

# **Local Emergency Management Arrangements**

## **EVACUATION SUB-PLAN**

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**SHIRE OF MUNDARING**

**Shire of Mundaring**

**Local Emergency Management Arrangements Evacuation Plan**

These arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Mundaring Local Emergency Management Committee and have been tabled with the East Metropolitan District Emergency Committee

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Chairperson

Shire of Mundaring LEMC

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Date

.....

Approved by the Council of the

Shire of Mundaring

.....

Date

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## 1. INTRODUCTION

As a result of the impact of a hazard, evacuation of people affected or likely to be affected can occur, evacuation may be:

- Self, where member of a community evacuate of their own volition in response to their assessment of the risks to their safety and health from an incident
- Recommended, such as In the instance of people responding to a ‘Watch and Act’ warning issued by DFES by choosing to evacuate.
- Directed, in the event that the Controlling Agency issues a direction requiring members of a community to evacuate where it is believed that there is an imminent and real threat to life should community members stay in the area concerned. Note, a directed evacuation could be expected to only be necessary in response to a major or serious incident .

The movement of people evacuating an area in response to a hazard has the potential to expose evacuees to risks in addition to the risks existing from the initial incident. Evacuation may also destabilise a community and if implemented must be considered in line with the Local Emergency Management Plan for the Provision of Welfare Support – Midland District (LEMPWS).

## 2. DISTRIBUTION LIST

This section itemises restricted copies disseminated to various appointees or organisations. The appointees or organisations mentioned in this section and their staff are authorised to view the full content of this plan's restricted appendices. Recipients of restricted copies undertake to hold that copy or copies under reasonably secure conditions.

<b>Emergency Management Committees</b>
State Emergency Management Committee (SEMC)
District Emergency Management Committee (DEMC)
Local Emergency Management Committee (LEMC) (Councillor Reps)
<ul style="list-style-type: none"> <li>• Local Recovery Coordinators (see Shire of Mundaring **)</li> </ul>
<b>Emergency Service Organisations</b>
Western Australian Police (WAPOL)
<ul style="list-style-type: none"> <li>• East Metropolitan District Office</li> <li>• Midland Police Station</li> <li>• Mundaring Police Station</li> </ul>
Department of Fire & Emergency Services (DFES)
<ul style="list-style-type: none"> <li>• DFES District Manager Perth North East</li> <li>• DFES/Shire of Mundaring Community Emergency Services Manager</li> </ul>
State Emergency Service (SES)
<ul style="list-style-type: none"> <li>• Mundaring State Emergency Service Unit</li> </ul>
Department of Parks and Wildlife (DPAW)
<ul style="list-style-type: none"> <li>• Manager, Perth Hills District</li> </ul>
<b>Support Agencies</b>
Department For Child Protection and Family Support (CPFS)
<ul style="list-style-type: none"> <li>• District Emergency Services Officer</li> <li>• Midland district representative</li> </ul>
Salvation Army
St John Ambulance
Australian Red Cross
<b>Shire of Mundaring</b>
Chief Executive Officer
Director Statutory Services
Director Community Services
Director Corporate Services
Director Infrastructure Services
Manager Health and Community Safety Services
Senior Environmental Health Officer
<b>Note: All Shire of Mundaring Service Managers are notified of the adoption of these arrangements and advised of the location of same within the Shire of Mundaring electronic document management system</b>

### 3. AMENDMENT RECORD

Amendment	Details of Amendment	Amended by
_____	_____	_____

### 4. DEFINITIONS

Terminology used in this policy shall have the same meaning as prescribed in section 3 of the *Emergency Management Act 2005* (the Act).

1. **CALD:** Culturally and Linguistically Diverse
2. **CPFS:** Department for Child Protection & Family Support
3. **Emergency:** An unplanned event that threatens the lives of people, property and the environment
4. **Evacuation:** The orderly movement of people from a threatened area to a place of safety
5. **DFES:** Department of Fire & Emergency Services
6. **Hazard Management Agency (HMA):** That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
7. **Incident Controller (IC):** The person designated by the relevant *Hazard Management Agency*, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation.
8. **Local Emergency Management Committee (LEMC):** The local government is to establish one or more LEMCs for the local government district, based on local government boundaries. The committee is chaired by a nominee of the local government and the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, is a member. The LEMC is established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district [s.38 of the Act]
9. **Local Emergency Management Arrangements:** Written by the local government, local emergency management arrangements are documented emergency management plans for the local government district. Consistent with State Emergency Management Policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to emergency management (Prevention/Mitigation, Preparedness, Response and Recovery) that contribute to the reduction or elimination of hazards and to reducing the

susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.

10. **Shelter in Place/Protect in Place:** People stay where they are at the time of the emergency. The Hazard Management Agency may determine that, with appropriate measures, people sheltering where they are is a safer alternative to evacuation.
11. **SES:** State Emergency Service
12. **SJA:** St Johns Ambulance
13. **SOM:** Shire of Mundaring
14. **Evacuation Centres:** Established as emergency facilities from which shelter, food, clothing, financial assistance, registration, personal support and all other welfare services can be provided until alternative arrangements can be made. It may be an evacuation centre, accommodation centre or relief/recovery centre.
15. **LEMPWS:** Local Emergency Management Plan for the Provision of Welfare Support – Midland District as prepared and updated by the Department For Child Protection and Family Support and the Local Emergency Management Committees of the Shire of Mundaring, The City of Swan, The Shire of Kalamunda and the Town of Bassendean.

## 5. AUTHORITY

These arrangements have been prepared in accordance with the requirements of Section 41 (4) of the *Emergency Management Act 2005* and:

- endorsed by the Shire of Mundaring Local Emergency management Committee on \_\_\_/\_\_\_/\_\_\_  
And
- Approved by the Council of the Shire of Mundaring on \_\_\_/\_\_\_/\_\_\_

These arrangements have been tabled for information and comment with the East Metropolitan District Emergency management committee.

## 6. SCOPE

The scope of these arrangements primarily relate to facilitating the orderly and safe evacuation of the communities in response to an existing or impending emergency situation.

The arrangements have been developed to accord with State Emergency Management Policy no 4.7 – Community Evacuation.

The arrangement will incorporate:

- Activation triggers and mechanisms
- Responsibilities and tasks
- Resourcing arrangements
- Management structure and processes



The geographical area covered by these arrangements is within the Shire of Mundaring local government boundaries while acknowledging that these arrangements may be activated as part of the response to an emergency with district or regional impact.

## **7. TITLE**

The title of this document is The Shire of Mundaring Emergency Evacuation Arrangements.

## **8. AIM**

The aim of these arrangements is to provide for the coordination of evacuation, reception, welfare and recovery of affected individuals, as expediently and safely as possible.

## **9. PURPOSE**

The purpose of these arrangements is to provide assistance to Controlling Agencies (CA's) and/or the Local Emergency coordinator (LEC) to rapidly develop an evacuation plan to cover a particular emergency situation.

Effectiveness of the plan relies on:

- Up to date information on the LEMPWS
- Effective links with the media and community warning systems
- Community preparedness
- Knowledge and skills developed in conjunction with these arrangements for those responsible for implementing evacuations
- Up to date resource and contacts list pertinent to evacuation requirements

## **10. RISK ASSESSMENT**

The Shire of Mundaring Emergency Management Surveys identify Bush Fire as the predominate hazard likely to trigger or necessitate evacuation.

Extreme weather events, notably storms are expected to increase in severity in the future and thus may similarly occur and necessitate evacuation.

Road transport and hazardous material emergencies were assessed as being significant risks being ranked 3<sup>rd</sup> and 4<sup>th</sup> highest risks respectively after bush fire (1<sup>st</sup>) and storm/tempest/cyclone as 2<sup>nd</sup>.

## **11. EVACUATION PLANNING COMMITTEE**

In the event that a major emergency situation provides for advance warning of a threat to a community that could necessitate evacuation an Evacuation Planning Committee should be formed, including but not limited to the following:

Chairman – Shire of Mundaring LEMC

Local Recovery Coordinator – Shire of Mundaring LEMC

Executive Officer – Shire of Mundaring LEMC

Local Emergency Coordinator

Department For Child Protection & Family Support LEMC Representative

Department of Fire & Emergency Services LEMC Representative

State Emergency Service – LEMC Representative

## **12. INTERFACE WITH OTHER PLANS**

These arrangements are sub-arrangements of the Shire of Mundaring LEMA and as such should not be viewed in isolation. In particular, the provisions of the LEMPWS are vital to successful evacuation.

## **13. ROLES AND RESPONSIBILITIES**

Organisations have accepted responsibilities under the Shire of Mundaring LEMA. These roles may be enacted within the incident management structure controlled by the Incident Controller of the Controlling Agency of the event.

## **14. ACTIVATION**

### **14.1 Types of Evacuation**

Activation of community evacuation may occur via:

#### **14.1.1 Self Evacuation**

Self evacuation of residents may occur in response to an emergency situation relative to residents own perception of the degree of the threat to themselves brought about by the emergency situation and/or as a result of acting on official advice such as a DFES Advice warning.

#### **14.1.2 Recommended Evacuation**

A Controlling Agency may issue advice to a community that the Incident Controller believes that evacuation is provides the best option to mitigate the risk to life from the effects of an emergency on the community concerned. A recommendation to evacuate may be associated with a DFES issued Watch and Act or Emergency warning.

#### **14.1.3 Directed Evacuation**

A Controlling Agency may issue a direction for members of a community to evacuate where it is believed that there is an imminent and real threat to life should they remain in the area affected or likely to be affected by the incident. Community members so directed to evacuate are legally obliged to comply with that direction. A direction to evacuate may be associated with a DFES issued Watch and Act or Emergency warning. Such an evacuation could be generally expected to only be required in

response to a major incident where it is believed that a directed or compulsory evacuation is necessary to protect lives and where the controlling agency obtains the relevant legislative approvals to enact such powers.

#### 14.2 Vulnerable/At Risk Person Groups

Throughout the Shire of Mundaring there are a number of facilities or properties where vulnerable or at risk persons reside on or occupy or are cared for on a daily or permanent basis. Such persons/groups may have difficulty either receiving or responding to emergency warnings. Details of Vulnerable/At Risk Person Groups is contained within **Appendix 1**.

Please note that Appendix 1 does not contain details of individual Vulnerable or At Risk persons that may live alone or with others such as within a family group. Such Vulnerable or at Risk persons or their family or carers (if applicable) should consider the most appropriate means of evacuation in the event of an emergency as part of their respective household emergency plans.

#### 14.3 Decision to Evacuate

Incident Controllers must consider the risks associated with the conduct of any evacuation and be aware that, under some circumstances, sheltering in location may provide greater levels of safety for the population.

Consideration must be given to:

- The scale and nature of the emergency situation incident
- Whether the incident has the potential to escalate either due to the general scale and nature of the incident or due to changing weather conditions that may impact at a later time
- Whether lives are at risk or likely to be at risk
- Time available to conduct evacuation safely
- Safety of persons conducting the evacuation
- LEMA and other plans in place to support evacuation
- Safer alternatives (protect/shelter in place)
- Identification of safest corridors for egress
- Communication resources
- Number, demographics and capability of people to be evacuated
- Method/s of evacuation including transport requirements

- Legislative provisions
- Management of domestic pets/companion animals

An Operational Evacuation Plan template is provided, (**Appendix 2**) that may be used in planning for an impending evacuation or to assist as a checklist for urgent actions to be taken during an immediate evacuation.

Where a Watch and Act or Emergency Warning has been issued or at other times subject to consultation involving the Controlling Agency, Incident Controller, The Shire of Mundaring Liaison Officer and a CPFS representative an evacuation centre will be established. The decision making process in relation to choice of a specific evacuation centre must be informed by the points listed in 14.3 (above).

The location of the evacuation centre must be included within DFES Alerts, 720 ABC Radio warnings and through SOM established communication channels.

Note: The evacuation centre may initially be opened/established by SOM Officers with CPFS officers on standby pending the arrival of a significant number of evacuees at the centre.

Depending on the time of day of the emergency situation residents may be away from their house (eg at work) and may attempt to return to their homes and be unable to do so due to road blocks or the mobilisation of a directed evacuation. Such people can also be considered to be evacuees.

#### 14.4 Five Stages of Evacuation

- 14.4.1 Decision to Evacuate**
- 14.4.2 Warning/Communication**
- 14.4.3 Withdrawal**
- 14.4.4 Shelter**
- 14.4.5 Return**

Detail on the above five stages of evacuation is as follows:

- 14.4.1 Decision to Evacuate  
During the decision making stage consideration must be given to special needs or vulnerable groups within the emergency area, including but not limited to schools, aged car facilities, facilities for people with disabilities, child care centre, prisons
- 14.4.2 Warning/Communication  
Where there is no direction to evacuate warning should be timed so as to allow sufficient time for residents to activate their own plans in

relation to whether they have chosen to self-evacuate or to protect/shelter in place.

Where the IC of the controlling agency directs the evacuation of an area the community advice or warning should be broadcast/posted as soon as practicably possible after that direction is made.

When the community is warned/advised of a directed evacuation, the warning/advice should include:

- i) Why there is a need to evacuate
- ii) How much time is available to prepare
- iii) When could they be expected to be able to return
- iv) Location of the evacuation centre and suggested safest routes of travel (to avoid closed roads or roads rendered dangerous by the emergency situation)
- v) Location of registration locations and/or means (if they intend to evacuate to relatives, friends etc not within the emergency area)
- vi) Transport arrangements (if applicable)
- vii) Items that should/should not be brought to the evacuation centre
- viii) That they should organise for care of animals/pets (if possible)

In the event of an evacuation, media liaison will be established by the HMA media and public information officer with the local liaison coordinated by the SOM Media Communications Coordinator.

Bushfire evacuation message templates are provided as per **Appendices 3A and 3B.**

#### 14.4.3 Withdrawal

##### a) Suitable Access/Egress Routes

For both Self/Voluntary Evacuation and/or Directed Evacuation a Traffic Management Plan (TMP) must be developed to establish suitable access/egress routes relative to the expected volume of traffic. The TMP must be structured to best support the location of the Evacuation/Welfare centre established for the incident concerned.

##### b) Self/Voluntary Evacuation

Residents will withdraw of their own volition and by their own means, primarily by use of their own vehicles, a close contact persons vehicle etc. Withdrawal may be to a family location

such as the home of a relative/friend etc or to the declared (as per warnings) Evacuation Centre.

It is the responsibility of WAPOL/The Local Emergency Coordinator to manage traffic issues to facilitate safe and effective movement of traffic.

c) Directed/Compulsory Evacuation

Authorised persons may direct that residents/others evacuate their premises in accordance with an Emergency Situation or State of Emergency. Residents are primarily expected to withdraw by their own means, by use of their own vehicles, a close contact person's vehicle etc. Withdrawal may be to a familiar location such as the home of a relative/friend etc or to the declared (as per warnings) Evacuation Centre.

It is the responsibility of WAPOL/The Local Emergency coordinator to manage traffic issues to facilitate safe and effective movement of traffic.

d) Methods of Transport

The Shire of Mundaring Emergency Roster & Resource Register (updated annually, LEMA Appendix 1) contains a list of bus contacts (school and general)

e) Refusal to Evacuate

The controlling agency is to provide clear direction to representatives of the agency conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.

The controlling agency is to ensure, as far as practicable, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision in that regard.

#### 14.4.4 Shelter

a) Locations of Evacuation/ Welfare Centres

The locations of and details in relation to SOM Evacuation/ Welfare Centres are listed in **Appendix 4** of this document and within the LEMPWS (Appendix 4).

The Specific welfare centre/s will be chosen in relation to the location, nature and expected spread (if applicable) of the emergency situation and generally in relation to the matters listed within 14.2.

For an emergency situation that is a threat/likely threat to the SOM and an adjoining local government area, it may be prudent to arrange for the establishment of a combined or joint welfare centre. The contact details for the employees concerned for the Shire of Kalamunda and the City of Swan are listed in the LEMPWS.

b) Vulnerable Persons

The controlling agency incident controller should arrange for contact to be made as far as practicably possible with vulnerable person groups, facilities including schools (if during school times) to ensure that they have initiated appropriate actions.

c) Security

WAPOL/The LEC is responsible for facilitating:

- The safe and effective evacuation of, and return to the emergency area
- Protecting evacuated properties from persons with criminal intent

14.4.5 Return

The return of evacuee residents to their properties may be at varying times after the emergency situation or incident response phase has been completed or the threat has passed. Properties/dwellings within the area concerned may not have been impacted by the emergency situation and this may be immediately re-occupied. Alternatively properties/dwellings may have been damaged to varying degrees and may require detailed inspection to determine if they are safe and/or generally fit for human habitation.

Considerations in relation to return may therefore be covered within the ambit of the SOM Recovery arrangements and the LRCC.

## **15. EXERCISING AND TESTING OF THE EVACUATION PLAN**

The SOM LEMC conducts an exercise in relation to the LEMA on an annual basis. Such exercises will specifically exercise or test elements of this plan wherever possible.

## **16. REVIEW**

The SOM Emergency Evacuation Arrangements will be reviewed as part of the review of the entire LEMA not less than once every five years.

### APPENDIX 1 - Vulnerable/At Risk Person Groups

<b>Facility Type Name</b>	<b>Address, Phone</b>	<b>No. of Occupants</b>
<b>Childcare Centres</b>		
<b>Aged Care</b>		
<b>Youth Care</b>		
<b>Prisons</b>		
<b>Schools</b>		



<b>Community Kindertens</b>		
<b>Other</b>		

## APPENDIX 2 – Operational Evacuation Plan Template

<p><b>N.B. All aspects of evacuation are the responsibility of the Controlling Agency’s Incident Controller – Another agency/person may assist if requested and appropriate. This MAY include developing an evacuation plan AND/OR undertaking activities in support of the plan. This template can be used to develop a plan or documenting decisions and strategies from another agency where time permits – or as an aide-memoire where action needs to be taken urgently.</b></p>			
This document compiled by:	Name:	Position:	
Time:	Date:	Signature:	
Are details of the evacuation entered on a crisis information management system (e.g. WebEOC)? <i>Please specify?</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Name / Reference			
<b>Situation</b>			
<i>Briefly describe the situation or emergency which has, or may cause, a recommendation to an affected community to evacuate:</i>			
<b>Summary of key risks</b>			
Issue(s)	Likelihood	Consequences	Mitigation Strategy
	low/med/high	low/med/high	
	low/med/high	low/med/high	
<b>Mission</b>			
<i>Briefly describe the Mission in this evacuation or potential evacuation:</i>			
<i>Specified Objectives:</i>			

<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	Local Emergency Coordinator:
Contact Number(s):	Email:
Agency: WA Police	District Emergency Coordinator:
Contact Number(s):	Email:
<b>Evacuation Manager:</b> <i>(Where appointed - this position will generally sit under Operations in the incident management system (e.g. AIIMS))</i>	
Agency:	Name:
Contact Number(s):	Email:
<b>Other:</b>	
<b>Major Facilities</b>	
<b>Location of the Incident Control Centre:</b>	
Name of ICC:	Location:
Contact Number(s):	Email:
<b>Location of the Incident Control Point/Forward Control Centre</b> <i>(if applicable):</i>	

Name of ICP:	Location:
Contact Number(s):	Email:
<b>Location of the Incident Support Group (if activated):</b>	
Name of ISG site:	Location:
Contact Number(s):	Email:
<b>Location of the Operational Area Support Group (if activated):</b>	
Name of OASG site:	Location:
Contact Number(s):	Email:
<b>Location of the Primary Evacuation Centre: (if activated)</b>	
Name of Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
<b>Location of the Secondary Evacuation Centre: (if activated)</b>	
Name of Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
<b>Other</b>	

<b>Decision Phase: that getting people out is best</b>		
<i>The decision to recommend the evacuation of a community is the responsibility of the Controlling Agency's Incident Controller. The decision may be made in consultation with:</i>		
<input type="checkbox"/> Controlling Agency	<input type="checkbox"/> WA Police	
Name(s)	Name(s)	
<input type="checkbox"/> Other Experts		
Name(s)/Agency(ies)	Name(s)/Agency(ies)	
Name(s)/Agency(ies)	Name(s)/Agency(ies)	
Does the person making the decision to recommend evacuation have the legislated authority:	<input type="checkbox"/> Yes <input type="checkbox"/> No/Unknown	
If yes, give details:	If No/Unknown, state reasons:	
<b>Relevant issues</b> to this evacuation/potential evacuation and affecting decision:	Yes	No
Time pressure	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Information source / validity	<input type="checkbox"/>	<input type="checkbox"/>
Competing tasks	<input type="checkbox"/>	<input type="checkbox"/>
Ability / risk to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Safety of community	<input type="checkbox"/>	<input type="checkbox"/>
Safety of vulnerable and other at-risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Staffing (resourcing)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Community preparedness	<input type="checkbox"/>	<input type="checkbox"/>
Communication processes	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient shelter provisions	<input type="checkbox"/>	<input type="checkbox"/>
Safety of emergency responders	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trigger Points</b> - Are there identified trigger points for evacuation to be recommended or commenced? If Yes, specify below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trigger Point	Activity	

<b>Alternatives</b> - By necessity, are there any alternatives to an evacuation:	Yes	No
Shelter in place	<input type="checkbox"/>	<input type="checkbox"/>
Identified community refuge	<input type="checkbox"/>	<input type="checkbox"/>
Private shelter	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Warning Phase: telling people of the need to go</b>		
<i>The issuing of a warning/recommendation to those affected by an impending emergency is the responsibility of the Controlling Agency's Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.</i>		
<b>Actual messaging to contain the following information:</b>	Yes	No
Identification of the HMA/Controlling Agency	<input type="checkbox"/>	<input type="checkbox"/>
Location of area affected	<input type="checkbox"/>	<input type="checkbox"/>
Predicted impact time	<input type="checkbox"/>	<input type="checkbox"/>
Predicted severity	<input type="checkbox"/>	<input type="checkbox"/>
How people should respond	<input type="checkbox"/>	<input type="checkbox"/>
Where to get further information	<input type="checkbox"/>	<input type="checkbox"/>
If you answered No to any of the above, please enter reason(s):		
<b>Other information to include</b> (if appropriate):	Yes	No
Instructions for vulnerable and other at-risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary issues, such as domestic pets, medications, identification	<input type="checkbox"/>	<input type="checkbox"/>
Limitations on possession. e.g. oversize items, livestock	<input type="checkbox"/>	<input type="checkbox"/>

Recommended personal items. e.g. toiletries, clothing, baby formula	<input type="checkbox"/>	<input type="checkbox"/>
Recommended transport routes and/or transport options	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated areas (assurance patrols or similar if safe to do so)	<input type="checkbox"/>	<input type="checkbox"/>
Advice on utilities and air conditioning. e.g. switch off gas, electricity	<input type="checkbox"/>	<input type="checkbox"/>
Advise to inform relatives / friends on your intentions / destination	<input type="checkbox"/>	<input type="checkbox"/>
Information about 'Register. Find. Reunite' system	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Methods available to facilitate public warnings</b> (consider resources, specialist support and emergency responder safety):	Yes	No
Media (television)	<input type="checkbox"/>	<input type="checkbox"/>
Media (radio)	<input type="checkbox"/>	<input type="checkbox"/>
Telephone contact	<input type="checkbox"/>	<input type="checkbox"/>
Short Message Service (SMS)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Alert	<input type="checkbox"/>	<input type="checkbox"/>
Standard Emergency Warning Signal	<input type="checkbox"/>	<input type="checkbox"/>
Door knocks	<input type="checkbox"/>	<input type="checkbox"/>
Verbal messages	<input type="checkbox"/>	<input type="checkbox"/>
Community meetings	<input type="checkbox"/>	<input type="checkbox"/>
Sirens	<input type="checkbox"/>	<input type="checkbox"/>
Public address systems	<input type="checkbox"/>	<input type="checkbox"/>
Agency websites	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
Social networking sites	<input type="checkbox"/>	<input type="checkbox"/>
Print material	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Withdrawal Phase: getting people out</b>		
<i>The responsibility for evacuating a community remains with the Controlling Agency's Incident Controller. The Incident Controller may request assistance with specific activities as part of their</i>		

*(documented) evacuation strategy or the development/execution of an evacuation strategy may be delegated by agreement. Where this plan is completed by another agency, appointment of an Evacuation Manager from that agency is recommended and the resultant evacuation strategy should be endorsed by the Incident Controller where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.*

<b>Key components of an evacuation strategy to consider:</b>	Yes	No
Does a plan already exist for all or part of the affected area?	<input type="checkbox"/>	<input type="checkbox"/>
Sectorising of the affected area and phased evacuation activity	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable at other at risk	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of assembly areas if required	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation centre(s) identified (with CPFS – welfare support)	<input type="checkbox"/>	<input type="checkbox"/>
Forecast need for registration and reunification	<input type="checkbox"/>	<input type="checkbox"/>
Identify transport options	<input type="checkbox"/>	<input type="checkbox"/>
Develop traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Multi agency communications arrangements / plan	<input type="checkbox"/>	<input type="checkbox"/>
Any use of flagging of evacuated properties	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated area	<input type="checkbox"/>	<input type="checkbox"/>
Actions on persons declining to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Other considerations (not identified)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outline of evacuation strategy</b>		
<i>Does a plan already exist:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sectorise / Phase the affected area if appropriate:</i>		
<i>Vulnerable and other at risk persons (aged, CALD, children, walking wounded, people with disability, etc.):</i>		
<i>Consider assembly areas, if required:</i>		



<i>Evacuation centre(s) identified (CPFS to coordinate welfare support on request):</i>
<i>Forecast need for registration and reunification ( Register, Find, Reunite):</i>
<i>Identify transport options (including by land, sea or air, as applicable):</i>
<i>Develop traffic management plan (consider ingress and egress routes, sole use of route for evacuees/emergency responders, welfare/first aid enroute as applicable, etc):</i>
<i>Identify multi agency communications arrangements/plan:</i>
<i>Flagging of evacuated properties (any scheme in place for flagging by residents or responders):</i>
<i>Security of evacuated area:</i>
<i>Actions on persons declining to evacuate (e.g. possibility of registration/list of premises). Note: Unaccompanied children should be evacuated to CPFS centre.</i>
<i>Other considerations:</i>
<b>Shelter Phase: where people can go and providing support</b>
<i>The Controlling Agency's Incident Controller is responsible for ensuring evacuated persons are appropriately provided for. Identification of a suitable evacuation centre and coordination of community welfare is supported by the Department for Child Protection and Family Support on request. Where this plan has been delegated, confirm whether CPFS have been activated by the Controlling Agency or this is a task requested as part of the delegation of</i>

*the planning. In addition, if facilities are required that will accept animals, Local Government should be able to provide advice.*

<b>Considerations of evacuation centre:</b>	Yes	No
Safe location	<input type="checkbox"/>	<input type="checkbox"/>
Effective shelter from elements	<input type="checkbox"/>	<input type="checkbox"/>
Toilets / Showers	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for people with disabilities (access, eating, toileting, transferring, bathing and dressing).	<input type="checkbox"/>	<input type="checkbox"/>
Heating / Cooling	<input type="checkbox"/>	<input type="checkbox"/>
Private areas / space	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen (food / water / dining)	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping areas	<input type="checkbox"/>	<input type="checkbox"/>
Car parking	<input type="checkbox"/>	<input type="checkbox"/>
Registration facilities	<input type="checkbox"/>	<input type="checkbox"/>
Re-union location	<input type="checkbox"/>	<input type="checkbox"/>
General information / updates	<input type="checkbox"/>	<input type="checkbox"/>
Financial assistance	<input type="checkbox"/>	<input type="checkbox"/>
Insurance enquiries	<input type="checkbox"/>	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	<input type="checkbox"/>
First aid	<input type="checkbox"/>	<input type="checkbox"/>
Legal services	<input type="checkbox"/>	<input type="checkbox"/>
Child minding / personal support	<input type="checkbox"/>	<input type="checkbox"/>
Interpreters	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning / rubbish removal	<input type="checkbox"/>	<input type="checkbox"/>
General security	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have the following actions been taken:</b>	Yes	No
Registration and reunification process (Register, Find, Reunite) access requested / delivered - CPFS	<input type="checkbox"/>	<input type="checkbox"/>

Welfare response requested (through CPFS)	<input type="checkbox"/>	<input type="checkbox"/>
Other resources are in position to commence registration of evacuees (pre Red Cross attendance)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommended Appendices:</b>	Yes	No
Incident Management Team (IMT) contact list	<input type="checkbox"/>	<input type="checkbox"/>
Residents contact list	<input type="checkbox"/>	<input type="checkbox"/>
Record of warning messages (date / time / method)	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment matrix	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>
Record of advice provided to affected areas / persons	<input type="checkbox"/>	<input type="checkbox"/>
List of vulnerable and other at risk people / locations	<input type="checkbox"/>	<input type="checkbox"/>
<b>Return Phase: allowing people back and supporting their return</b>		
<i>The decision to allow a community to return and planning for this phase is the responsibility of the Controlling Agency's Incident Controller, along with providing accurate and timely information to the displaced community. Where other agencies are assisting, it is important that this is confirmed and decisions swiftly disseminated to relevant personnel.</i>		
<b>Key considerations:</b>	Yes	No
The affected area being declared safe	<input type="checkbox"/>	<input type="checkbox"/>
Crime scene preservation	<input type="checkbox"/>	<input type="checkbox"/>
Availability of health and welfare services and support mechanisms	<input type="checkbox"/>	<input type="checkbox"/>
Availability of services and utilities (gas, electricity, roads)	<input type="checkbox"/>	<input type="checkbox"/>
Evacuees' psychological and physical health	<input type="checkbox"/>	<input type="checkbox"/>
Transport for people with a disability or other special needs	<input type="checkbox"/>	<input type="checkbox"/>
Economic factors involved in the return of evacuees	<input type="checkbox"/>	<input type="checkbox"/>
Possible need for a phased return / traffic management / permit system	<input type="checkbox"/>	<input type="checkbox"/>
Local Recovery Coordinator / Coordinating Committee included in planning	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Informing other stakeholders of the decision:</b>	Yes	No
Community representatives	<input type="checkbox"/>	<input type="checkbox"/>

Department for Child Protection and Family Support	<input type="checkbox"/>	<input type="checkbox"/>
Department of Agriculture and Food WA	<input type="checkbox"/>	<input type="checkbox"/>
Department of Fire and Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>
Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Department of Parks and Wildlife	<input type="checkbox"/>	<input type="checkbox"/>
Department of Environment Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Department of Mines and Petroleum	<input type="checkbox"/>	<input type="checkbox"/>
Department of Transport	<input type="checkbox"/>	<input type="checkbox"/>
Local Government	<input type="checkbox"/>	<input type="checkbox"/>
Main Roads WA	<input type="checkbox"/>	<input type="checkbox"/>
Utility Companies	<input type="checkbox"/>	<input type="checkbox"/>
Water Authorities	<input type="checkbox"/>	<input type="checkbox"/>
WA Police	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Verification of Return Process - The decision to allow return is:</b>		
Authorised by:	<i>(name/title)</i>	at hours on <i>(time)</i>
		<i>(date)</i>
Organisation:		
<b>ADMINISTRATION &amp; LOGISTICS</b>		
Communications		
Safety		
Records Management		
Transport		

Equipment	
Medical	
Meals	
<i>Other (specify):</i>	
<i>Other (specify):</i>	
<i>Other (specify):</i>	
<i>Other (specify):</i>	

## APPENDIX 3A - Bushfire Evacuation Message Template

### *Bushfire Evacuation Message*

- A bushfire [EMERGENCY WARNING/WATCH AND ACT] has been issued for people at [address] due to a bushfire.
- 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 Parks and Wildlife/Department of Fire and Emergency Services] under the [Bush Fires Act/Fire Brigades Act/Emergency Management Act] [recommend/direct] you and your family to leave immediately.
- This will be the only doorknock warning. There is a threat to lives and hoes. You need to act immediately. Your best chance for survival is to leave now.
- You should leave via [directions]
- The Department of Child Protection and Family Support has an evacuation centre at [place]. If you have animals, the Local Government 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 or friends who live away from te area (ie if no evacuation centre set up).

**Note – unaccompanied children without direct parental or responsible adult supervision should be evacuated into the care of Department for Child Protection and Family Support at the evacuation centre.**

- If you need help 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 on the way out safely? If not, tell us.

Today's Fire Danger Rating is [severe/extreme/catastrophic] which means it may not be possible to actively defend your home.

Incident Controller

WA Police

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Time \_\_\_\_\_

## APPENDIX 3B - Bushfire Evacuation Information

*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, including important papers, medications and personal supplies.
- **Road blocks and other controls are in place and once you leave it is unlikely that you will be allowed to return home under any circumstance.**
- 

*If you disregard this recommendation or direction and **stay**:*

- You may be committing an offence.
- 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 ie. Enclosed eaves, covers over external air conditioners, metal flyscreens. It is too late to do it now.
- You will need to be self-sufficient if you are planning to actively defend your property. You cannot rely on fire fighters 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 die in a bushfire from 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 likely that you will not 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 a petrol or diesel fire fighting pump in order to have a 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 (eg. 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 burnt. 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.

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



## APPENDIX 4 - Evacuation Centres

Note:

- **Brown Park is the Shire of Mundaring primary evacuation centre.** The other locations listed below may be utilised in relation to incidents of a low level or for other welfare and recovery purposes such as one stop shop locations or for temporary post incident administration or coordination facilities for agencies such as lifeline organisations.
- Mount Helena Recreation Centre is a shared facility between the Shire of Mundaring and Eastern Hills Senior High School and thus is not suitable for use as an evacuation or welfare centre during school terms.

Name	Capacity (persons)	Address	UBD reference	Contact
Brown Park Community Centre	730	Cnr Salisbury Rd & Amherst Rd, SWAN VIEW	233 G15	<b>Adrian Dyson</b> 0427 010 390  OR  <b>Duty Ranger (Via Insight)</b> 9290 6666
Darlington Hall	250	Owen Rd, DARLINGTON	254 A12	
Glen Forrest Hall	200	Cnr Marnie Rd & Statham St, GLEN FORREST	254 L7	
Parkerville Hall	200	Cnr Seaborne St & Riley Rd, PARKERVILLE	235 K11	
Parkerville Recreation Pavilion	110	Cnr Seaborne St & Redfern St, PARKERVILLE	255 K1	
Mundaring Recreation Pavilion	263	Mundaring Weir Rd, MUNDARING	256 G9	
Mt Helena Recreation Centre	690	Keane St East, MT HELENA	237 L9	
Chidlow Recreation Pavilion	110	Old Northam Rd, CHIDLOW	238 P3	
Chidlow Hall	110	Old Norham Rd, CHIDLOW	238 P3	
Wooroloo Hall	150	Government Rd, WOOROLOO	200 A9	