potential consequences of an evacuation when compared with taking shelter in place (e.g. building characteristics, community and individual vulnerability);

(d) 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);

(e) 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);

(f) the potential consequences of making a decision to evacuate too early or too late;

(g) determination of appropriate trigger points for action, including time constraints;

(h) the direct and indirect risk to evacuees, and emergency service and support agency staff in undertaking the evacuation;

(i) the potential or likely loss of infrastructure that may affect the communities capacity to remain in place (e.g. essential services, roads and bridges);

(j) the risks involved in sheltering;

(k) whether a full or partial evacuation is required, and whether it should be phased or prioritised;

(l) any other relevant information such as weather conditions/forecast and historical data;

(m) any time constraints to undertake the evacuation safely;

(n) the anticipated time and location of impact of the hazard; and

(o) whether there is sufficient time to evacuate.

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.

6.1.4   Resource Availability

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

(a)   personnel and equipment requirements;

(b)   traffic management plans including safest routes to get evacuees out, and emergency services and support agencies in and out;

(c)   transport options within and external to the community;

(d)   suitable welfare and accommodation options; and

(e)   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. This may be documented in the relevant *State Hazard Plan* or internal agency procedures or guidelines.

A list of resources that may be utilised during an evacuation are listed in the Shire of Manjimup Emergency Resource Directory.

6.1.5   Operational Evacuation Plan

An Operational Evacuation Plan is included at [Annex A](#) 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.

6.1.6   Evacuation / Welfare Centres

The Shire's local welfare centres are listed in the Shire of Manjimup Emergency Resource Directory.   More detail is available in the DC Local Emergency Welfare Plan for the Provision of Welfare Support.

6.2   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 Support Plan – Emergency Public Information.

6.2.1   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 for part or all of a community:

(a)   what is known/not known about the incident;

(b)   information about the action being taken to combat the hazard;

(c)   what the community is being asked to do;

(d)   any recommendation or direction to evacuate;

(e)   the expected duration of the evacuation as far as can be predicted;

(f)   what evacuees should take with them (e.g. important documents, identification, medication);

(g)   what they should not bring (e.g. pets or livestock to mainstream evacuation centres);

(h)   advice to secure premises and personal effects as they leave (ideally leaving gates to properties unlocked to allow access for emergency services if needed);

(i)   advice to restrict the use of phones to emergencies only so as to avoid system overload;

(j)   the recommended evacuation route(s);

(k)   advice on how to obtain updates (e.g. www.emergency.wa.gov.au, or local frequency 738 (Manjimup, Pemberton & Northcliffe) 630 (Walpole) ABC radio);

(l)   details of the nominated evacuation centres including details of whether the centre can accommodate pets or livestock;

(m)   available assistance to transport and health services;

(n)   information about any registration systems that have been activated such as the Red Cross "Register.Find.Reunite";

(o)   information on any systems for flagging evacuated properties; and

(p)   a reminder that those that choose to remain behind cannot expect to be rescued if the situation worsens, or be provided with assistance to protect property and livestock.

6.2.2   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; and

- **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.

6.2.3   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	www.abc.net.au/news/emergency/state/wa	• Current alerts, warnings and information updates
ABC Radio	Local frequency ABC Manjimup 738, Great Southern 630.	• Current alerts, warnings and information updates
Bureau of Meteorology	www.bom.gov.au/wa	• Weather forecasts and warnings
Department of Fire and Emergency Services	www.dfes.wa.go.au 133 337 (public information line)	• Current warnings and incidents • Preparing for emergencies (bush fire, storm, flood, and cyclones)
Emergency Alert	www.emergencyalert.gov.au	• The automated national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies
Emergency WA	www.emergency.wa.gov.au	• Current warnings and incidents • How to prepare your property for bush fire • How to recover from an emergency
Standard Emergency Warning Signal (SEWS)	• A distinctive audio signal that has been adopted to alert the community to the broadcast of an urgent safety message or warning relating to an emergency • It is used as an alert system on public media such as radio, television, or public address systems to draw the listener's attention to the warning message	

Contact details for local media outlets are listed in the Shire of Manjimup Emergency Resource Directory. Details of special needs groups in the district are also available within.

6.2.4   Shelter in Place Warnings

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

(a)   advice to maximise personal safety;

(b)   guidance to support self-sufficiency for the duration of the hazard, particularly if the duration can be estimated with some level of confidence;

(c)   any specific protective actions in relation to the hazard (e.g. close windows, isolate air-conditioning systems);

(d)   information regarding supply/re-supply of food, water, power or other essential services (which may include for livestock if evacuation is being advised for people and there is no time or no facility to accommodate this);

(e)   how to assess the suitability of shelter based on location or type, which can be a building or open space; and

(f)   consideration of mental (psychological) and physical fitness to remain (relevant to recommended rather than directed evacuations).

6.3   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.

6.3.1   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 can be prudent to support self-evacuation as far as practicable early in an incident.

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.

6.3.2   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.

6.3.3   Recommended Evacuation

A decision to recommend the evacuation of a community, or part of, 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.

6.3.4   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, or part of, 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:

(a)   notify community members of the most suitable location to evacuate to, based on the prevailing situation (e.g. safer place, evacuation centre, refuge site);

(b)   establish a traffic management system making reference to the State Emergency - Traffic Management During Emergencies Guidelines;

(c)   assist with the egress and prevent unauthorised persons from entering the evacuated area; and

(d)   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.

6.3.5 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.

6.3.6 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:

(a) the resources that may need to be diverted from responding to the emergency in order to force the evacuation; and

(b) the safety of personnel.

6.3.7 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

6.3.8 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. However, the safety of personnel remains paramount.

6.4 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.

6.4.1   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 (DC) 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 Local 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 DC 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 Controlling Agency is responsible for the provision of timely and accurate situational information to the displaced community for the duration of the response (eg. Current activities being undertaken, timeframe for return of community, assistance available to evacuees etc).

6.5   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:

(a)   assess the evacuated area to determine if it is possible and safe to return; and

(b)   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.

6.5.1   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:

- (a) the hazard itself (or any consequential hazards);

- (b) the conditions to which evacuees would be returning such as access to food, water, sanitation and health care;

- (c) a consideration of the physical and emotional wellbeing of evacuees;

- (d) economic factors relating to short and long term viability of the of the evacuated area;

- (e) support services for those returning;

- (f) the continuing need for public information, particularly with regard to essential services; and

- (g) 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.

6.5.2   Staged Return

The return phase of evacuation should be thoroughly discussed with the Evacuation Sub-committee (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.

There may be other reasons to delay or restrict access to an evacuated area, such as the preservation of a crime scene or as part of a coronial investigation, where applicable.

6.5.3   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 LRCC may seek assistance from the Police or local government with the orderly return of evacuees to the evacuated area.

7. Organisational 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.

7.1 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.

7.2 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.

7.3 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*.

7.4 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.

7.5 Department of Communities (DC)

DC 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 *DC Local Emergency Welfare Plan – Shire of Manjimup*.

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

7.6 Local Government - Shire of Manjimup

In consultation with the Controlling Agency, the Shire makes available suitable buildings (and where required staff) to establish as evacuation centres by DC 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.

7.7   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.

7.8   The Department of Health (WA Country Health Services)

Health will coordinate medical support, including the services of St John Ambulance or Royal Flying Doctor Services, for evacuees requiring medical care in accordance with the *State Health Emergency Response Plan*.

7.9   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.

7.10   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 evacuations plans are in place for each school. Contact details for schools in our district are also included in the *Shire of Manjimup Emergency Resource Directory*.

7.11   Organisations Responsible for At Risk/Special Needs Groups

These various organisations provide current information about their location and contact information to the Shire and ensure evacuation plans are in place. Information regarding these groups is also available in the *Shire of Manjimup Emergency Resource Directory*.

8. Exercising and Reviewing the Local Evacuation Plan

Testing, exercising and reviewing the Shire's Local Evacuation Plan will be conducted in accordance with the exercising and reviewing arrangements detailed in *Part 6 of the Shire of Manjimup - Local Emergency Management Arrangements*.

9. [Annex A – Operational Evacuation Plan](#)

Operational Evacuation Plan
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).

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
A brief description of the situation or emergency which has, or may cause a recommendation to evacuate the affected community:

Summary of Key Risks			
Issue(s)	Likelihood	Consequences	Mitigation Strategy
	Low / Medium / High	Low / Medium / High	

Mission
A brief description of the Mission of the evacuation or potential evacuation:
Specified objectives:

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

Location of the Primary Evacuation Centre (*if activated*):		
Name of the Centre:	Location:	
Contact Name:	Capacity:	
Contact Number(s):	Facilities:	
Location of the Secondary Evacuation Centre (*if activated*):		
Name of the Centre:	Location:	
Contact Name:	Capacity:	
Contact Number(s):	Facilities:	
Other:		

Stage 1 – Decision (to evacuate is the best option)

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:

Controlling Agency	WA Police	
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:	
Relevant Issues (affecting the decision to the evacuate / potentially evacuate)		
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	
Trigger Points (are there identified trigger points for the evacuation to be	Yes / No	

recommended or commenced? please specify below):	

Trigger Point:	Activity:

Alternatives (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)	

Stage 2 – Warning (communicating the need to leave)

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.

Actual messaging to contain the following information:	
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 **no**, enter reasons:	

Other information to include (if appropriate):	
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 airconditioning (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)	

Other (please specify)	
Methods available to facilitate public information / warning (*consider resources, specialist support and emergency services personnel safety*):	
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)	

Stage 3 – Withdrawal (getting people out)

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.

Key elements of an evacuation strategy to consider:	
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 DC)	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

Outline of the evacuation strategy:

Does a plan already exist:

Sectorise / Phase the affected area if appropriate:

Vulnerable and other at-risk groups or individuals (e.g. CALD, children, walking wounded, people with disabilities, aged care facilities):

Consider assembly areas if required:

Evacuation centres identified (in conjunction / consultation with DC):

Forecast need for registration and reunification (Register.Find.Reunite):

Identify transport options (including by land, sea or air if applicable/required):

Develop traffic management plan(s) (consider ingress and egress routes, sole use of route for evacuees and/or emergency services):

Identify multi-agency communication arrangements/plans:

Flagging of evacuated properties (any strategies in place for flagging by residents or responders):

Security of evacuated area:	

Actions on people declining to evacuate (e.g. register/list of properties): *Note: unaccompanied children to be evacuated to DC centre.*	

Other considerations:	

Stage 4 – Shelter (where people can go/provision of welfare and other support)

The Controlling Agency Incident Controller is responsible for ensuring evacuees are appropriate cared for. Identification of a suitable evacuation centre and coordination of community welfare services is supported by DC on request. Where this plan has been delegated, confirm whether DC 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.

Considerations of evacuation centres:	
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
Have the following actions been taken:	
Registration and reunification process (Register.Find.Reunite)	Yes / No
Welfare response requested (through DC)	Yes / No
Other resources are in place to commence registration of evacuees (pre Red Cross attendance)	Yes / No
Recommended appendices:	
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

Stage 5 – Return (where people can go/provision of welfare and other support)

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.

Considerations of evacuation centres:	
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
Informing other stakeholders of the decision to return:	
Community representatives	Yes / No
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

Verification of Return Process (the decision to return is authorised by):

Name/Position:	Time:	Date:
Organisation:		

Administration and Logistics	
Communications	
Safety	
Records Management	
Transport	

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

10. Annex B – 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 possibly 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 Manjimup 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 dies from toxic smoke and fumes when their house has caught fire.

- **In the event of a directed evacuation, if you disregard the direction and say, 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 and listen to local ABC radio on frequency 684.