



**BUNBURY EMERGENCY MANAGEMENT ARRANGEMENTS**

## **BUNBURY EMERGENCY EVACUATION PLAN (BEEP)**

## INTRODUCTION

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As a result of a hazard impact, evacuation of effected people may need to be considered. This may involve a complex operation that has the potential to place evacuees at risk during the evacuation. It also has the propensity to destabilise a community and involve extensive welfare arrangements.

Through careful planning and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimized.

The Local Welfare Emergency Management Support Plan (LWEMSP) is integral for the ongoing care and reception of evacuees and is to be read in conjunction with these arrangements. The LWEMSP has being developed by the Department for Child Protection for the City of Bunbury using local and regional facilities and organisations.

The Aged Care Emergency Evacuation and Reception Plan is an important sub-plan to this evacuation plan and is to be read in conjunction with this plan.

The BEEP will adopt the 5 stages of evacuation:

1. Decision to evacuate
2. Warning
3. Withdrawal
4. Shelter
5. Return

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## DISTRIBUTION LIST

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COB COMMUNITY LAW AND SAFETY	2
COB COMMUNICATIONS OFFICER	1
DEPARTMENT FOR CHILD PROTECTION	1
WA POLICE BUNBURY DISTRICT	1
WA POLICE SW DISTRICT OFFICE	1
FESA SW DISTRICT OFFICE + (BFS, FRS, SES, CEMO)	5
FESA EMWA (Perth)	1
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DEPARTMENT OF TRANSPORT	1
ST JOHN AMBULANCE	1
HOMESWEST	1
SOUTH WEST HEALTH CAMPUS	2
AUSTRALIAN RED CROSS	1
SALVATION ARMY	1
DISABILITY SERVICES COMMISSION	1
POPULATION HEALTH	1
BUNBURY DISTRICTS EDUCATION OFFICE (DEET)	1

## AMENDMENT RECORD

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*Proposals for the amendment or addition to these arrangements should be forwarded to the  
Executive Officer of the*

### **Bunbury Local Emergency Management Committee**

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY INITIALS/DATE
NO.	DATE		
	<b>2006</b>	<b>First Issue</b>	L R Winter
<b>1</b>	Feb.2008	Attachment from DEMC Information template. Evacuation actions.	
<b>2</b>	May 2009	Review formatting	P Nolan
<b>3</b>	April 2011	Review and format	L R Winter

## **DEFINITIONS**

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<b>BEMA</b>	<b>Bunbury Emergency Management Arrangements</b>
<b>BEEP</b>	<b>Bunbury Emergency Evacuation Plan</b>
<b>BERMP</b>	<b>Bunbury Emergency Risk Management Plan</b>
<b>BOM</b>	<b>Bureau of Meteorology</b>
<b>COB</b>	<b>City of Bunbury</b>
<b>DCP</b>	<b>Department for Child Protection</b>
<b>HMA</b>	<b>Hazard Management Agency</b>
<b>CA</b>	<b>Controlling Agency</b>
<b>IC</b>	<b>Incident Controller</b>
<b>ISG</b>	<b>Incident Support Group</b>
<b>LEMC</b>	<b>Local Emergency Management Committee</b>
<b>LEC</b>	<b>Local Emergency Coordinator</b>
<b>LGA</b>	<b>Local Government Authority</b>
<b>LWEMSP</b>	<b>Local Welfare Emergency Management Support Plan</b>
<b>Police</b>	<b>WA Police Bunbury District</b>
<b>RC</b>	<b>Recovery Coordinator</b>

## **1. AUTHORITY**

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The Emergency Management Act (2005) gives authority for emergency management arrangements to be developed by LEMC's in LGA areas. Evacuation can be effected under section 41 of the Emergency Management Act 2005. The Bunbury Emergency Evacuation Plan has been prepared in line with SEMC Policy 4.7 - Community Evacuation.

The Bunbury Emergency Evacuation Plan (BEEP) been prepared and endorsed by the Bunbury Local Emergency Management Committee (LEMC) and the City of Bunbury. They form a sub-plan of the Bunbury Emergency Management Arrangements (BEMA). They have been tabled for information and comment by the South West District Emergency Management Committee (DEMC).

## **2. SCOPE**

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Scope of this plan will take into account the guidelines and considerations for emergency evacuation at the community level with consideration to SEMC Policy 4.7 Community Evacuation.

These guidelines and considerations relate to both peacetime and hostility related emergencies. It applies to the circumstances where there may be a need to partially or totally evacuate the areas of population in the City of Bunbury.

This plan is not intended for use in site specific evacuations which are addressed under O H & S guidelines and are a part of that particular organisation.

The plan will incorporate:

- activation mechanisms;
- responsibilities and tasks;
- recovery services;
- resourcing arrangements; and
- management structures and processes.

The geographical area covered by this plan shall be the City of Bunbury municipal boundaries, however, regional support will be an integral concept to the plan.

## **3. TITLE**

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The title of these arrangements is the Bunbury Emergency Evacuation Plan (BEEP)

## **4. AIM**

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

## **5. PURPOSE**

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The purpose of this document is not to develop plans for every evacuation scenario but to provide assistance to Controlling Agency's (CA) and/or Local Emergency Coordinator (LEC) to rapidly develop an effective evacuation plan to cover a particular approaching threat.

Checklists provided are suggested considerations and are by no means all encompassing and may be expanded depending on the particular scenario.

Effectiveness of this plan centers on :

- Up to date information on the LWEMSP.
- Effective links with the media and community warning systems
- Community preparedness
- Knowledge and skills developed in conjunction with this plan for those responsible for implementing evacuations.
- Up to date resource list pertinent to evacuation requirements found in the LWEMSP and BEMA contact and resources directory.

## **6. RISK ASSESSMENT**

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Bunbury Emergency Risk Management Plan (BERMP) identifies the two prime areas for evacuation being flood and fire. However a range of situations could present that may involve the need to evacuate persons from an area of impending danger. Some examples of these may be severe weather, hazardous materials incident, terrorist or civil disturbance.



## **7. THE EVACUATION PLANNING SUB COMMITTEE**

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The following (LEMC) members will be members of the Evacuation Planning Sub-Committee and as such their endorsement and input is required in this plan's establishment:

Chairman Bunbury LEMC  
Executive Officer Bunbury LEMC  
OIC Bunbury Police District  
Fire and Rescue Service LEMC Representative  
Bunbury Unit SES LEMC Representative  
Department for Child Protection LEMC Representative  
St. John Ambulance Area Manager LEMC Representative

## **8. INTERFACE WITH OTHER PLANS**

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The BEEP is a sub-plan of the BEMA and as such should not be viewed in isolation. Other Plans integral to the success of evacuation are the Bunbury Aged Care Emergency Evacuation and Reception Plan and the LWEMSP submitted by the DCP. The Bunbury Emergency Health Plan also forms a basis of assistance and may be enacted in conjunction with evacuation.

## **9. ROLES & RESPONSIBILITIES**

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Organisations have accepted responsibilities under the Bunbury Emergency Management Arrangements (BEMA). These roles may be enacted by the CA of the event .

## **10. THE FIVE STAGES OF EVACUATION**

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***10.1 DECISION TO EVACUATE***

***10.2 WARNING***

***10.3 WITHDRAWAL***

***10.4 SHELTER***

***10.5 RETURN***

## 10.1. DECISION TO EVACUATE

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Planners 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.

The type of evacuation and the methods by which it is affected is dependent on a range of factors including

- the nature of the hazard,
- community needs and expectations,
- and the available resources and infrastructure.

### **Voluntary Evacuation:**

A community or any part of that community may elect to self-evacuate acting on information or advice received through the media or other sources including relevant warning authorities e.g. Bureau of Meteorology (BOM) Flood Warning Centre or on advice from the Incident Controller (IC) of the CA or Local Emergency Coordinator (LEC) or the State Alert system.

The CA IC would advise residents to self-evacuate as a result of information received or as a result of consultation with informed specialists from relevant advisory authorities. This type of evacuation is not reliant upon a Emergency Situation Declaration Section 50 of the Emergency Management Act 2005 but is supplied as a general precautionary public warning to provide a threatened community with sufficient time to evacuate safely and thus negating the need for a compulsory evacuation at a later time when the movement of people may be more hazardous. In effect a self-evacuation is carried out pre-impact whilst conditions and time are favourable.

### **Compulsory Evacuation :**

A compulsory evacuation occurs when the CA IC acting on the best possible information and advice from relevant warning agencies, and in consultation with major stakeholders **declares Emergency Situation Declaration pursuant to Section 50 of the EM Act 2005.**

This **Emergency Situation Declaration** provides extra-ordinary powers to **authorised officers (Section 61 EM Act) under Section 67 of the EM Act** including the power to evacuate

, exclude and remove persons who do not comply with a direction to evacuate.

### **10.1.1 ACTION PLAN**

<b>NO</b>	<b>ORGANISATION/OFFICER</b>	<b>ACTION</b>
1.	Event CA IC	Consults with HMA's LEC and Combat Agencies requirement to evacuate  Identifies area/s to be evacuated  Determines if evacuation is to be Voluntary or Compulsory
2	Event CA IC	Alerts Department for Child Protection and seeks details for activation of Emergency Evacuation Centre/s
3	Event CA IC	Prepares warning messages content and advice
4	Media Officer (CA)	Releases prepared messages to media

***WARNING MESSAGE AS PER ATTACHMENT 7 or 8***

***Refer to Appendix 1 for Decision To Evacuate Checklist***

## 10.2 WARNINGS

All warnings should be timed so as to allow ample time for residents to evacuate from impending danger. The lead-time should include planning time, warning time, reaction time and travel time for the evacuees.

When the public are warned that they must evacuate, they should be advised:

- (i) Why there is a need to evacuate;
- (ii) How much time they have;
- (iii) How long they can be expected to be away;
- (iv) Location of the welfare evacuation centre and which way they must travel;
- (v) Check points for registration
- (vi) Transport pick-up locations;
- (vii) How to obtain transport if required;
- (viii) Whether there are any restrictions on what belongings they can take;
- (ix) Bring any medications needed with them, and if time personal documents
- (x) Organise for care of animals and pets

### 10.2.1 ACTION PLAN

NO	ORGANISATION/OFFICER	ACTION
1.	Event CA IC	Issues warnings by ABC Radio FM Radio Local Broadcast House to house calls
2	Event CA IC	Determines evacuation routes
3	Event CA IC	Arranges transport where required
4	Event CA IC	Determines Emergency Evacuation Centres in consultation with DCP and Police
5	Event CA IC	Determines status of Evacuation (Voluntary or Compulsory)
6	Event CA IC	Prepares traffic control and security measures
7	Event CA IC	Advices STAND BY TO EVACUATE

**Note :**

During this phase it should be determined what the requirements are, to relocate sick, immobile or vulnerable people. The aim and objectives of the warning phase is for timely warnings, accurate warnings and evaluation of the warnings received. (For additional information refer Bunbury Aged Care Evacuation & Reception Plan)

**Media Information:**

**In the event of an evacuation, media liaison will be established by the CA Media and Public Information Officer. The CA may seek assistance with media information/ liaison from the COB Communications Officer. Sample media releases are provided in Appendix 7 & 8.**

***Refer to Appendix 2 Warnings Checklist***

## **10.3. WITHDRAWAL**

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### 10.3.1 VOLUNTARY EVACUATION

By private transport or provided transport (if private not available) to safe havens (as determined by evacuees) or to applicable evacuation sites (centres) as determined by the CA IC in conjunction with DCP LWEMSP.

Police personnel will endeavour to occupy strategic points on traffic routes to facilitate a safe and effective movement of traffic.

### 10.3.2 COMPULSORY EVACUATION

Persons residing within the City may be required to evacuate their premises at any time for any reason on order from Authorised Officers acting in accordance with a Emergency Situation Declaration.

Police personnel will occupy strategic points on traffic routes to facilitate a safe and effective movement of traffic.

### 10.3.3 METHODS OF TRANSPORT

1. Private Vehicles
2. Buses

See **Appendix 6** for Transport Resource Register and Contacts and Recourses Directory

**10.3.4 ACTION PLAN**

NO	ORGANISATION/OFFICER	ACTION
1.	Event CA IC	Issues warnings by ABC Radio FM Radio Local Broadcast House to house calls
2	Event CA IC	Determines evacuation routes
3	Event CA IC	Designates Emergency Evacuation Centres
4	Event CA IC	Advises to seek accommodation with family and friends or move to Emergency Evacuation Centre located at: .....
5	Event CA IC	Advises status of Evacuation (Voluntary or Compulsory)
6	Event CA IC	Advises transport arrangements for special needs cases
7	Event CA IC	EVACUATE NOW ADVISED
8	Event CA IC	Implements traffic control and security measures
9	Event CA IC	Erects Traffic Control Signs and secures area to prevent entry of unauthorized persons

**Refer to Appendix 3 for Withdrawal Checklist**

## 10.4. SHELTER

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*A list of Local Welfare Centres is documented in the LWEMSP.*

### 10.4.1 MOVE TO CHECK POINTS:

The public should be directed to check points to determine:

- (i) If they require accommodation;
- (ii) If they require transport to be relocated;
- (iii) If they need to be registered at that point;
- (iv) If they need any special needs.

At the check point, registration of those who are leaving the area by their own means and do not require accommodation may be carried out by designated evacuation emergency service personnel with advice and guidance from DCP.

To save time, registration of those people being given assistance with accommodation and/or transport can be conducted at their destination.

### 10.4.2 RELOCATION:

More than likely there will be a requirement to provide transport for some of the people to be relocated. This is particularly so with special needs persons.

Locations of where people would be accommodated will be indicated in the LWEMSP.

### 10.4.3 SECURITY

Provided that it is safe to do so, the Police will facilitate the security of the evacuated area to ensure:

- (i) Everyone had been evacuated; and
- (ii) Protect properties from persons with criminal intent

### **10.4.4 ACTION PLAN**

NO	ORGANISATION/OFFICER	ACTION
1	Under direction from Event CA IC	Arrange special transport to Evacuation Centres
2	Department for Child Protection	Arrange Registration of evacuees
3	Department for Child Protection	Arrange food & clothing for evacuees
4	Department for Child Protection	Provide ongoing contact and phone number for one stop shop
5	Department for Child Protection	Advise location, operations and contact for one stop shop in conjunction with COB RC



Refer to the LWEMSP compiled by the Department for Child Protection for information on evacuated persons evacuation centres, welfare arrangements and actions

*Refer to Appendix 4 for Shelter Checklist*

## **10.5. RETURN**

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The CA in consultation with the Recovery Committee and taking into account safety and habitability will determine return to premises.

Return will take place following the threat passing without impact or once services/infrastructure is returned to a safe state.

Timings of return to premises will be determined by the CA in consultation with the Recovery Committee and specialist advice.

**Police will occupy strategic locations to facilitate a safe and effective return to premises.**

### **10.5.1 ACTION PLAN- RETURN**

<b>NO</b>	<b>ORGANISATION/OFFICER</b>	<b>ACTION</b>
1	Event CA IC	Conducts assessment of affected area and determines if safe to return
2	Event CA IC	Meets with Recovery Coordinator to determine immediate recovery activities required to ensure safe return is possible
3	Event CA IC	Authorises removal of barriers and manages traffic control activities
4	Event CA IC	Inform evacuees at the local welfare evac. Centre residents can return to their homes, including and safety warnings. Issues advice by ABC Radio, FM Radio, local broadcast that residents may return to their homes. Includes safety warnings Advises location and contact for one stop shop

*Refer to Appendix 5 for Return Checklist*

## **11. ACTIVATION OF EMERGENCY EVACUATION**

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The Emergency Management Act 2005, Part 4, Division 1, dealing with Emergency Situation Declaration states:

Section 50 (2) (b) that there is a need to exercise powers under Part 6 (Emergency Powers) to prevent or minimize:

- (i) loss of life, prejudice to the safety, or harm to the health, of persons or animals.

The CA IC on deeming it necessary and appropriate for the safety of persons about to be adversely affected in the emergency area will order evacuation.

## **12. EXERCISING AND TESTING OF BEEP**

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The BEEP could be part of the annual exercising of BEMA in conjunction with other plans and arrangements. All agencies involved in the execution of this plan must be familiar with their roles and responsibilities.

## **13. REVIEW**

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The BEEP will be reviewed annually as part of the overall annual review of the BEMA. The Evacuation Planning Sub-Committee shall be consulted and opinions sought in reviewing these plans.

**APPENDIX 1.**

***DECISION TO EVACUATE CONSIDERATIONS***

Considerations	Actions	OK/ date
What is the threat?		
Who has the authority to make the decision and have legal ramifications been considered?		
How many people may be required to evacuate and from what areas/suburbs?		
What will the impact be to business/tourism?		
What is the risk to the evacuees during movement?		
Do evacuated people require staging/assembly areas?		
What transport resources and routes are available to move the evacuees?		
How will the evacuated area be secured?		
What is the state of readiness or preparedness in the community for an evacuation?		
What arrangements/policy exists relating to the particular threat		
Is evacuation absolutely necessary or is it safer for people to shelter at home?		
What is the location of the evacuation centre?		
Is there time available to organise and safely carry out the evacuation?		
What are the risks to the people with special needs while carrying out the evacuation		
What are the risks to the emergency responders while carrying out the evacuation		
Do all evacuees require shelter?		
What resources are required and are there sufficient to carry out the evacuation in a safe and timely manner?		

**WARNING CONSIDERATIONS CHECKLIST**

Considerations	Actions	OK/ Date
Is this a voluntary or compulsory evacuation?		
Who authorises the issue of a warning and who authorises the content?		
What media sources or other methods will be used to inform the public and do you have current contacts?		
What resources/personnel are needed for an effective warning – door knock?		
Who is responsible for sending the message and activating the warning system?		
Which special needs groups will need to be warned and who is responsible for the warning?		
Where can interpreters be found if needed?		
How many persons to be warned?		
What transport is available for those without, and where can they obtain it?		
What access/egress routes are they to use/follow?		
What are the arrangements for pets/other animals?		
What instructions for home and personal property? Consider: not to use phones, turn off gas/electricity, secure property		
What are they to take/not take? Consider: vehicles, wallets/purse (for ID), mobile phone & charger, pets, clothing, blankets, small amount of food, medication/medical supplies, personal documents, radio. Refer to Animal Emergency Plan for management of evacuee pets.		

**WITHDRAWAL CONSIDERATIONS CHECKLIST**

Considerations	Actions	OK/ Date
Who is to control/coordinate the withdrawal stage?		
What public information has/will been given on the evacuation and the welfare centres		
What resources are available/required? Consider: PA Systems, transport including ambulances/ motor/trucks/buses/aircraft, interpreters.		
What access/egress routes are to be used		
Can the routes be properly controlled and are they clearly defined?		
Can the routes be properly controlled and are they clearly defined?		
Do you intend registering all those leaving? Who will do this registration?		
Can breakdowns and other blockages along the route be quickly cleared?		
Who is responsible for assisting with any special needs groups?		
What checks are to be made on premises to ensure all persons have evacuated?		
Has security for the evacuated area been arranged?		
What arrangements have been made for pets/other animals left behind?		
Can vehicle parking at Assembly Areas/Evacuation Centres be controlled?		
What arrangements for the National Registration Inquiry System implementation?		

**SHELTER CONSIDERATIONS CHECKLIST**

Considerations	Actions	OK/Date
Is the Local Welfare Centre Register up-to-date?		
Which of those Centres will be opened?		
Can the Centres cope with the expected number of evacuees and if not what are the options?		
Who is to activate/manage/staff the Centre?		
Are those persons likely to be available at short notice?		
How long are the evacuees likely to need to use the Centre?		
What facilities are likely to be needed? Considerations: toilets, cooking, sleeping accommodation, facilities for the very young, aged or disabled, vehicle parking, heating/cooling, medical triage?		
Can families remain together?		
Do some groups need to be separated? Considerations: cultural needs, families with young children, aged or disabled?		
What are the catering and welfare arrangements and can they cope?		
Are foodstuffs/clothing readily available?		
What other services may be required? Considerations: information services, communication with relatives?		
Have relevant welfare agencies been informed of evacuation?		
If evacuees are to be registered at the Centre, who is responsible for activating process		
What will you do with pets and animals that are brought to the Centre?		

**RETURN CONSIDERATIONS CHECKLIST**

Considerations	Actions	OK
Who has the authority to order a return?		
Who controls/co-ordinates the return?		
Will the return be staggered?		
Can the people safely return?		
What transport is available to return the people?		
Are utilities available to support the community?		
Have relevant support/welfare agencies been notified of the order to return?		
Can people return to homes to clean up/assist but then return to Centre/s for food and sleep?		
Has the Welfare Evacuation Centre Coordinator and evacuees at the Centre/s been informed of the return?		

TRANSPORT RESOURCE REGISTER

*Due to confidentiality of personal contact details this section has been removed*



**COMMUNITY AND AGED CARE**

*Due to confidentiality of personal contact details this section has been removed*

<b>EVACUATION INFORMATION GENERAL</b>
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Issued by \_\_\_\_\_

At \_\_\_\_\_ hours on \_\_\_\_\_ (date)

- There is a risk of \_\_\_\_\_ (*insert risk*) affecting the area of \_\_\_\_\_.
  
- People in \_\_\_\_\_ (insert town/community) are warned if present factors remain, it is possible \_\_\_\_\_ (insert risk) could affect your community.
  
- The local evacuation centre is located in \_\_\_\_\_ (insert address). It is recommended you travel via \_\_\_\_\_  
\_\_\_\_\_ (insert directions).
  
- If you are evacuating but will NOT be going to the Evacuation centre please call \_\_\_\_\_ (*insert number*) to register your details/information. This will assist us with queries in regards to your safety and save essential emergency service personnel time.
  
- You can keep up to date with further information by listening to ABC radio (frequency) or calling \_\_\_\_\_ (insert public information line) or visiting \_\_\_\_\_ (insert website).

\_\_\_\_\_  
Approved by Incident Controller

**The templates must be completed in consultation with DCP and WA Police with final endorsement by the CA (through the Incident Controller) prior to dissemination.**

**EVACUATION INFORMATION BUSHFIRE**

**Note: This information is provided to assist with your ongoing safety during this bushfire event. Your right to Prepare, Stay and Defend or Go Early has been considered as we communicate this timely advice**

Issued by \_\_\_\_\_

At \_\_\_\_\_ hours on \_\_\_\_\_ (date)

- There is a risk of \_\_\_\_\_ (*insert risk*) affecting the area of \_\_\_\_\_.
- People in \_\_\_\_\_ (insert town/community) are warned if present factors remain, it is possible \_\_\_\_\_ (insert risk) could affect your community.
- The local evacuation centre is located in \_\_\_\_\_ (insert address). It is recommended you travel via \_\_\_\_\_  
\_\_\_\_\_ (insert directions).
- Now is the time to engage your Stay & Defend or Go early plan / strategy.
- If you are evacuating but will NOT be going to the Evacuation centre please call \_\_\_\_\_ (*insert number*) to register your details/information. This will assist us with queries in regards to your safety and save essential emergency service personnel time.
- You can keep up to date with further information by listening to ABC radio (frequency) or calling \_\_\_\_\_ (insert public information line) or visiting \_\_\_\_\_ (insert website).

\_\_\_\_\_  
Approved by Incident Controller

**The templates must be completed in consultation with DCP and WA Police with final endorsement by the CA (through the Incident Controller) prior to dissemination.**

**COMMUNITY EVACUATION  
ORGANISATIONS AND RESPONSIBILITIES**

Responsibilities in relation to evacuation are summarised in the following table:

<b>EVACUATION FUNCTION</b>	<b>RESPONSIBILITY OF</b>
Advice to the community exposed to the threat regarding evacuation	CA – Incident Manager
Make informed choice as to whether to stay or evacuate if threatened by an emergency	Community members
Order a mandatory evacuation	CA – Hazard Management Officer or an Authorised officer
Conduct of evacuation	As detailed in specific hazard or evacuation plan in consultation with affected community and the DCP WA Police may assist with an evacuation on upon request of the CA
Implementation of communication and warning systems	CA Incident Manager Generally WA Police manage evacuation on behalf of CA
For the decision to warn occupants	CA – Incident Manager
Provide timely advice	CA Incident Manager Generally WA Police manage evacuation on behalf of CA
Decisions relating to the return of evacuees	CA in consultation with the community and relevant EM agencies
Accomplishment of evacuee return	CA in consultation with the affected community and the Department for Child Protection
Management and review of the Policy	Executive Officer SEMC