



Bunbury Local Emergency Management Arrangements

Annex 10

BUNBURY EMERGENCY EVACUATION PLAN

Reviewed March, 2020

0.1 INTRODUCTION

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

This guide is developed to assist with the careful planning of such evacuation arrangements to minimise the risks associated with the evacuation process. In the suite of the City of Bunbury's *Local Emergency Management Arrangements*, this plan is an annexure (*Annex 10*) of those arrangements. The re-development of this plan was guided by the SEMC publication *Western Australia Community Evacuation in Emergencies Guideline*.

The *Local Emergency Management Plan – Provision of Welfare Support* (LEMP-PWS), developed for the City by the Department of Communities, is to be considered in concert with this plan, to ensure the ongoing care and the reception of evacuees, using local and Regional facilities that have been selected and practiced.

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, where the aged are impacted by an emergency.

This plan considers the 5 stages of evacuation:

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

0.2 CONTENTS

Serial	DESCRIPTION	PAGE
	INTRODUCTION	2
	CONTENTS	3
	DISTRIBUTION LIST	4
	AMENDMENT LIST	5
	DEFINITIONS	6
1	AUTHORITY	7
2	SCOPE	7
3	TITLE	7
4	AIM	8
5	PURPOSE	8
6	RISK ASSESSMENT	8
7	THE EVACUATION PLANNING SUB-COMMITTEE	9
8	INTERFACE WITH OTHER PLANS	9
9	ROLES AND RESPONSIBILITIES	9
10.0	THE FIVE STAGES OF EVACUATION	9
10.1	DECISION TO EVACUATE	10
10.2	WARNINGS	12
10.3	WITHDRAWAL	13
10.4	SHELTER	15
10.5	RETURN	16
11	ACTIVATION OF EMERGENCY EVACUATION	17
12	EXERCISING AND TESTING	17
13	REVIEW	17
Annex 1	DECISION TO EVACUATE CHECKLIST	18
Annex 2	WARNING CONSIDERATIONS CHECKLIST	20
Annex 3	WITHDRAWAL CONSIDERATIONS CHECKLIST	22
Annex 4	SHELTER CONSIDERATIONS CHECKLIST	24
Annex 5	RETURN CONSIDERATIONS CHECKLIST	26
Annex 6	TRANSPORT RESOURCE REGISTER	27
Annex 7	EVACUATION MEDIA INFORMATION BUSHFIRE	28
Annex 8	EVACUATION MEDIA	29

0.3 DISTRIBUTION LIST

CoB - Community Law, Safety and Emergency Management	2
CoB - People and Place	1
CoB – Public Relations	1
CoB - Website	1
Department of Communities – Child Protection	1
Department of Communities – Disability Service	1
Department of Communities – Housing	1
WA Police Force – SW Regional Office	1
WA Police Force – OIC Bunbury Station	1
DFES SW Regional Office (Superintendent, DEMA)	3
SEMC Secretariat	1
AQWEST	1
Western Power Corporation	1
Department of Planning, Lands and Heritage – Bunbury Office	1
ST John Ambulance	1
South West Health Campus	2
Australian Red Cross	1
Salvation Army	1
Silver Chain	1
Department of Health - WA Country Health	1
Milligan House	1
Morrissey Homestead	1
Department of Education - Bunbury District Office	1
Community Services – South West	1
Activ Foundation	1
Home and Community Care (HACC)	1
Bethanie Care Group	1

0.4 AMENDMENT RECORD

Proposals for the amendment or addition to these arrangements should be forwarded to the Executive Officer of the Bunbury Local Emergency Management Committee via records@bunbury.wa.gov.au

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NO.	DATE		
	2006	First Issue	L R WINTER
1	Feb.2008	Attachment from DEMC Information template. Evacuation actions.	
2	May 2009	Review Formatting	P NOLAN
3	March, 2020	Review and Update	Chris. WIDMER ESM

0.5 DEFINITIONS

BEMA	Bunbury Emergency Management Arrangements
LEMA - EEP	Local Emergency Management Arrangements - Evacuation Plan
ERM	Bunbury LEMA – Annex 2 - Emergency Risk Management
BoM	Bureau of Meteorology
CoB	City of Bunbury
CA	Control Agency – The agency responsible for managing the emergency.
DFES	Department of Fire and Emergency Services
DoC	Department of Communities
HMA	Hazard Management Agency
IC	Incident Controller
LEMC	Local Emergency Management Committee
LEC	Local Emergency Coordinator
LG	Local Government
LEMP - PWS	Local Emergency Management Plan – Provision of Welfare Support
Police	WA Police Force - Bunbury District
RC	Recovery Coordinator/s

1 AUTHORITY

The *Emergency Management Act (2005)* (the Act) requires that emergency management arrangements are developed by LEMC's, on behalf of Local Governments. Evacuation can be affected under (*section 41*) of the Act. The Bunbury Emergency Evacuation Plan has been prepared in line with SEMC '*Western Australia Community Evacuation in Emergencies Guideline*'.

The Bunbury Emergency Evacuation Plan been prepared and endorsed by the Bunbury Local Emergency Management Committee (LEMC) and the City of Bunbury. They form '*Annex 10*' of the City of Bunbury LEMA. They have been tabled for noting by the South West District Emergency Management Committee (DEMC).

2 SCOPE

Scope of this plan is developed around the context of the greater Bunbury community and recognises the great diversity that exists within that environment.

This plan considers the local community and its environment, including potential emergencies with an 'an all hazards' focus. They apply to the circumstances where there may be a need to partially, or totally evacuate the areas of population, within the City of Bunbury.

This plan is not intended for use in facility-specific evacuations, as these discreet plans are required under OH&S guidelines and are specific to each facility. They are to be developed by each of the facility owner/operators.

The plan will incorporate:

- activation mechanisms and triggers,
- agency responsibilities and tasks,
- recovery services,
- resourcing arrangements, and
- management structures and processes.

The geographic 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

The title of these arrangements is the *Bunbury Emergency Evacuation Plan*, as *Annex 10* of the City of Bunbury LEMA

4 AIM

The aim of this plan is to provide for the coordination of evacuation, reception and recovery of affected individuals, in support of the Controlling Agency, as expediently as possible.

5 PURPOSE

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

The checklists included in this document are provided as suggestions for consideration and are by no means universally applicable. They should be at least considered on each occasion and amended to apply to the specific scenario.

The effectiveness of this plan relies on:

- Effective liaison with the incident HMC/CA,
- Up to date information being maintained within the [LEMP-PWS](#),
- Effective links with the media and community warning systems,
- Contemporary levels of community preparedness,
- Current knowledge and understanding of the contents and processes articulated within this plan, by any of those responsible for implementing evacuations,
- Currency of the LEMA resource list ([LEMA – Annex 5](#) (Contacts and Resources) directory and [Appendix 6](#) within), relevant to the evacuation requirements found in the [LEMP-PWS](#).

6 RISK ASSESSMENT

Bunbury LEMA – [Annex 2 \(Emergency Risk Management Study\)](#) identifies the hierarchy of risks considered to be most likely to impact Bunbury. The five highest risks were identified to be flood, severe storm, bushfire, drought and human pandemic respectively. However, while these then may be considered to be the most likely events, this plan is designed to be flexible enough to be able to be used for an evacuation during any emergency.

7 THE EVACUATION PLANNING SUB COMMITTEE

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

- Chair Bunbury LEMC,
- Executive Officer Bunbury LEMC,
- WA Police Force – Bunbury Station OIC,
- DFES - LEMC Representative,
- DFES SES - Bunbury Unit LEMC Representative,

- Department of Communities - LEMC Representative,
- St. John Ambulance - Area Manager/LEMC Representative.

8 INTERFACE WITH OTHER PLANS

This a sub-plan of the Bunbury LEMA and as such, should not be viewed in isolation. Other Plans relating to evacuation of facilities are the *Bunbury Aged Care Emergency Evacuation and Reception Plan* and the LEMA – *Local Welfare Support*, submitted by the Department of Communities. The *Bunbury Emergency Health Plan* relates to the assistance that may be provided in conjunction with an evacuation.

9. ROLES & RESPONSIBILITIES

Organisations have accepted responsibilities under the Bunbury *Local Emergency Management Arrangements* (LEMA). These roles may be enacted by the CA of the particular emergency.

10. THE FIVE STAGES OF EVACUATION

10.1	DECISION TO EVACUATE STAGE
10.2	THE WARNING STAGE
10.3	THE WITHDRAWAL STAGE
10.4	THE SHELTER STAGE
10.5	THE RETURN STAGE

10.1 DECISION TO EVACUATE

The Controlling Agency Incident Controller (CA-IC) and their planners (if delegated) must consider the risks associated with the conduct of any evacuation and be aware that, under some circumstances, 'sheltering in place' may provide greater levels of safety for the population. Factors considered in the lead-up to any critical decisions with respect to evacuations, should be recorded and maintained. This Plan and the [LEMP-PWS](#) Arrangements, should be made available to the CA-IC for their consideration. Additionally, the City of Bunbury should offer to support the transmission of the CA messaging, via City media networks, including the identification and communications to and from, locally identified vulnerable groups.

10.1.1 TRIGGERS

Triggers to initiate a decision to evacuate should be developed within the CA's Incident Action Plan (IAP). These triggers should permit sufficient time to enable a safe and timely evacuation. They should also include the requirement for effective communications planning, to ensure that any public information would include effective advisory statements on available welfare centres, safest access/egress routes and the like.

10.1.2 ANIMALS

Information on the management of animals should also be included in community information/messaging, as many centres will not accept animals. Experience indicates that many people will not evacuate, if that means leaving their companion animals behind. Evacuation information should include clear advice on whether pets may be brought with evacuees and if not, where to take their pets, livestock and assistance animals.

The type of evacuation and the methods by which it is to be carried out, is dependent on a range of factors including, for example:

- the nature/location of the hazard,
- community needs and expectations,
- available resources and infrastructure,
- available time-frames, etc.

An agency that decides to evacuate persons, will then be responsible for the process to register the location of evacuees and then when the emergency is over, safely repatriate those persons, when it becomes safe to do so. They will also need to keep any evacuees informed on the current situation, including advice on their property's status and timings for return, etc.

10.1.3 VOLUNTARY EVACUATION

A community, or any part of that community, may elect to self-evacuate, acting on information authorised by the Incident Controller of the CA. This may be received through the media or other sources. The IC from the CA needs to ensure that the media is accurate and that affected persons are acting on information that is reliable, readily available and timely. The media used may include the Bureau of Meteorology (BOM), including the Flood Warning Centre, the Local Emergency Coordinator (LEC), the Emergency WA website, or the Emergency Alert telephone warning system, as examples. It is important that the City of Bunbury offers to use its media and systems, to promulgate the Controlling Agency messages and includes groups that locally, it recognises as vulnerable. The City should be prepared to provide this information to the community, but equally, be prepared to receive community messages and provide these to the CA.

The CA IC may advise residents to self-evacuate as a result of information received, or as a result of consultation with informed specialists from any relevant advisory authorities. This type of evacuation is not reliant upon an Emergency Situation Declaration, ([Section 50](#) of the [Emergency Management Act \(2005\)](#)) so may be issued as a general precautionary public advice statement. This advice must provide a threatened community with sufficient time to evacuate safely and thus, potentially negating the need for a compulsory evacuation at a later time, when the movement of people may be more hazardous. If and when possible, a self-evacuation is best carried out pre-impact, while conditions and the available timeframes are more favourable.

10.1.4 Directed Evacuation

A ***Directed Evacuation*** may occur when the CA IC, acting on the best possible information and advice from relevant warning agencies and in consultation with major stakeholders, declares an ***'Emergency Situation'*** declaration pursuant to [Section 50](#) of the [EM Act 2005](#).

This ***'Emergency Situation'*** declaration provides extra-ordinary powers to [authorised officers \(Section 61 - EM Act\)](#) and or [Hazard Management Officers \(section 55\)](#). [Section 67](#) of the [EM Act](#) includes the power to evacuate, exclude and/or remove persons who do not comply with a direction to evacuate.

Similar powers can be invoked during a declared ***'State of Emergency'***.

10.1.1 ACTION PLAN

NO	ORGANISATION/OFFICER	ACTION
1.	CA/Incident IC	<ul style="list-style-type: none">• Consult with HMA, LEC and Combat Agencies, about any requirement to evacuate.• Identify area/s to be evacuated.• Determine if evacuation is to be Voluntary or Directed.• Develop the 'Evacuation Plan'.
2	CA/Incident IC	<ul style="list-style-type: none">• Alert the Department of Communities and seek the activation of Emergency Welfare Centre/s, as per LEMP-PWS.
3	CA/Incident IC	<ul style="list-style-type: none">• Prepare warning message content and advice statements.
4	CA/Incident Controller	<ul style="list-style-type: none">• Execute the decision for evacuation.
5	Public Information Officer/Media Liaison Officer (of the CA)	<ul style="list-style-type: none">• Release prepared and authorised messages through various media.• Monitor media for accuracy and timeliness.

Notes:

- Refer to [Appendix 1](#) for the Decision to Evacuate Checklist
- In the development of Warning messages, refer to [Appendix 7](#) or [8](#).

10.2 WARNINGS

All warnings should contain sufficient information and be received early enough, to allow ample time for those affected to make good decisions about their actions. This messaging should include whether to evacuate from any impending danger, where they may go and by which route.

Ideally, identified triggers should be established within the incident response planning, that enable a safe evacuation. These triggers should be established so that there would be sufficient planning time, community warning time, reaction time and then the travel time for the evacuees to reach safety before it is too late.

When the public are warned that they must (or even should) evacuate, they should be advised:

- a) **Why** there is a need to evacuate,
- b) How much **time** they have for the evacuation,
- c) How **long** they can be expected to be away,
- d) The **Location** of the welfare/evacuation centre and which way they must travel,
- e) Check points for **registration**,
- f) **Transport** pick-up locations,
- g) How to **obtain transport**, if required,
- h) Whether there are any **restrictions** on what belongings they can take,
- i) To bring any required **medication** with them and if time, personal documents/money,
- j) Organise for care of **animals**, including pets and where they may be taken. If pets will not be accepted at the Welfare Centre, the warning message should include that detail.

10.2.1**ACTION PLAN**

NO	ORGANISATION/OFFICER	ACTION
1	CA/Incident IC	Determine best area/s for a Welfare centre location and seek DoC support. Initiates CoB LEMP-PWS .
2	CA/Incident IC	Determine safest evacuation routes .
3	CA/Incident IC	Issues warnings by: <ul style="list-style-type: none"> • ABC Radio 684AM (including use of SEWS where appropriate), • FM Radio (including use of SEWS where appropriate), • Local Broadcast, • House to house calls, • Emergency WA website, etc • Consult with CoB Public Relations section, to identify CoB Public Information Officer (CoB-PIO), to access CoB media networks, for promulgation of warnings and access to local special needs groups within the community. (refer LEMA – Annex 8 Business Continuity Plan).
4	CA/Incident IC	Arrange transport where required.
5	CA/Incident IC	Determine Evacuation level (Voluntary or Directed).
6	CA/Incident IC	Prepares traffic control and security measures.
7	CA/Incident IC	Advises STAND BY To evacuate.

Note :

During this phase, it should be determined what the requirements are to relocate sick, immobile, or otherwise vulnerable people. The aim of the warning phase is to issue timely, accurate warnings to all vulnerable persons. It is important to monitor the warnings issued and that they are received and interpreted accurately. (for additional information refer to the [Bunbury Aged Care Evacuation & Reception Plan](#))

City of Bunbury – Public Relations Information:

In the event of an evacuation, media liaison should be established between the HMA Media and Public Information Officer and the City of Bunbury Communications Officer. Information to be contained within warnings can be obtained from information that is provided in [Appendix 7 & 8](#).

Refer to [Appendix 2 - Warning Considerations Checklist](#)

10.3. WITHDRAWAL

10.3.1 VOLUNTARY EVACUATION

This would be conducted through the use of private transport, or provided transport (if available and private options are not) for evacuees themselves to reach their safe havens, or to the identified welfare/evacuation centres as determined by the CA-IC, in conjunction with Department of Communities. These would be established by agreement, through the initiation of the [LEMP-PWS](#) plan.

10.3.2 DIRECTED (COMPULSORY) EVACUATION

Persons may be required to evacuate their premises at any time, on order from **Authorised Officers**, whenever there has been a declaration of an Emergency Situation ([Emergency Management Act – Section 50](#)) or a State of Emergency ([Emergency Management Act – section 56](#)).

Such directions then become lawful and affected persons would be expected to follow these directions. These directions may be to evacuate from a nominated area or, remain within a nominated area, for any period of time nominated within the order.

10.3.3 METHODS OF TRANSPORT

1. Private Vehicles,
2. Buses,
3. Other options that may be available.

Refer to [Appendix 6](#) for [Transport Resource Register](#) for options.

10.3.4 ACTION PLAN

NO	ORGANISATION/OFFICER	ACTION
1	CA/Incident IC	Issue warning statements through: <ul style="list-style-type: none"> • ABC Radio (684AM), • FM Radio, • Local Broadcast, • House to house calls, • Local community media networks (seek support of CoB Public Relations/PIO).
2	CA/Incident IC	In concert with Dept of Communities, designate Emergency Welfare Centres .
3	CA/Incident IC	Determine safest evacuation routes .
4	CA/Incident IC	Advise affected elements of community to seek accommodation with family and friends, or move to Emergency Welfare Centre located at:
5	CA/Incident IC	Advise status of Evacuation (Voluntary or Directed).
6	CA/Incident IC	Advise transport arrangements for identified special needs cases.
7	CA/Incident IC	Execute recommendation/order to evacuate .
8	CA/Incident IC	Implement traffic control and security measures, as required.
9	CA/Incident IC	Delegate task to erect Traffic Control Signs and secure evacuated area, to prevent entry of unauthorised persons.

Refer to [Appendix 3](#) for *Withdrawal Considerations Checklist*

10.4. SHELTER

A list of Local Welfare Centres is documented within the DoC [LEMP – PWS](#) Plan.

10.4.1 MOVE TO CHECK POINTS

The public should be directed to identified Welfare centres, to:

- a) determine If they **require accommodation**,
- b) determine If they **require transport** to be relocated,
- c) be encouraged to **register**, as having relocated,
- d) determine If they need any **special needs**.

At the Welfare/Evacuation Centre, registration of those who are leaving the area by their own means and do not require accommodation, may be carried out by designated evacuation centre personnel, with advice and guidance from the Department of Communities.

Irrespective of whether displaced persons are being given assistance with accommodation and/or transport, they should be encouraged to register at/with the Welfare/Evacuation Centre.

10.4.2 RELOCATION

It is 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 DoC [LEMA-PWS](#) Plan.

10.4.3 SECURITY

Provided that it is safe to do so, the Police will facilitate the security of the evacuated area in the early stages, to as far as practicable, ensure:

- a) That everyone had been evacuated (if a Directed Evacuation); and
- b) For the Protection of properties from persons with criminal intent.

Note: It is highly likely that Police availability may be limited, so they will not be able to maintain this expectation for a prolonged period, for a protracted event. It may be that contract security services may need to be considered. The CA-IC will need to decide on what will be done for this contingency.

10.4.4 ACTION PLAN

NO	ORGANISATION/OFFICER	ACTION
1	CA/Incident IC	Arrange special transport to Evacuation Centres
2	Department of Communities	Arrange Registration of evacuees
3	Department of Communities	Arrange emergency food & clothing for evacuees
4	Department of Communities	Provide ongoing contact and phone number for one stop shop .
5	Department of Communities CoB Recovery Coordinator	Advise location, operations and contact for one stop shop, in conjunction with COB Recovery Coordinator/s.

Refer to the [LEMP-PWS](#) compiled by the Department of Communities - Child Protection, for information on evacuated persons within welfare centres, registration, welfare arrangements and actions to be taken.

Refer to [Appendix 4](#) for [Shelter Consideration Checklist](#). Two Welfare Centres have been identified and prepared within the City. they are:

- South West Sports centre – 1 Rotary Drive, Hay Park,
- South West Italian Club – 13 White Street - East Bunbury.

10.5. RETURN

The CA will determine when the displaced community may return to their homes/premises, following an evacuation. Ideally, they will consult with the CoB Recovery Coordinator, to assist in the determination this may occur.

Return can only take place, once the risk to their safety is managed, including but not necessarily limited to the restoration of services/infrastructure and a determination that the area and premises are safe. In some cases, residents may be escorted into the damaged area, to observe the status of their property, before they are actually permitted to return permanently.

10.5.1 ACTION PLAN - RETURN

NO	ORGANISATION/OFFICER	ACTION
1	CA/Incident IC	Conduct assessment and a risk analysis of affected areas and determine when it is safe to return.
2	CA/Incident IC/CoB	Meet with CoB Recovery Coordinator/s, to determine immediate recovery activities required, to ensure safe return and identify any ongoing activities that may be required. Hand-over of Impact Statement, transition to Recovery.
3	CA/Incident IC	Authorise removal of barriers and manage traffic control activities.
4	CA/Incident IC	Inform evacuees at the local Welfare Centre and elsewhere, that residents can return to their homes, including any applicable safety warnings. Issue advice by ABC Radio, FM Radio, local broadcast and other means used already, that residents may return to their homes. Includes safety warnings. Advise location and contact for community 'one stop shop' for future recovery activities and contacts.

Refer to [Appendix 5](#) for the '[Return Considerations Checklist](#)'.

11 ACTIVATION OF EMERGENCY EVACUATION

The *Emergency Management Act (2005), Part 4, Division 1*, deals with ‘**Emergency Situation**’ declarations. *Part 5, Division 1*, deals with declarations of a ‘**State of Emergency**’. These declarations then enable evacuations to be ‘Directed’ (*EM Act (2005) Section 67*) during an ‘**Emergency Situation**’, or a ‘**State of Emergency**’ and compliance to that order therefore, becomes a ‘lawful’ requirement.

The *EM ACT*, specifically *Section 50(2)* states:

“The State Emergency Coordinator, or the hazard management agency, must not make the declaration unless satisfied that —

- (a) an emergency has occurred, is occurring or is imminent in that area of the State; and
- (b) there is a need to exercise powers under Part 6 to prevent or minimise —
 - (i) loss of life, prejudice to the safety, or harm to the health, of persons or animals; or
 - (ii) destruction of, or damage to, property; or
 - (iii) destruction of, or damage to, any part of the environment”.

The *EMA ACT Section 56 (2)(c)* makes a similar statement about ‘**State of Emergency**’ declarations.

12 EXERCISING AND TESTING OF BEEP

The BEEP is to be part of the annual exercising regime of the City of Bunbury’s LEMA, in conjunction with other plans and arrangements. This would assist in the objective that all agencies that would be involved in the execution of this plan, would be familiar with their roles and responsibilities.

13 REVIEW

This plan will be reviewed annually, as part of the overall annual review of the LEMA. The Evacuation Planning Sub-Committee shall sit to review these plans. A total review and subsequent re-write is required every five years, in concert with the *State Emergency Management Procedures, procedure 8 – Local Emergency Management Arrangements*.

DECISION TO EVACUATE CONSIDERATIONS

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Threat	What is the threat?				
Authority	Who has the authority to make the evacuation decision and what legal powers may be available to assist?				
Policy	What arrangements/policy exists relating to the particular threat?				
Time Constraints	Is there time available to organise and safely carry out the evacuation?				
Secondary Risks	What is the risk to the evacuees during movement?				
Risk to responders	What are the risks to the emergency responders, while carrying out the evacuation?				
Community Preparedness	What is the state of readiness or preparedness in the community for an evacuation?				
Numbers affected	How many people may be required to evacuate and from what areas/suburbs?				
Shelter Requirements	Do all evacuees require shelter?				
Transport	What transport resources are available to move the evacuees?				
	What transport routes should be chosen by evacuees?				
Resources	What resources are required and are available to carry out the evacuation in a safe and timely manner?				
Impacts	What will the impact be to business/tourism?				
Staging/ Assembly	Do evacuated people require staging/assembly areas?				

Security	How will the evacuated area be secured?				
Special Needs	What are the risks to any people with special needs, while being required to evacuate?				
Other					
Other					

Authorisation (Name) _____ (Signature) _____ Date _____

WARNING CONSIDERATIONS CHECKLIST

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authority	Has the appropriate authority decided on the need for evacuation ? Include details in warning/s for authority.				
	Has this warning been authorised by the appropriately authorised person/s?				
	Has the responsible authority authorised warning content , before sending the message and activating the warning system?				
Severity of risk	Is this a voluntary or directed evacuation?				
Timing	How much time would be available to evacuate safely?				
	Are the triggers for an evacuation being thought necessary, defined?				
Numbers affected	How many persons will need to be warned (and potentially sheltered)?				
Methods to inform	What media sources or other methods will be used to inform the public and do you have current contacts?				
	Can the LG support any warnings with their media or social networks?				
Resources	What resources/personnel are needed for an effective warning – door knock?				
Special needs	Which special needs groups will need to be warned?				
	Who is responsible for accessing them, to provide the warning?				
	Where can interpreters, or other advocacy resources be found, if needed?				
Transport	Have transport requirements been determined?				

	Are they available for those without their own and where can they obtain it				
	What access/egress routes are they to use/follow				
Pets and animals	What are the arrangements for pets/other animals?				
Instructions	What instructions for home and personal property? Consider: not to use phones, turn off gas/electricity, secure property				
	What are they able to take/not take? Consider: vehicles, pets, clothing, blankets, food, medical supplies, radio				
Other					
Other					

Authorisation (Name) _____ (Agency) _____ (Signature) _____ Date _____

WITHDRAWAL/EVACUATION CONSIDERATIONS CHECKLIST

Factors	Considerations	Actions	Responsible Authority	Completion By	Complete
Actions	Who is to control/coordinate the withdrawal stage?				
Public Information	What public information has/will been given on the Evacuation and the Welfare Centres				
	Has the CA provided a Community Liaison Unit (CLU) to be at Welfare centre for public info?				
Registration	Has your plan considered whether you will register all those withdrawing ? Who will do this registration?				
	What arrangements for the National Registration Inquiry System (NRIS) implementation? (Register.Find.Re-unite).				
Resources	Who is responsible/available for assisting with any special needs groups at Welfare Centres?				
	What resources are available/required? Consider: PA Systems, transport including ambulances/ motor/trucks/buses/aircraft, interpreters.				
	Can vehicle parking at Assembly Areas/Evacuation Centres be controlled?				
Transport Routes	What access/egress routes are to be used?				
	Can the routes be properly controlled and are they clearly defined?				
	Has a risk analysis for access routes been undertaken (triggers for safe passage identified – ie time available, pinch points for congestion, etc)				
	Can breakdowns and other blockages				

	along the route be quickly cleared?				
Post withdrawal security	Has your plan considered checking empty 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?				
Other					
Other					

Authorisation (Name) _____ (Agency) _____ (Signature) _____ Date _____

SHELTER CONSIDERATIONS CHECKLIST

Factors	Considerations	Actions	OK/Date
Welfare Plan Alignment	Have you consulted the Local Emergency Plan – Provision of Welfare Support (Department of Communities), to ensure that your plan is consistent with those arrangements?		
Agency Support	In your planning have you informed the relevant welfare/support of your intent to evacuate sections of community?		
Welfare Centre Activation	Is the Local Welfare Centre Register up-to-date?		
	Have you consulted with the Controlling Agency Incident Controller about which of those Centres will be opened?		
	Has your planning considered whether the Centre/s could cope with the expected number of evacuees and if not, what are the options?		
	Has your plan identified who is to activate/manage/staff the Centre?		
	Are those persons likely to be available with the currently available notice period?		
	Have you planned around how long the evacuees are likely to need to use the Centre and therefore, what logistics may be required?		
	Has your planning considered 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?		

Segregation, or connection of elements of community	Has your plan considered keeping families, or community groups together?			
	Do some groups need to be separated? Considerations: cultural needs, families with young children, aged or disabled?			
Registration systems	If evacuees are to be registered at the Centre, who is responsible for activating these processes? NRIS? (Register.Find.re-unite.)			
Emergency Resources	Has your plan considered the provision of essential items, such as foodstuffs/clothing, etc and can it be made readily available?			
Public Information	What other services may be required? Considerations: information services, communication with relatives?			
Pets	What have you done within your planning about pets/companion animals? (ie – arrangements and advice prior to evacuation and also what you will do if they present but are not welcome).			
Other				
Other				

Authorisation (Name) _____ (Agency) _____ (Signature) _____ Date _____

RETURN CONSIDERATIONS CHECKLIST

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authority	Have you received the authority of the Controlling Agency Incident Controller (CA-IC)C to permit people to return home? (IC, Asset owners (MRWA, WP, WaterCorp etc, cleared their infrastructure as safe).				
	Who then will controls/co-ordinates the return of the people?				
Staggered Return	Will the return be staggered, or otherwise managed?				
	Will there be a controlled resident visit stage, to enable them to see their property in a controlled environment, before it is safe to return? If so, has the risk management been considered to ensure safety?				
	Can people return to homes to clean up/assist but then return to Centre/s for food and sleep?				
	Has media interest been managed to ensure privacy for resident return?				
Safety	Can the people safely return? Are you confident that the safety/risk management is in place to ensure that risk is minimised?				
Transport	What transport is available to return the people?				
	What routes should be taken for maximum safety?				

Utility Provision	Are utilities available to support the community return?				
Support Agency Advice	Have relevant support/welfare agencies been notified of the order to return?				
Other					
Other					

Authorisation (Name) _____ (Agency) _____ (Signature) _____ Date _____

TRANSPORT RESOURCE REGISTER

GOVERNMENT AGENCIES

Agency	EMERGENCY CONTACT	LOCAL OR 2 ND CONTACT	OFFICE
Dept of Communities	1800 199 008 Crisis Care- 24 hours	Roma BOUCHER 0427 476 658	9722 5000
Australian Red Cross	Nicole JAMES	9726 6792	9726 6700 njames@redcross.org.au
Centrelink	Carol LeMay		9792 8812
SEMC Secretariat (DFES)	9780 1976	DO (EM) Peter STEWART 9780 1907	9780 1900

TRANSPORT

AGENCY	EMERGENCY CONTACT	LOCAL OR 2 ND CONTACT	OFFICE
SW COACHLINES	Francine McDonald 9753 7700	0419 600 541	
BUNBURY CITY TRANSIT	Dave Adams 9753 1459 0419 542 888	Lenita Adams 9753 1459 0419 540 888	
BUNBURY TAXIS		131 008	9781 2200 admin@bunburttaxi.com.au
LOVES BUS SERVICE	Sam Love 9791 3133 <i>(diverts to mobile)</i>	lbsbunbury@gmail.com	Sam Love 9791 3133 <i>(diverts to mobile)</i>
GO WEST BUS RENTALS	David House (manager) 9791 4143 0418 931 368	Stan Houst (owner) 0419 931 360	adminbunbury@gowesttours.com.au (Natasha or Vicki)
BUNBURY AIR			9792 4022
Aurizon	Train Control Picton Junc. 24HR 9725 5527	Team Leader Picton Junc. 24HR 9725 5565	Harbour 9725 5527
	Kevin SHAW Reg Ops Manager kshaw@aurizon.com.au	0407 388 081	9726 4921

COMMUNITY & AGED CARE

AGENCY	CONTACT PERSON	RESOURCES	OFFICE
BUNBURY NURSING HOME	Dianne Cole	80 Staff 1 Mini Bus 20 Wheelchairs	9721 5333
FORREST GARDENS NURSING HOME	Fiona PIGGOTT	100 Staff 1 Mini Bus	9721 3650
WATTLE HILL LODGE	Elaine MAUGHN		9721 4100
BETHANIE ELANORA	Caroline DOUGLAS	109 Staff 1 Mini Bus	9721 1833

		1 Sedan 40 Wheelchairs	
BETHANIE FIELDS	Sharon BEER	140 Staff Large Activity Area Day Centre Commercial Kitchen	9724 4500
OCEAN STAR AGED CARE	Gwen GORSKI	56 Staff 1 Mini Bus 1 sedan 20 Wheelchairs	9721 7577
SILVERCHAIN	Jo Fryer	15 Vehicles	9242 0242
COMMUNITY HOME CARE	Sue CLEMENTS	32 Staff 40 Volunteers 3 Mini Buses (2 with hoists) 4 Sedans	9721 4988
MORRISSEY HOMESTEAD	Anne MITCHELL	17 Staff 35 Volunteers 3 Mini Buses 1 Station Wagon	9725 4699
SW FAMILY SUPPORT ASSOCIATION		8 Office Staff 35 Support Staff 2 Sedans	9721 9088
ACTIV FOUNDATION	Darren McNABB	58 Staff 30 Relief Staff 3 Mini Buses 15 Vehicles 2 Vans	9791 3456
BETHANIE COMMUNITY CARE	Amanda BARNES	8 Meal Vans	131 151
VOLUNTEER SOUTH WEST	Debbie Mclvaich	200 Volunteers	9791 3214

EVACUATION INFORMATION GENERAL

Issued by _____ Agency _____

At _____ hours on _____ (date)

- There is a risk of _____ (*insert risk*) affecting the area of _____.
- People in _____ (insert town/community) are warned that given forecast incident behaviour, it is possible that this _____ (insert risk) could affect your community.
- The local Evacuation/Welfare 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/Welfare centre, please call _____ (*insert number*) to register your details/information. This will assist us with queries regarding your safety and save essential emergency service personnel time, not having to look for you under dangerous conditions.
- You can keep up to date with further information by listening to ABC radio (684AM), or calling _____ (insert public information line), or visiting _____ (insert website).

Approved by Incident Controller

The templates must be completed in consultation with Controlling Agency Incident Controller and WA Police with final endorsement by the HMA (through the Incident Controller), prior to dissemination.

Note: The HMA must consult with DoC to determine the contact number to be communicated for registration purposes.

BUSHFIRE EVACUATION INFORMATION

Issued by _____ Agency _____

At _____ hours on _____ (date)

- There is a risk of a current bushfire affecting the suburbs of _____.

Warning Level Notices (as declared by the HMA)	
	DFES/City of Bunbury have issued a Bushfire Advice for people in the area bounded by: <hr style="border-top: 1px dashed black;"/>
	DFES/City of Bunbury have issued a Bushfire Watch and Act warning for people in the area bounded by: <hr style="border-top: 1px dashed black;"/>
	DFES/City of Bunbury have issued a Bushfire Emergency Warning for people in the area bounded by: <hr style="border-top: 1px dashed black;"/>
	DFES/City of Bunbury have issued a Bushfire All Clear for people in the area bounded by: <hr style="border-top: 1px dashed black;"/>

- People in _____ (insert suburb) are warned that if present bushfire behaviour continues, it is possible that this bushfire could affect your community.
- The local Evacuation/Welfare centre is located in _____ (insert address). It is recommended you travel via _____

_____ (insert directions).

- Now is the time to decide whether you can stay and defend, or go early plan. Remember that your water supply may not be guaranteed.
- 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 regarding your safety and save essential emergency service personnel time, not having to look for you at home, under dangerous conditions.
- You can keep up to date with further information by listening to ABC radio (684AM) or calling _____ (insert public information line) or visiting <https://www.emergency.wa.gov.au>.

Approved by Incident Controller

The templates must be completed in consultation with Controlling Agency Incident Controller and WA Police with final endorsement by the HMA (through the Incident Controller), prior to dissemination.

The HMA must consult with DoC to determine the contact number to be communicated for registration purposes.