GOVERNMENT OF WESTERN AUSTRALIA

SEMC
STATE EMERGENCY MANAGEMENT COMMITTEE

Western Australia Community Evacuation in Emergencies Guideline

STATE EMERGENCY MANAGEMENT

A Strategic Framework for Emergency Management in Western Australia.

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Amendments Table

Date	Details	Amended by
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May 2016	Statement of fact amendments	SEMC Secretariat
December 2016	Amendments approved by SEMC (Resolution Number 60/2016) as per amendments table v1.1	Office of Emergency Management
August 2017	Amendments approved by SEMC (Resolution Number 29/2017) as per amendments table v1.2	Office of Emergency Management
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Date	Details	Amended by
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August 2022	Version 3.00 Accessibility redesign for SEMC approval amendments table - August 2022	SEMC Business Unit
December 2022	Version 3.01 - Amendments approved by SEMC Executive Officer (Resolution Number 17/2021). Statement of fact changes and updated hyperlinks to new SEMC website as per amendments table December 2022.	SEMC Business Unit
October 2023	Version 3.02 – Consequential amendments approved by SEMC to reflect the change in terminology from 'welfare' to 'emergency relief and support' and related terms (resolution number 77/2023) and statement of fact and accessibility amendments approved by the SEMC Executive Officer (resolution number 17/2021) as outlined in State EM documents amendments table October 2023.	SEMC Business Unit

The SEMC acknowledges the Aboriginal peoples throughout the state of Western Australia as the Traditional Custodians of the lands where we live, work and volunteer. We recognise Aboriginal peoples' continued connection to land, waters and community, and pay our respects to Elders both past and present.

If anything in this document is inaccessible to you, or you are experiencing problems accessing content for any reason, please contact the State Emergency Management Committee Business Unit at semc.policylegislation@dfes.wa.gov.au

All of the State emergency management legislation and documents can be accessed via the State Emergency Management Framework page of the State Emergency Management Committee website.

Disclaimer

Whilst care has been taken to ensure that the information provided is consistent with the relevant emergency management legislation (current at the date of publication), organisations must ensure when undertaking emergency management planning within their organisations that they are meeting the current legislative requirements and are addressing any unique local circumstances that may apply.

Agencies are encouraged to seek independent legal advice to ensure:

- their plans for emergency management complies with the requirements of relevant Commonwealth and Western Australian legislation with regard to employment and occupational health and safety measures
- the responsibilities and roles assigned to emergency management personnel comply with the requirements of the relevant emergency management legislation
- the organisation's emergency management planning, activities and personnel adequately respond to relevant local circumstances.

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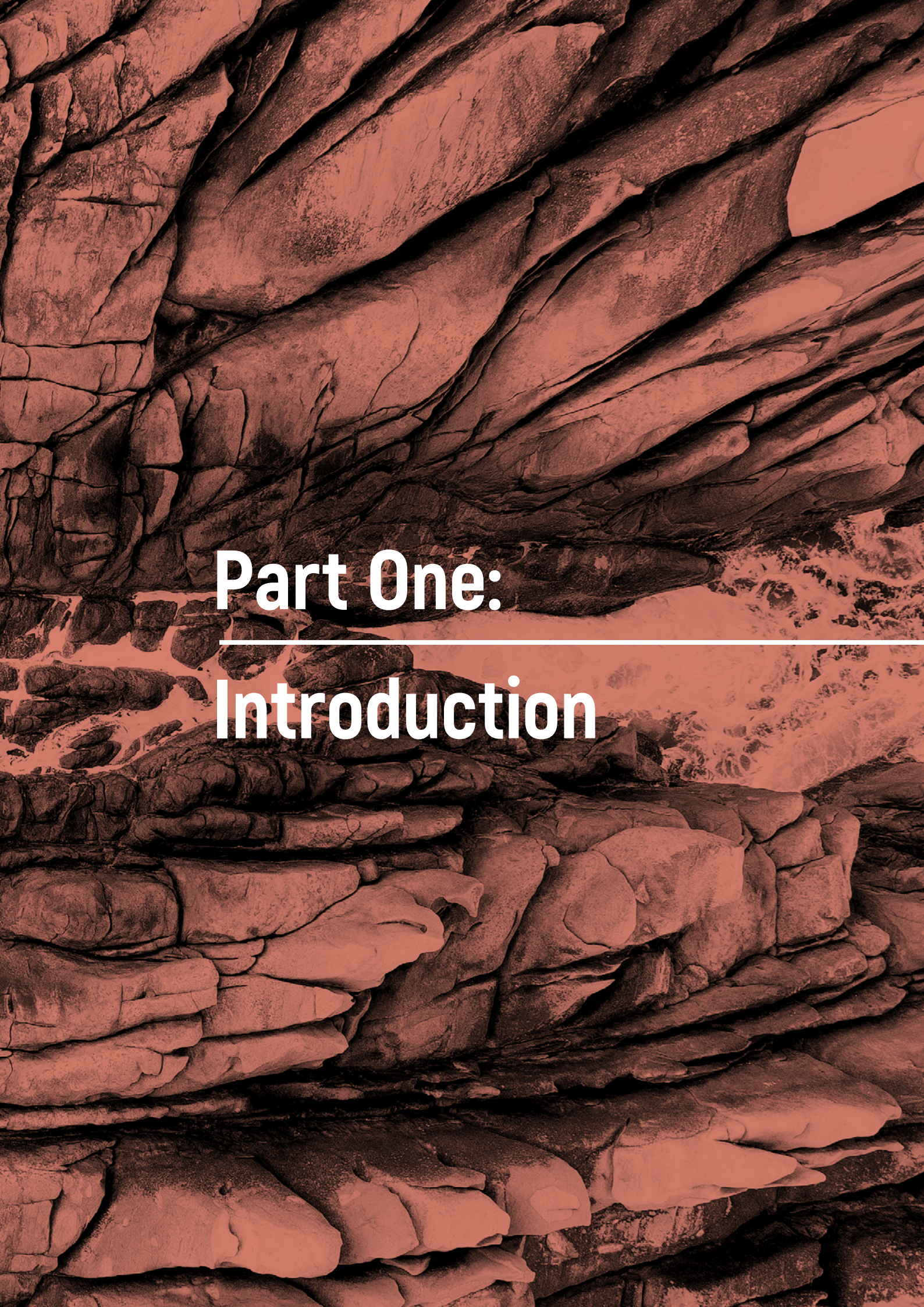


Part One:

Introduction

1.1 Background

Western Australian communities regularly face the threat of numerous hazards. The evacuation of people and/or animals from an area affected by a hazard is one of the strategies that may be employed by emergency management agencies to mitigate the potential loss of, or harm to, life. This is consistent with the State's core objective to "protect the lives and wellbeing of persons".

It should be noted that experience has shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as shelter in place, quarantine and/or the control or restriction of movement should also be considered where appropriate.

This guideline was originally developed by the Response and Capability Subcommittee of the State Emergency Management Committee (SEMC) to support the State Emergency Management Policy (State EM Policy) and the State Emergency Management Plan (State EM Plan).

1.2 Responsibility for Community Evacuation

The Hazard Management Agency (HMA) has overall responsibility for managing the response of a hazard, including evacuation, under the E*mergency Management Act 2005*. However, in some circumstances, the Controlling Agency may have responsibility for response activities, including recommending an evacuation, from legislation other than the *Emergency Management Act 2005* or by agreement with the relevant HMA (State EM Plan section 5.1.2).

The authority to recommend or direct an evacuation under the *Emergency Management Act 2005* may be delegated or appointed in the following ways:

- to an Incident Controller by a Controlling Agency or HMA
- to a Hazard Management Officer (HMO) appointed under an emergency situation declaration by the HMA or State Emergency Coordinator (SEC) (State EM Plan section 2.4.2 and 5.2.3)
- to an Authorised Officer appointed by the SEC when a state of emergency is declared (State EM Plan section 5.2.4).

For the the purposes of this guideline, unless otherwise specified, the responsibility for community evacuation is referred to in the context of the *Emergency Management Act 2005*. It is acknowledge that authority and responsibility in relation to community evacuation may arise under other legislation, by delegation or agreements in place between agencies.

1.3 What is Evacuation?

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return.

An evacuation may be either pre-warned or immediate.

A pre-warned evacuation is where the nature of the hazard allows for the receipt of sufficient and reliable information to prompt a decision to evacuate ahead of a hazard impact (such as cyclones and storm surged).

Immediate evacuation is where a hazard impact forces immediate action, allowing little or no warning and limited preparation time (for example, hazardous materials emergencies, air crashes, bushfires or earthquakes).

The evacuation process described throughout this guideline encompasses five stages: Decision, Warning, Withdrawal, Shelter and Return).

1.4 Aim

The aim of this guideline is to assist emergency management agencies in planning for and conducting community evacuation for all hazards that may impact a community in Western Australia.

It includes guidance across the five stage of evacuation and is therefore applicable to all emergency management agencies involved in community protection where evacuation is a consideration.

1.5 Acknowledgements

Members of past and present SEMC Subcommittees and working groups, the Department of Home Affairs Emergency Management Australia and Australian Institute for Disaster Resilience (AIDR).

1.6 References

Australian Disaster Resilience Handbook 4 Evacuation Planning (AIDR 2017).

Australian Disaster Resilience Handbook 16 Public Information and Warnings (AIDR 2018).

Local Emergency Management Arrangements Guideline and Model (WA).

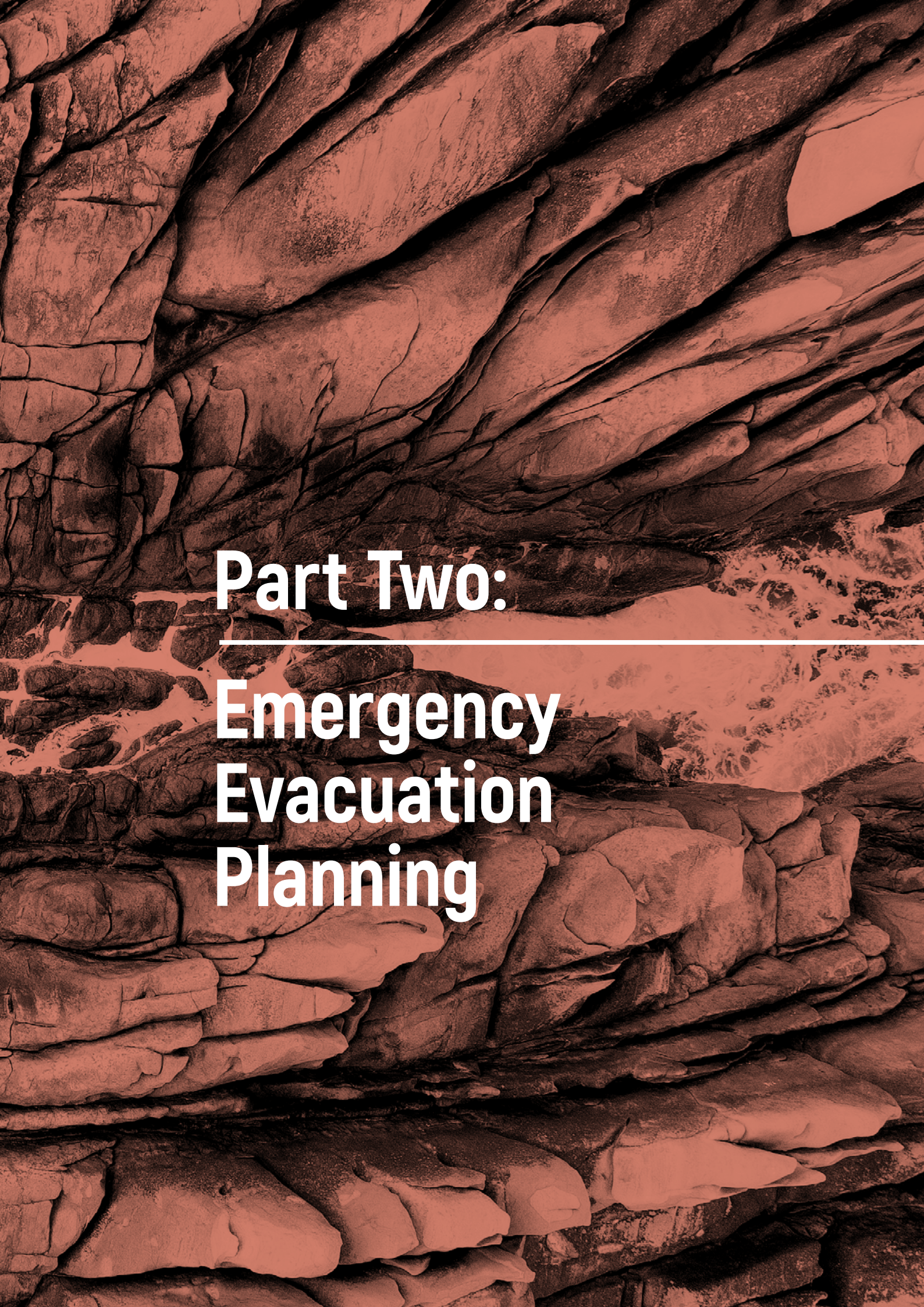
Australasian Fire and Emergency Services Authorities Council (AFAC) Position of Bushfires and Community Safety 2012.

This document is to be read in conjunction with the State Emergency Management Framework, including the *Emergency Management Act 2005*, *Emergency Management Regulations 2006*, State Emergency Management Policy, State emergency management plans and State Emergency Management Procedures.

1.7 Interpretation of Statements in this Document

The interpretation of role and responsibility statements in this document are in line with State EM Policy section 1.1.1 and have the following meanings:

- statements containing the words or terms, **'must', 'directs', 'is directed to',** and **'are/is responsible for'** are directions by the SEMC that the action must be undertaken by the nominated public authority/ authorities. Any directional statement will be previously assigned within the *Emergency Management Act 2005*, *Emergency Management Regulations 2006*, State Emergency Management Policy, State emergency management plans and State Emergency Management Procedures.
- statements containing the word **'may'** are directions by the SEMC that the action may be undertaken after taking into account the circumstances
- statements containing the word **'should'** are recommendations by the SEMC that the action be undertaken by the public authority as best practice.



Part Two:

Emergency Evacuation Planning

Emergency evacuation planning prior to an emergency event is an integral part of the emergency management planning process. Emergency evacuation planning and working with communities before an emergency occurs can help to alleviate some of the factors that may otherwise jeopardise the success of an evacuation. Engaging all relevant stakeholders – including the community – to develop, exercise and continually improve evacuation plans is likely to enhance evacuation planning and evacuation management outcomes.

For those local governments and/or agencies who have completed detailed emergency evacuation planning, this guideline provides a useful aid for reviewing your plans.

2.1 Emergency Evacuation Planning

Local governments are best placed to conduct emergency evacuation planning prior to an emergency through their local knowledge, experience, community understanding and existing community relationships. As such, Local Emergency Management Committees (LEMCs) should consider including an emergency evacuation planning in their Local Emergency Management Arrangements (LEMAs). LEMAs, including emergency evacuation planning, should be developed in accordance with State EM Preparedness Procedure 3.8: Local Emergency Management Arrangements.

Local government emergency evacuation planning is of considerable value to all agencies with a potential role in an evacuation and needs to be easily available to the Controlling Agency and/or HMA in an emergency to support informed decisions in a timely manner.

In considering the scope for emergency evacuation planning, LEMCs should build on the information in the LEMA by considering the hazards identified through the risk assessment process as relevant for their local government area and identifying, as far as practicable, places most vulnerable to those hazards.

Emergency evacuation plans should:

- be applicable to the hazards likely to require community evacuation within their local government, such as fire, flood, tsunami, cyclone, HAZMAT, terrorist attacks
- identify resources and services that may be needed and how they are to be obtained in an emergency, including mobility and communication aids for at risk persons
- be accessible to the Controlling Agency and/or HMA 24 hours per day, 7 days per week
- identify arrangements, agency responsibilities and systems, where practicable, for each of the five stages of evacuation (Decision, Warning, Withdrawal, Shelter and Return).

Referencing relevant evacuation plans from adjoining local areas may assist where the impact of a hazard may not be confined to the local government boundaries and may offer the most suitable evacuation options for some emergencies.

An evacuation plan should include:

- known trigger points for identified hazards
- details of suitable access/egress routes for the expected type/volume of traffic, including alternatives by water or air when suitable roads are inaccessible, insufficient or inappropriate
- possible locations for vehicle control points to assist with traffic management (i.e. where traffic can be easily re-routed and where communications should be reliable)

- effective warning methods appropriate to the community (including consideration of at risk persons and the demographics of the community, as far as practicable)
- places that could be used as evacuation centres
- facilities where people with animals may go
- transport options for those without access to private vehicles
- appropriate and up-to-date contact details for relevant groups and facilities to be accessed by the Controlling Agency and/or HMA during an emergency.

2.2 Specific Arrangements for at Risk Persons

As far as practicable, emergency evacuation planning should consider specific arrangements for any groups of at risk persons, including but not limited to unaccompanied children, tourists and temporary residents, schools, aged-care facilities, hospitals, caravan and holiday parks, persons with disabilities and people from culturally and linguistically diverse communities.

For guidance, the emergency evacuation plan should consider the full list of circumstances in the Australian Disaster Resilience Evacuation Planning Handbook 4.

Facilities providing care and support to the elderly, people with disabilities and children should have existing evacuation plans. However, such plans cannot rely on the availability of emergency service personnel to undertake the evacuation. Where local government liaises with establishments to ascertain the existence of these arrangements, local government should highlight the importance of evacuation plans that go beyond the carpark. This may include reciprocal arrangements with other like facilities for accommodation and transportation arrangements.

Some people living in the community may be unable to undertake their own evacuation without support and a small number of people who do not have a personal support network will require assistance to safely evacuate.

Tourist will generally have minimal local knowledge and potentially no experience or knowledge of hazard events or language barriers that may impact any communication and warning in the withdrawal stage. They are also less likely to have friends or relatives in nearby safer locations with whom they can seek refuge. Many tourists may also have no access to a vehicle to enable self-evacuation. Emergency evacuation planning should include specific arrangements with consideration to tourists. Emergency evacuation planning should provide for the ability to reduce the number of exposed persons and the resultant impacts on transport, shelter and welfare of these transient populations during the operational evacuation process.

2.3 Location Planning

LEMCs should consult with relevant emergency management agencies (including local governments, HMAs, Controlling Agencies, support organisations and the Department of Communities) to determine the evacuation centres suitable for relevant hazards and/or communities. LEMCs should also identify possible options for refuge sites depending on the nature of the emergency.

The Department of Communities maintains a record of all evacuation centres in the State and provides this to Controlling Agencies and/or HMAs as required, including via the Shared Land Information Platform (SLIP). The Department of Communities can also provide detailed information about the capacity and resources at these centres, including, for example, those with a backup power supply and air conditioning/heating. Emergency evacuation planning should set out the locations of evacuation centres and other facilities that

may be appropriate for use as shelter. The plan should provide other useful information, including how to activate that facility in an emergency.

Location planning should also consider:

- community demographics
- geography
- distance from a regional centre and/or large town
- organisational capacity of member agencies.

Consideration should be given to publicising the locations of these centres with the community. If publicised prior to an evacuation, it is important to emphasise that any particular centre may not be appropriate to all types of hazard and its suitability may be affected by the emergency.

2.4 Animals

Emergency evacuation planning should consider including clear arrangements for animals in evacuation which will improve both animal welfare and human safety outcomes. Generally, animals are not permitted inside community evacuation centres with the exception of recognised assistance animals. Local governments, when undertaking emergency evacuation planning should identify if animals can be accommodated in the vicinity of community evacuation centres and if not, what alternate options are available. The State Support Plan - Animal Welfare in Emergencies outlines arrangements, including organisational and individual responsibilities, for animal welfare in during emergencies.

2.5 Isolation and Quarantine

Directions in relation to isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of emergency evacuation planning to mitigate any risks and ensure evacuations can be carried out safely.

Arrangements may include, but are not limited to:

- the availability and distribution of infection control measures including the provision, management and resourcing of:
  - personal protective equipment/clothing
  - cleaning and disinfection
  - food safety
  - waste management
- specific instructions and alternative evacuation arrangements for people who are subject to isolation and quarantine directions
- responsibility for health screening and registration of evacuees, including collecting all necessary details should contact tracing be required
- the suitability of evacuation centres or alternative evacuation sites should evacuation centres not be available, including maximum capacity, ability to comply with physical distancing requirements, availability of isolation/segregation facilities and alternative arrangements or sites

- whether an emergency situation declaration or state of emergency declaration is required in order to share information under the *Emergency Management Act 2005*.

It should be noted that the inability to comply with any isolation or quarantine requirements and/or restrictions should not prohibit the evacuation of a person. Managing the immediate threat and the protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Advice from the HMA for the hazard requiring isolation and quarantine should be sought when developing an emergency evacuation plan.

2.6 Exercise and Review

An evacuation plan should be regularly exercised to validate, assess, test, train and identify any gaps. Involving the community in exercises should be considered where possible. Multi agency exercises provide opportunities to test plans and responses.

Periodic review of the emergency evacuation plan should also be undertaken, to consider any lessons identified in exercises or actual emergencies, recommendations from inquiries or post incident reviews, and to ensure information remains accurate and up to date.

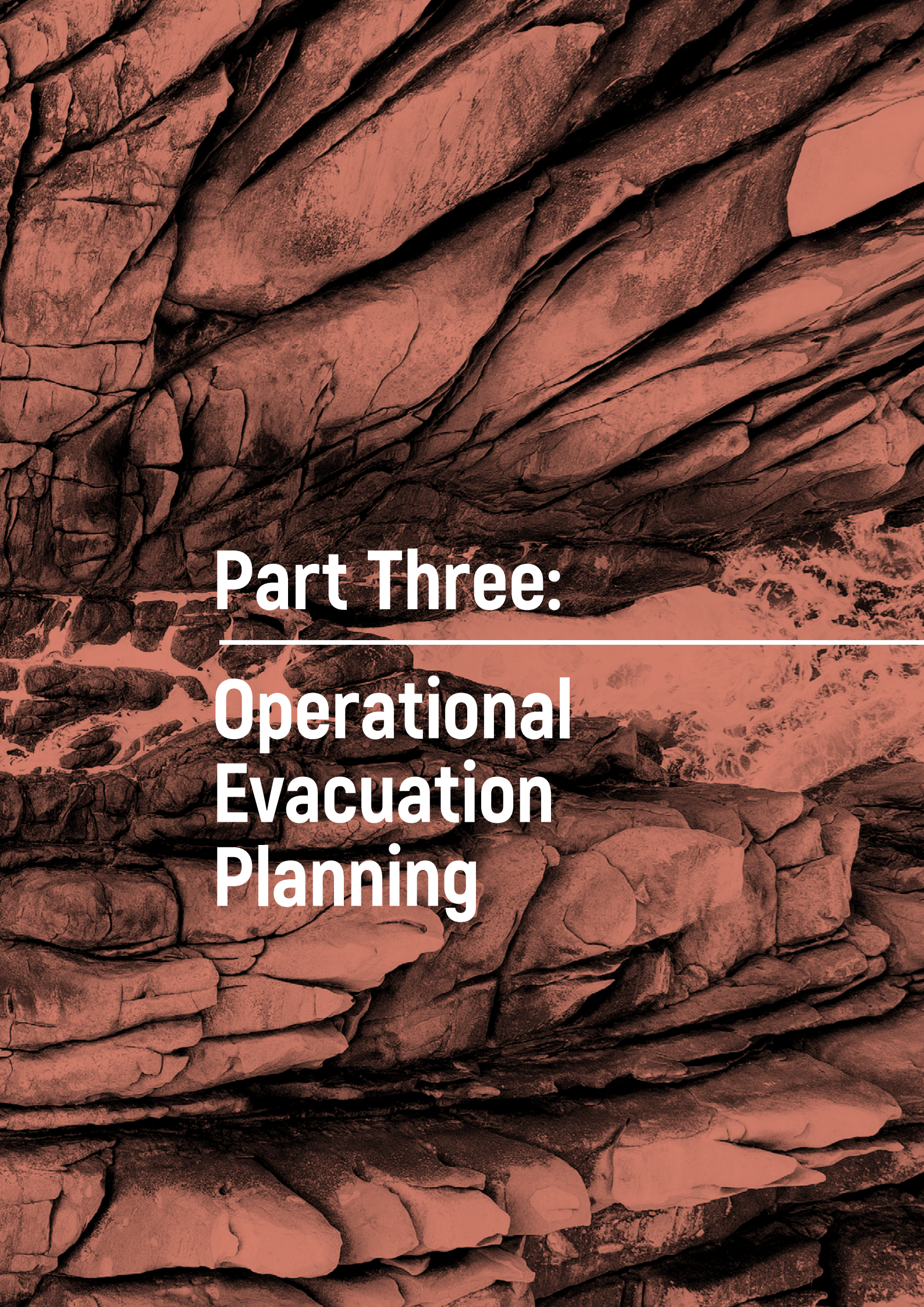
2.7 Availability

Emergency evacuation plans should be available to Controlling Agencies and/or HMAs in an emergency to assist with operational evacuation planning.

2.8 Emergency Evacuation Plan Template

"Appendix B" provides an example of a local government emergency evacuation plan that may be used by local governments.

An editable version of the template is also available on the SEMC website.



Part Three:

Operational Evacuation Planning

No amount of emergency evacuation planning will be able to replace the need for 'on the spot' operational evacuation planning when an emergency is occurring or imminent.

Operational evacuation plans will draw on the options identified in the relevant LEMC endorsed emergency evacuation plan, as appropriate, focusing on the specific needs of the community at risk and the characteristics of the hazard.

The operational evacuation plan should document the rationale for the decision to evacuate and outline specific activities selected and personnel and/or agencies tasked with those activities to carry out the evacuation.

3.1 Controlling Agency/HMA

Depending on the emergency, the Controlling Agency or HMA is responsible for all decisions and actions taken to protect the safety of the community in an emergency, including any evacuation. The Controlling Agency or HMA must appoint an Incident Controller (State EM Policy section 5.2.1). The Incident Controller is responsible for operational evacuation planning (see State EM Policy section 5.2.3 for a comprehensive list of the Incident Controller's responsibilities). The Incident Controller, either in whole or in part, may delegate operational evacuation planning, to another member of the Incident Management Team (IMT), to a nominated person from another appropriate agency, via the Incident Support Group (ISG) or Operational Area Support Group (OASG). Delegation for operational evacuation planning must be documented.

3.2 Shelter Considerations

As far as practicable, the operational evacuation plan should include a determination of the most appropriate types of shelter for a specific incident. This may include:

- shelter in place - where this is the safest or most appropriate option for the hazard, with consideration for advising additional action to increase personal safety
- with family, friends or other accommodation outside the affected area if it is safe to leave (many members of the community will choose to do this if they have the option to do so)
- assembly area - either for a known short-term evacuation or as a temporary stopping point before moving on to an evacuation centre
- refuge - if available in the affected area and appropriate to withstand the hazard
- evacuation centre - selected from suitable locations detailed in the LEMAs
- specialist facility - for evacuees with additional care needs (such as a hospital or aged-care facility)
- place of last resort - a place that may provide some protection but with no guarantee of safety, and that will not be staffed by agency personnel.

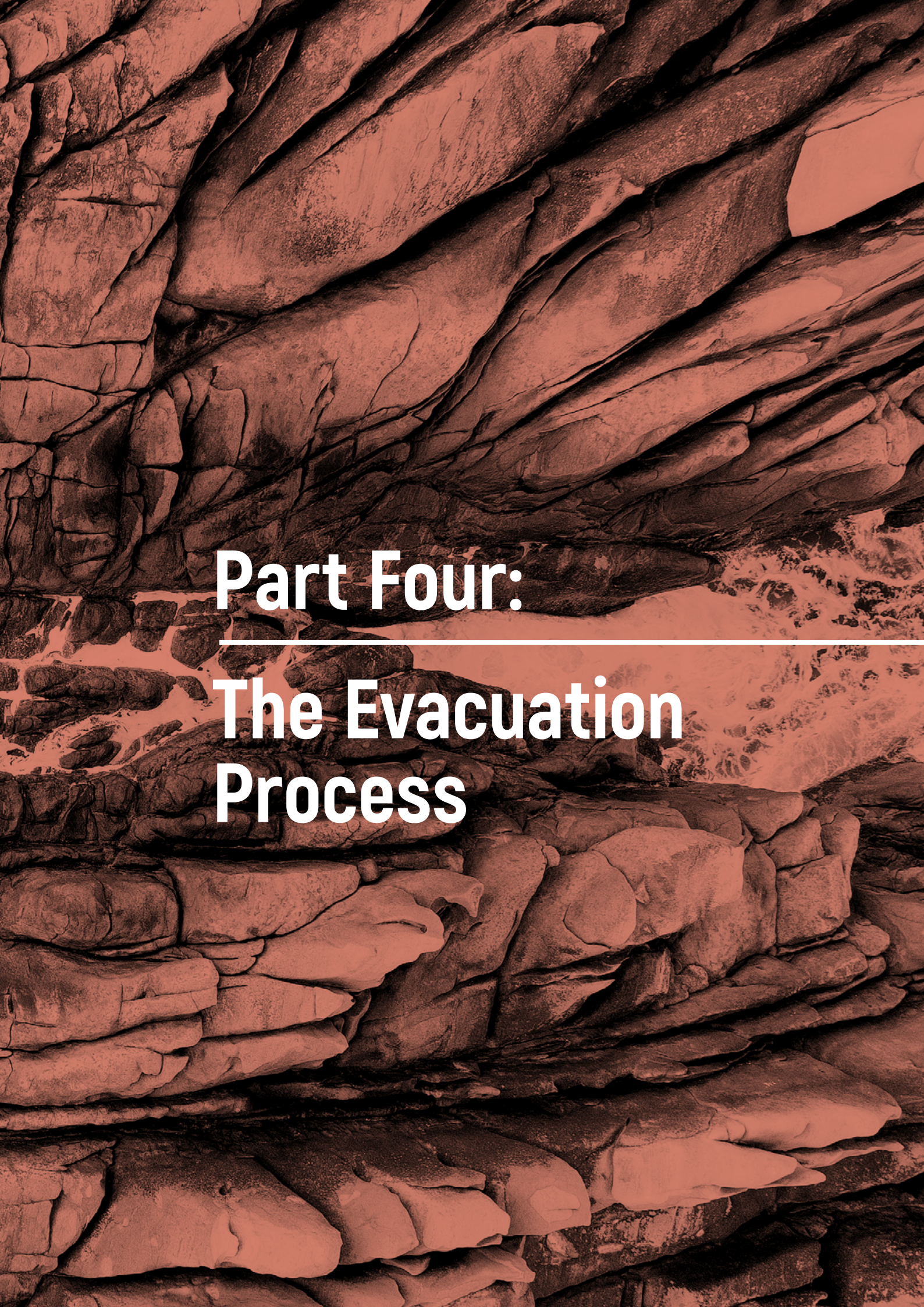
3.3 Consultation

As far as practicable, operational evacuation planning should be undertaken collaboratively with those agencies expected to take part in the evacuation; however, the extent to which this is achievable will be affected by the amount of time available. The operational evacuation plan should be shared with each agency undertaking evacuation related activities for the emergency.

3.4 Operational Evacuation Plan Template

"Appendix C" provides an example of an operational evacuation plan that may be used either as a detailed planning tool for a pre-warned evacuation or as a checklist for urgent action required for immediate evacuation.

As editable version of the template is also available on the SEMC website.



Part Four:

The Evacuation Process

The evacuation process encompasses five stages: Decision, Warning, Withdrawal, Shelter and Return.

Any evacuation planning process should consider all stages as far as practicable from the outset.

4.1 Decision stage

Is getting people out the best option?

4.1.1 Legislative Powers

It is important to identify:

- who has the legal authority to make a decision to evacuate;
- which legislation gives authority to make a decision to evacuate;
- whether this provides authority for a recommended or directed evacuation; and
- any legal constraints or enablers to be addressed.

If a directed evacuation is required, there may be a need for an emergency situation declaration or state of emergency declaration to access Part 6 powers of the *Emergency Management Act 2005*. In this situation, it is important to identify:

- the Hazard Management Agency;
- the Hazard Management Officers (HMO) or Authorised Officers who have authority to make this decision; and
- where there is no standing appointment for an HMO or an Authorised Officer, whether such an appointment should be made to allow necessary personnel to direct the evacuation.

Each emergency management agency is required, under State EM Policy section 5.7 and State EM Plan section 5.3.2, to be familiar with evacuation powers that are available to them for hazards for which they are responsible.

4.1.2 Risk Management

A decision to recommend or direct an evacuation will reflect consideration of relative risks. The following risk management factors may influence the decision whether or not to evacuate a community or part of a community:

- the nature and probability of the threat presented by the hazard (which will be affected by the hazard, the geography and other characteristics of the area)
- any other risk management strategies that may be in place (such as community and/or asset preparedness)
- the potential consequences of evacuation compared with shelter in place (e.g. building characteristics, community vulnerability)

- engagement with relevant stakeholders (e.g. those who may be required to assist with an evacuation or with responsibilities for groups of the community)
- the potential consequences of making a decision to evacuate too early or too late (e.g. to determine appropriate trigger points for action)
- the risk to evacuees and emergency workers in undertaking an evacuation (direct or indirect effects of the hazard or any other hazard either imminent or occurring)
- any requirements to comply with any other direction/requirements relating to isolation and quarantine for another emergency occurring concurrently
- any individuals/groups within the community that may require specific arrangements, such as pregnant persons, unaccompanied children, tourists and other at risk persons, schools, hospitals and prisons
- the likely loss of any infrastructure that will affect the community's capacity to remain (such as industry, schools, water, electricity and other 'lifeline' services, roads, bridges)
- the risks involved in sheltering
- whether a full or partial evacuation is required
- whether the evacuation should be phased or prioritised
- any other relevant information that may be available, such as weather and historical data
- any time constraints to undertake the evacuation safely
- the anticipated time and location of the impact of the hazard
- whether there is sufficient time to evacuate.

4.1.3 Resource Requirements

A number of resource implications may influence the decision to evacuate, including availability and capacity of:

- personnel and equipment
- traffic management plans (including safest routes to get evacuees out, emergency workers and essential services in)
- transport options (within and external to the community)
- suitable accommodation and emergency relief and support arrangements
- communication channels (for public information, and within and across agencies involved).

External factors such as competing tasks, external pressures, availability of and/or access to knowledge may decrease the Incident Controller, HMO or Authorised Officer's capacity to make a decision to evacuate.

A HMA or relevant advisory group may be able to produce hazard specific guidance to assist an Incident Controller, HMO or Authorised Officer with decision making. These arrangements may be documented in the relevant State Hazard Plan or internal agency procedures.

4.1.4 Decision to Evacuate

A decision to evacuate or take alternative protective action is a critical decision. The reasons for any decision to evacuate or not evacuate must be recorded, along with the context for deciding if the evacuation will be recommended or directed.

Once a decision to evacuate a whole or part of a community has been made, the details of the operational evacuation plan should be determined.

Existing emergency evacuation plans are to be identified and accessed as far as practicable. The evacuation plan that forms part of the LEMAs should be available to the Controlling Agency, HMA and IMT. In addition, there may be specific buildings or facilities within the affected area that have pre-prepared evacuation plans (such as shopping centres, schools, hospitals and aged-care facilities).

4.1.5 Trigger Points

Decisions about an evacuation will need to identify trigger points for action to allow sufficient time to evacuate safely. Trigger points may be related to the hazard impacting on a particular geographical landmark, a change in the magnitude of the hazard, or other measurable indicators such as water level heights. The local government evacuation plan should identify known trigger points for identified hazards.

4.1.6 Animals

Owners or the person responsible for caring for an animal (the carer) is responsible for the welfare of that animal. In an evacuation, owners and carers should first seek to evacuate their animals to the property of friends, family or private shelter facilities outside the area in which the emergency is taking place.

Decisions will also need to include recommended or directed action for people with animals (including pets and livestock) as this will affect the likelihood of compliance for many. Due to health and safety considerations, animals are not permitted inside community evacuation centres with the exception of recognised assistance animals. Where applicable, local governments will have identified if animals can be accommodated in the vicinity of community evacuation centres and if not, what alternate options are available.

Owners have the responsibility for organising arrangements for their animals. Local governments and the community may have facilities to house evacuated animals. DPIRD will coordinate with these entities to advise the public of locations to house evacuated animals if available.

The State Support Plan - Animal Welfare in Emergencies outlines arrangements, including organisational and individual responsibilities, for animal welfare during emergencies.

4.1.7 Evacuation Strategy

"Appendic D" provides a simple tool to assist with determining the evacuation strategy best suited to the circumstances and the relationship between the type of evacuation and subsequent stages in the evacuation process.

4.2 Warning stage

Telling people of the need to go.

It is the responsibility of the Controlling Agency and/or HMA to provide community warnings and timely advice on the likely threat of an emergency and any recommended or required actions, including the recommendation or direction to evacuate. This should be undertaken in accordance with the State Support Plan – Emergency Public Information. If other hazards are occurring or are imminent, all relevant HMAs should be consulted to ensure consistent messaging is delivered.

4.2.1 Method of Communication

Multiple methods of communication are recommended to ensure the widest possible audience is reached. This may include general (mass audience) methods, such as social media and specific (targeted audience) methods, including those targeting at risk persons. This is particularly important where there are service disruptions to electricity, mobile and internet networks.

The Controlling Agency and/or HMA should refer to the local government evacuation plan for the possible modes of communication and contact details of relevant groups and facilities.

4.2.2 Public Information Strategy

The Controlling Agency and/or HMA is responsible for establishing the public information strategy for a specific emergency, including determining the most appropriate methods of communication. The strategy may be included in the operational evacuation plan or separately documented, where it has been delegated to the Public Information function of the IMT.

The Controlling Agency and/or HMA may consider the following content where an evacuation is recommended or directed for part or all of a community:

- what is known/not known about the incident
- the action being taken to combat the hazard
- what the community is being asked or instructed to do
- the expected duration of the absence, as far as predictable
- what evacuees should take with them (such as identification or medication)
- what they should not bring
- advice to secure premises and personal effects as they leave, but ideally leaving gates to properties unlocked for ease of access to emergency workers
- advice to restrict use of telephones during emergencies to avoid system overload
- the recommended evacuation route(s)
- advice about how to obtain updates (such as ABC radio, Controlling Agency or HMA website)
- the nominated evacuation centre(s), including if any of them will accept people with pets and/or livestock
- available assistance, such as transport or health services
- other advice for companion animals or livestock

- any registration system in place (e.g. Register.Find.Reunite see State EM Plan section 5.5.4)
- a reminder that those who remain behind cannot expect to be rescued if the situation worsens or provided with assistance to protect property and livestock
- any system for identifying properties that have been evacuated.

All public information should be consistent with the State Support Plan - Emergency Public Information.

4.2.3 Shelter in Place Warnings

If shelter in place is recommended or directed for part or all of the community, the Controlling Agency and/or HMA may consider further message content that could include:

- advice to maximise personal safety
- guidance to support self-sufficiency for the duration of the hazard, particularly if the duration can be estimated
- any specific protective actions in relation to the hazard (such as closing windows or isolating air conditioning systems)
- any re-supply information in relation to food, water, power or other essential services (which may include for livestock if evacuation is being advised for people and there is no time or no facility to accommodate this)
- how to assess possible shelter for suitability, which may be based on location or type, and be a building or open space
- a consideration of mental and physical fitness (most relevant for recommended evacuation).

4.2.4 Community Warnings

Community warnings will normally have three levels, as well as the level 'All Clear' when the threat has passed. These include:

Generally used for	General information about a potential hazard and advice to keep up to date with developments	The community is likely to be impacted and should take action to protect themselves	The community will be impacted and must take action immediately
Bushfire	Advice	Watch and Act	Emergency Warning
Cyclone	Blue Alert	Yellow Alert	Red Alert
Flood	Get Ready	Prepare Now	Take Action

Table 1: Levels of Community Warnings

Whilst different words may be used, there is commonality in the use of three escalating levels.

4.2.5 Standard Emergency Warning Signal (SEWS)

The Controlling Agency and/or HMA may also use the Standard Emergency Warning Signal (SEWS) as an audio prefix to emergency warnings as described in State EM Plan section 5.3.1 and State EM Response Procedure 4.3.

4.3 Withdrawal stage

Getting people out.

4.3.1 Self-Evacuation

Self-evacuation may occur in response to general awareness of or information about an emergency either prior to, or in the absence of, a recommendation or direction to leave. It may occur as a consequence of the issuing of an 'Advice' level of community warning (or other first level of warning, depending on the hazard), or in response to a perceived risk through personal observation or other sources of information.

A Controlling Agency and/or HMA may receive requests to assist those who choose to self – evacuate and, while it is unlikely that formal arrangements will be in place to provide emergency relief and support, it can be prudent to support self-evacuation as far as practicable early in an incident. The key to maximising self-evacuation is ensuring community members have sufficient, timely and relevant information to assist them recognise the threat, so they feel able to make an informed decision.

4.3.2 Recommended Evacuation

The Incident Controller or other authorised person makes a decision to recommend an evacuation of a community or part of a community. A recommended evacuation is likely when there is a possible threat to the lives of community members or property, but this threat is not believed to be imminent or significant and it is believed that members of the community have the capacity and capability to make an informed decision.

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

A recommendation to evacuate does not preclude a direction to evacuate.

4.3.3 Direction to evacuate where there is an Emergency Situation or State of Emergency Declaration (*Emergency Management Act 2005*)

The State Emergency Coordinator (SEC), HMO or Authorised Officer may direct an evacuation under the *Emergency Management Act 2005* in accordance with the State EM Response Procedure 4.8 or 4.17 where:

- a HMA or the SEC has declared an emergency situation under section 50 of the *Emergency Management Act 2005*
- the Minister for Emergency Services has declared a state of emergency under section 56 of the *Emergency Management Act 2005*.

A direction to evacuate by the SEC, HMO or Authorised Officer may prohibit the movement of persons within, into, out of or around an emergency area. A direction to evacuate can also be issued to a place of business, entertainment or worship under certain provisions of the *Emergency Management Act 2005*.

A direction to evacuate is likely to be made when it is believed that members of the community either do not have either the capacity, or capability, to make an informed decision or that there is a significant and/or imminent threat to the lives of members of the community.

A directed evacuation may be incorporated into either a 'Watch and Act' or 'Emergency Warning' warning (or other second or third level of warning, depending on the hazard) where evacuation is seen as the most appropriate action to the circumstances.

A directed evacuation is associated with words such as "you must..." in the message content. It should be noted, however, that sometimes when an 'Emergency Warning' is issued it may be too late to evacuate safely and other urgent action may be required.

The HMO or Authorised Officer directing the evacuation will, as far as practicable, take steps to:

- notify community members of the most suitable location to evacuate to, based on the prevailing situation (such as a safer place, evacuation centre or refuge site)
- establish a traffic management system
- assist with egress and prevent other persons entering the evacuated area
- facilitate transportation of evacuees, including evacuation by water and accessing suitable vehicles, with consideration of at risk persons.

A direction to evacuate is a lawful instruction and, in relation to bushfire, may be issued despite the existence of the Department of Fire and Emergency Services (DFES) Prepare. Act. Survive. policy.

A person who does not comply with a direction may commit an offence. Personnel conducting the directed evacuation may do all such things as are reasonably necessary to ensure compliance with the direction, using such force as is reasonable in the circumstances. However, the personnel may choose not to force a person to comply with a direction to evacuation. Factors that may be considered when deciding whether to remove a person failing to comply with a direction to evacuate include:

- the resources that would need to be diverted from responding to the emergency
- the safety of personnel.

The HMO or Authorised Officer responsible for issuing a direction to evacuate is to provide clear information to personnel conducting the evacuation regarding action to be taken if a person refuses to evacuate. However, this does affect the discretion of a police officer and the fact that any action taken should not imperil the life of the officer or any other person.

The personnel conducting the evacuation need 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. Where possible, procedures should be developed to track remaining residents' welfare; however, this should not be undertaken in such a manner as to endanger response personnel.

Unaccompanied children should not be left in an area subject to any evacuation direction and should be placed in the care of the Department of Communities.

Other legislation may contain powers to evacuate, such as the *Bush Fires Act 1954*, but it is important to be sure that persons carrying out evacuation activities have the legislative authority to exercise them and other conditions of that legislation are met.

The following table is an example of the relationship between the type of evacuation and the expectation of

compliance, associated warning level and public access likely to be permitted for each type of evacuation for bushfire.

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

Table 2: Types of Evacuation, applicable to a bushfire

"Appendix E" is an example of a message and handout that may be used by personnel delivering a door-to-door message in a recommended or directed evacuation. This has been developed by the Department of Biodiversity, Conservation and Attractions (DBCA), in consultation with DFES and Western Australia Police Force (WA Police Force), for use in a bushfire to enhance and/or reinforce the level of information that may be provided verbally to the resident. The value of such a tool, where practicable to implement, is to provide consistent information.

4.3.4 Securing the Area

The Controlling Agency and/or HMA should ensure, as far as practicable, the security of the area that has been evacuated and, where possible the well-being of remaining persons and property. This may be undertaken by regular patrols in the affected area, where safe and practicable to do so, and by the continuation of controlled access to the affected area post impact until evacuees are able to return.

The Controlling Agency and/or HMA may seek assistance with this function from the WA Police Force, local government and security and /or traffic management contractors, depending on the specific circumstances of the situation. However, the safety of personnel remains paramount.

4.4 Shelter stage

Where people can go and receive support.

Phases of sheltering may include:

- immediate sheltering (where there is limited time to take protective action)
- temporary sheltering (e.g. evacuation centres)
- temporary housing (for more long-term evacuations).

Not all phases are applicable to all emergencies.

4.4.1 Evacuation Facilities

Where the Controlling Agency and/or HMA establishes one or more evacuation centres, they must take all reasonable steps to ensure that evacuees are properly received and supported via the Department of Communities and/or the local government. These agencies should be included as members of the ISG and OASG, if established.

The Department of Communities will coordinate the provision of emergency relief and support for evacuated persons attending evacuation centres based in any of the approved centres set out in the LEMAs, in accordance with the State Support Plan – Emergency Relief and Support. This will include specific arrangements for unaccompanied children, and other at risk persons as far as practicable and as required.

The Controlling Agency or HMA will consult with the Department of Communities and local government as soon as practicable when determining the most suitable evacuation centre(s) to activate. This includes the need to establish alternative evacuation arrangements where there is a need to comply with any isolation, quarantine, physical distancing and health requirements as a result another hazard.

Where facilities within the local area are not suitable or sufficient to ensure the safety of all evacuees, emergency relief and support staff and volunteers, an evacuation centre may be activated within an adjacent jurisdiction.

The management of other facilities, such as agricultural grounds or other facility where people with animals may evacuate to, will need to be determined independently. In most cases, this will be supported by the local government or facility staff.

The Controlling Agency and/or HMA is responsible for the provision of timely and accurate situational information to the displaced community for the duration of the response. The situational information may include current activities being undertaken, timeframe for the return of community and assistance available to evacuees.

As far as practicable, consideration should also be given to evacuation centres that may be established spontaneously by members of the community during an emergency, in addition to the formally established centres. These informal/makeshift centres may not be ideal for the coordination of information, services and support; however, they may be a valuable addition in some circumstances, for example for communities isolated during a flood emergency.

4.5 Return stage

Allowing people back and supporting their return.

The evacuation process cannot be considered complete until the return of the affected community, assuming this is possible. In most circumstances, the return of evacuees will be the responsibility of the Controlling Agency and/or HMA that determined the need for the evacuation in the first place. However, in some circumstances, particularly where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee (at either the local or State level).

The responsible person/agency should ensure there is an effective plan in place for returning the displaced community in a safe and controlled manner as part of the operational evacuation plan or other documented process. [Note – Strategies for the return of evacuated residents may be included in the local government evacuation plan and/or local recovery plan].

4.5.1 Safety Assessment

The relevant responsible person (from the Controlling Agency or HMA or Recovery Committee) will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to and identify if any special conditions need to be applied. Factors to be considered include:

- the hazard itself or any consequential hazards
- the conditions to which evacuees would be returning, such as, availability of food, sanitation and health
- the physical and emotional wellbeing and capacity of evacuees
- the short- and long-term economic viability of evacuated area
- support services for those returning
- the continuing need for public information, particularly about essential services
- whether or not the area is a protected forensic area or a restricted access area.

The return of a community is most appropriate after an '**All Clear**' for the emergency warning has been issued.

4.5.2 Staged Return

The return phase of evacuation may be executed in stages and the operational plan for this stage should consider matters such as community safety, restoration of essential services and provision of emergency relief and support services.

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

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

Part Five:

Organisational Roles and Responsibilities

5.1 Controlling Agency

The overall responsibility for the management of a recommended (voluntary) evacuation and ensuring appropriate agencies are engaged in the process rests with the Controlling Agency or HMA.

This encompasses the risk assessment and decision arising that evacuating a community represents the best option available for community safety and ensuring that appropriate action is taken across all phases to meet the evacuees' needs.

The Controlling Agency is responsible for ensuring the supporting agency undertaking the evacuation is aware of the level of evacuation and public information and media management during a voluntary evacuation.

The Controlling Agency may direct an evacuation under the *Emergency Management Act 2005* if authorised by the HMA or under other legislation.

In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard.

Hazard Management Agency (HMA)

Where an evacuation is being undertaken for a hazard for which an agency or individual is prescribed as the HMA, the HMA can access powers provided in the *Emergency Management Act 2005* to direct the movement of people and animals if they make a formal declaration of an emergency situation. An emergency situation can also be declared for any hazard by the State Emergency Coordinator. In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard however, the HMA is responsible for the management of a directed evacuation under the *Emergency Management Act 2005*, as this action requires the utilisation of legislative powers.

5.2 State Emergency Coordinator

Should the Minister declare a state of emergency, the State Emergency Coordinator may direct an evacuation as an Authorised Officer (s. 3) or may appoint Authorised Officers to access Part 6 powers under the *Emergency Management Act 2005*, including the power to direct an evacuation.

5.3 Hazard Management Officer

Hazard Management Officers appointed under section 55 of the *Emergency Management Act 2005* when an emergency situation is declared may access Part 6 powers, including power to direct an evacuation. When directing an evacuation, the Hazard Management Officer is responsible for:

- maintaining overall responsibility for the evacuation
- ensuring appropriate agencies are engaged in the response and supporting agency undertaking the evacuation is aware of the level of evacuation, the legislative power for evacuation, and the preferred action to be taken if people refuse to evacuate
- managing public information and media management.

5.4 Authorised Officer

Authorised Officers appointed under section 61 of the *Emergency Management Act 2005* when a state of emergency is declared may access Part 6 powers, including power to direct an evacuation.

When directing an evacuation, the Authorised Officer is responsible for:

- maintaining overall responsibility for the evacuation
- ensuring appropriate agencies are engaged in the response and supporting agency undertaking the evacuation is aware of the level of evacuation, the legislative power for evacuation, and the preferred action to be taken if people refuses to evacuation
- managing public information and media management.

5.5 Western Australia Police Force (WA Police Force)

WA Police Force are commonly requested to assist a Controlling Agency orHMA with an evacuation. Their duties may include specific activities during the withdrawal phase of an evacuation or overseeing the entire evacuation planning process on behalf of the Controlling Agency or HMA. However, the WA Police Force may not always be in a position to assist. For example, in remote regions effected by cyclones, volunteers with the State Emergency Service of DFES or other groups may be more effectively placed to assist.

Where WA Police Force assistance to carry out an evacuation is requested, it should be clarified whether this is to carry out specific activities set out in the Controlling Agency's or HMA's Operational Evacuation Plan or includes developing the plan on the Controlling Agency's or HMA's behalf.

The WA Police Force will:

- establish and maintain an appropriate cordon to the emergency area, as requested
- support the orderly evacuation of persons to the nominated evacuation centre(s)
- maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre
- assist with security of the evacuated area, as requested.

5.6 Local Government

During an incident, local government, will be responsible for:

- in consultation with the Controlling Agency/HMA, making available suitable municipal buildings to be established as evacuation centres by the Department of Communities, to coordinate emergency relief and support during the emergency
- establishing additional facilities where those with animals may evacuate to, if animals cannot be received at the evacuation centre, with appropriate resources to manage
- providing relevant local information with regard to the communities at risk; and keeping informed during the response phase in order to affect a smooth transition to recovery when appropriate.

5.7 Main Roads WA

Main Roads WA has an important role to play in any traffic management plan for the withdrawal phase, through the provision of information about road networks and infrastructure capabilities, staffing and/ or contractors to assist with the vehicle control points or undertaking detailed traffic management plans for extended emergencies. Main Roads WA will assist the Controlling Agency or HMA and/ or WA Police Force with the development of Traffic Management Plans and/or activities supporting its implementation, as requested.

5.8 Department of Communities

The Department of Communities is a crucial partner in the shelter phase of an evacuation process, as they will coordinate emergency relief and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups. The operational details that relate to the emergency relief and support function are available in the State Support Plan - Emergency Relief and Support. The Department of Communities maintains a list of refuges and evacuation centres.

During an incident, the Department of Communities will:

- determine the number and location of evacuation centres to be opened in consultation with the Controlling Agency or HMA and with consideration of available resources
- provide for reception of evacuees at evacuation centres and appropriate resources and emergency relief and support
- provide and/or facilitate services to victims of the emergency to help them cope with the effects of the emergency
- arrange for a registration and reunification services to be established, if required.

5.9 Red Cross

Red Cross may assist in providing a registration and reunification service, where requested by the Department of Communities. This may include the use of the Register.Find.Reunite system.

5.10 Department of Health (WA Health)

WA Health will coordinate medical support, including the services of organisations such as St John Ambulance and the Royal Flying Doctor Service, for those evacuees requiring medical care, in accordance with the State Health Emergency Response Plan. WA Health will also coordinate the medical evacuation of severely injured persons to major medical centres in rural areas or the Perth Metropolitan area as appropriate and assist partner agencies in crises counselling and critical stress management.

5.11 Department Of Education

The Department of Education's role is to:

- liaise with the Department of Communities and relevant local governments in relation to the use of educational facilities as evacuation centres
- provide up to date information about schools in the affected area to be available to Controlling Agencies, HMA and WA Police Force, including appropriate contact information
- ensure evacuation plans that extend beyond the car park are in place for each facility.

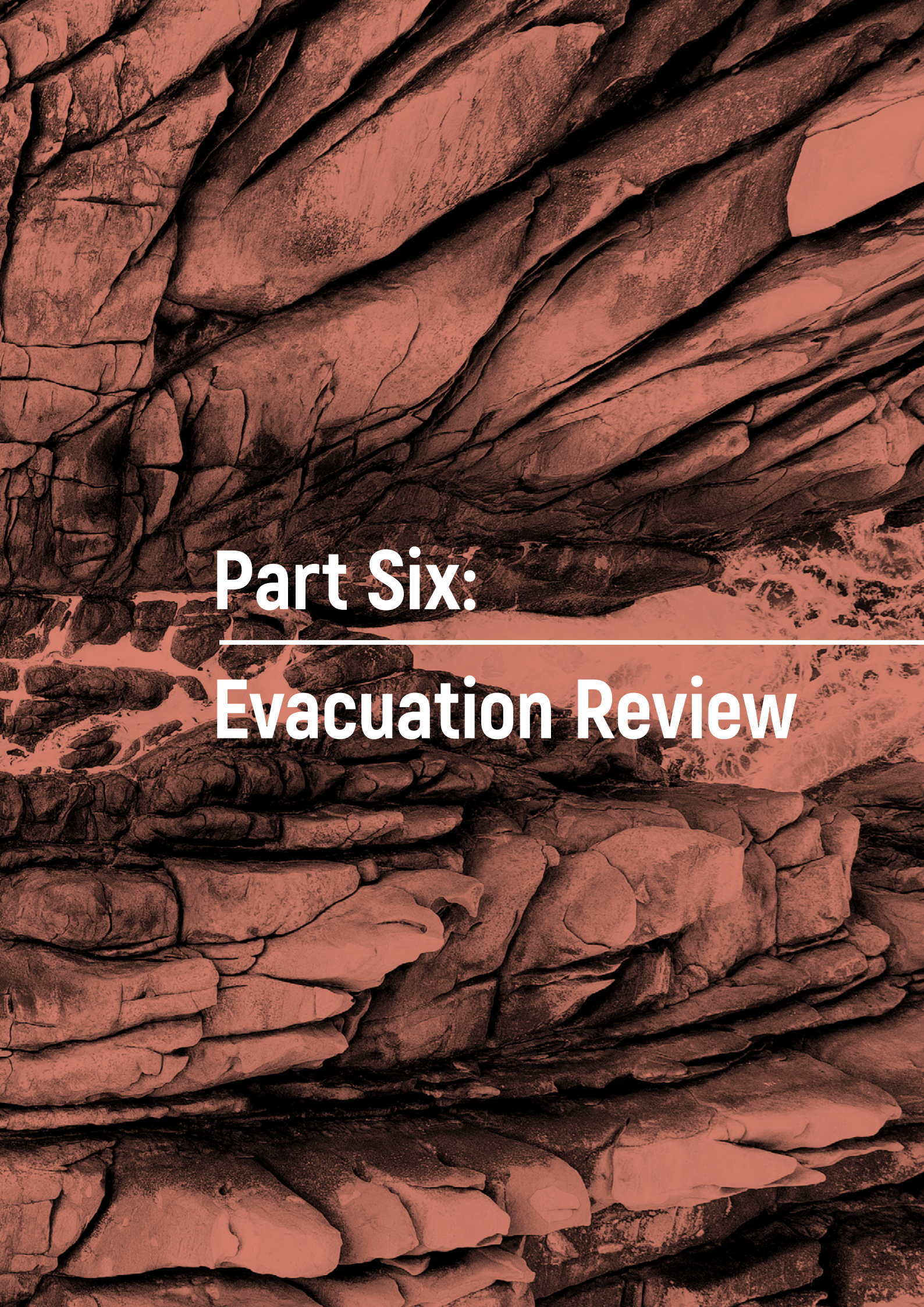
5.12 Organisations Responsible for Educational and Care Facilities and Other Specialist Sites for at Risk Persons

Organisations responsible for educational and care facilities and other specialist sites for at risk persons are responsible for providing up to date information about their location and appropriate contact information to the appropriate governing body and/or local government.

These organisations must also ensure emergency evacuation plans that includes arrangements which extend beyond the car park and include considerations for transportation to a place of safety.

5.13 Department of Defence

In certain circumstances, such as where the capability of agencies are insufficient or unavailable, the Department of Defence may provide assistance in accordance with State EM Policy section 5.10 and State EM Plan section 5.6.



Part Six:

Evacuation Review

The post operational debrief process, including the post operation report, should include consideration of what worked well and what could be improved for future evacuations.

All agencies that have carried out activities for any of the stages in the evacuation process should be provided with the opportunity to participate in these reviews.

Evacuation plans, including local government evacuation plan, should be reviewed following any major incident or emergency requiring an evacuation. This process should include updating the plan to reflect any lessons identified throughout the review process.

Appendices

Appendix A: Glossary

Terminology used throughout this document shall have the meaning as prescribed in section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary. In addition, the following evacuation specific definitions apply:

Term	Definition
Assembly Areas	A designated location used for the assembly of emergency affected persons. The area may also incorporate an emergency relief centre. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.
At-Risk Persons	Anyone who may have difficulty either receiving or responding to emergency public information, e.g.. May include people with access or information needs, people with disabilities (intellectual, cognitive, with decision making impairments) or other health related issues, children, the aged, tourists/travellers, those who are homeless, those who are socially isolated and those from remote or culturally and linguistically diverse communities
Emergency Accommodation	The provision of temporary shelter for persons requiring shelter during an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, coordinated by Department of Communities.
Evacuee	A person who has withdrawn or been removed from a place of danger.

Term	Definition
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return. **Directed Evacuation:** a direction for members of a community to evacuate with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain. Under the *Emergency Management Act 2005*, a directed evacuation can occur only during an emergency situation or state of emergency. Only a Hazard Management Officer, Authorised Officer or Police Officer may issue a direction for members of a community to evacuate in circumstances where it is believed there is an imminent and real threat to life should they remain. A direction to evacuate is a lawful instruction. **Immediate Evacuation:** This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time (e.g. hazardous materials emergencies, air crashes, bushfires or earthquakes). **Pre-warned Evacuation:** This follows receipt of sufficient and reliable information that prompts a decision to evacuate ahead of a hazard impact (e.g. cyclones and storm surges). **Recommended Evacuation:** An evacuation whereby a Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/ imminent. **Self-Evacuation:** The voluntary evacuation of community members who have assessed their risk and have decided to move to a safer place, either a place established for the hazard or a place of their choosing.
Evacuation Centre	A centre that provides individuals impacted by an emergency with basic human needs which may include accommodation; food; personal support; clothing and personal requisites; registration and reini
Immediate Sheltering	Includes shelter in place, assembly areas and places of last resort.
Place of Last Resort	A place where members of a community can go or be taken to at the last minute to seek shelter from an imminent threat when it is too late to evacuate. It should only be used when all other plans have failed and no other option exists. This may be a shed, areas of the home, dam, swimming pool or other place appropriate to the hazard.

Term	Definition
Refuge Site	A place where the community may take shelter within the community that is suitable to the hazard that presents. This may be an open space, building or other suitable place of shelter. It may be determined at the time of the emergency.
Relocation	A term sometimes used in place of self-evacuation. It can also be used to refer to an individual's choice to move to a location of reduced risk of an emergency occurring under certain conditions even before an emergency has occurred (e.g. on a day where a catastrophic fire weather danger rating has been issued).
Safer Place	A nearby location where members of the community can relocate or evacuate to quickly that is safer than the location being threatened by the hazard.
Safest corridor	The route that evacuees take that presents the safest way to move away from the threat to a place of safety or 'safer place', sometimes known as the recommended egress for evacuation.
Shelter in Place	The advice to community to remain in their location, this may be an open space, building, indoors or other suitable place of shelter, usually with additional advice from emergency services as to how to take actions to reduce their exposure to the hazard.
Specialist facilities	May be required when evacuees are unable to care for themselves or require additional care (e.g. hospitals, aged care or similar facilities, and disability care).
Temporary accommodation	Accommodation provided over an extended period of days, weeks or months, for individuals or families affected by an emergency. It is different from emergency shelter.
Temporary sheltering	Includes family, friends or commercial accommodation outside the impact zone, refuge sites, evacuation centres and specialist facilities.

Appendix B: Emergency Evacuation Planning Template

Note: *italicised text throughout this template is meant to provide guidance to those drafting an emergency evacuation plan and blue text provides an example of content. Sections within this template should be scaled to fit the local needs. An editable version of this template is available on the SEMC website.*

Local Government> Emergency Evacuation Plan

This information has been produced and issued under the requirements of the State Emergency Management Plan section 5.3.2, endorsed by the <update> Local Emergency Management Committee and the Council of the <Local government>. The Appendix has been tabled for noting with the <Emergency Management District> District Emergency Management Committee and State Emergency Management Committee.

Endorsed by <Insert LEMC Name> Chair

Date:

Endorsed by <Council(s)>

Date:

Amendment Record

Below is an example only. Use your usual document control process

Number	Date	Amendment Summary	Author
1			
2			
3			
4			

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary and the Western Australia Community Evacuation in Emergencies Guideline Glossary.

District: means an emergency management district gazetted under the *Emergency Management Act 2005*.

Municipality: means local government district under the *Local Government Act 1995*.

Introduction

This document is an Appendix to and should be read in conjunction with, the Local Emergency Management Arrangements (LEMA). The LEMA is available at <*localgovernmentwebsite.com.au or describe how the LEMA can be obtained*>.

Aim

Include a brief statement that covers the aim of the local government for this plan.

Purpose

The purpose of this evacuation plan is to set out:

a. XX

b. XX

Scope

This plan is to ensure the community is prepared for an evacuation, should the need arise. Evacuation management decisions relating to evacuation during an emergency rest with the Controlling Agency or Hazard Management Agency (HMA) and it is not the intent of this document to detail the procedures for Controlling Agencies or HMAs in managing an evacuation. The procedures for an evacuation should be detailed in the Controlling Agencies or HMAs' individuals plans.

Furthermore:

- This document applies to the local government district of the <local government>;
- This document covers areas where the <local government> provides support to HMAs in the event of an evacuation;

This information is to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

Related Documents and Arrangements

Local Emergency Management Policies

Document any local government emergency management policies here.

Local government policies for emergency management refer to any policies that are unique to that local government area for example, bylaws or operational policies.

Existing Plans and Arrangements

List relevant plans and arrangements that exist for the area should be listed for reference purposes.

These could include specific hazard plans, Local Emergency Relief and Support Plans, special event plans, public building evacuation plans, hospital and school emergency management plans and Emergency Risk Management plans and so on.

Ensure details include the ownership, location and currency or expiry dates for these plans.

At Risk Persons

Develop a table containing a list of at risk persons. Include physical location, contacts, size and whether current evacuation plans exist. See example at Appendix B2 of this template – At Risk Persons.

Where there is a premise or location associated with an at risk group, the premise or location should have their own evacuation arrangements, however, you may need to confirm this with them as well as whether it considers the transportation of people to the designated place of safety.

High Risk Settlements

Identify settlements that may be exposed to high level of emergency risk within the local government district. These risks should have been identified when developing the LEMA, for example:

EXAMPLE ONLY: Shire of Prepit Risk Register

Risk of Hazard	HMA HMA	(Local HMA representative)	State Hazard Plan	Local Plan
Rural Fire	DFES	Shire of Prepit DEC Prentis and Oakwood regions	Fire	Fire Management Plan Fire Control Working Plan
Urban Fire	DFES	Prepit FRS	Fire	Not Applicable
Storm/Flood	DFES	Prepit SES	Severe Weather	Not Applicable
Road Transport Emergency (in town)	WA Police Force	WA Police Force	Crash Emergency	Prepit Police
Road Transport Emergency (out of town)	WA Police Force	WA Police Force	Crash Emergency	Prepit Police
Human Epidemic	WA Health Dept	Prepit Hospital	Human Biosecurity	Not Applicable
Land Search and Rescue	WA Police Force	WA Police Force	Search and Rescue	Prepit Police

Identification of Evacuation Centres

Identify evacuation centres and details (e.g. capacity, accessibility, whether animals can be accommodated or reference to another plan).

Evacuation Centre	Capacity Accessibility	Accessibility	Hazard for which centre is suitable for	Independent power Y/N	Amenities (e.g. A/C)	Accommodates animals? Y/N* If no, identify any alternative arrangements for animals in the vicinity	Reference (appendix/ appendix/ another plan)	Comments

Traffic Considerations

The State EM Traffic Management During Emergencies Guideline provides a description of key traffic management considerations.

Where relevant, the LEMC should identify and list the following:

- *any pinch points – such as, one road in-one road out*
- *suitable access/egress routes for the expected type/volume of traffic, including alternatives by water or air when suitable roads are inaccessible, insufficient or inappropriate*
- *possible locations for vehicle control points to assist with traffic management (i.e. where traffic can be easily re-routed, and communications should be reliable)*
- *transport options for those without access to private vehicles*
- *communication methods.*

The LEMC should identify effective warning methods appropriate to the communities that may be affected (including a consideration of at risk persons and the demographics of the community, as far as practicable).

Isolation and Quarantine

Identify any arrangements and/or suitability of evacuation centres should a human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies occurring concurrently. Including, but not limited to:

- *the availability and distribution of in of infection control measure including the provision, management and resourcing of:*
  - *personal protective equipment/clothing*
  - *cleaning and disinfection*
  - *food safety*
  - *waste management*
- *specific instructions and alternative evacuation arrangements for people who are subject to isolation and quarantine directions*
- *responsibility for health screening and registration of evacuees, including collecting all necessary details should contact tracing be required*
- *the suitability of evacuation centres or alternative evacuation sites should evacuation centres not be available, including maximum capacity, ability to comply with physical distancing requirements, availability of isolation/segregation facilities and alternative arrangements or sites*
- *whether an emergency situation declaration or state of emergency declaration is required in order to share information under the Emergency Management Act 2005.*

Advice from the HMA for the hazard requiring isolation and quarantine should be sought when developing an emergency evacuation plan.

Emergency Evacuation Planning Data

Town of Prepit Evacuation Planning Data

Information current as at December 2019

EXAMPLE ONLY

Demographics	Number	Considerations
Total permanent population	1052	Seasonal fluctuations
Seasonal population average	3000	During November to February During June to July
Total Males	495	
Total Females	557	
Medial Age	33	
Families	296	
Under 18 years	500	Subject to increases during schoolies week in November – December
Average children/family	2.1	
Single person households	45	Community
People with disabilities	210	Community and care facilities

Dwellings	Number	Considerations
All private dwellings	650	Timber/iron in heritage areas brick/tile in new suburbs of Lannister, James and Mitchell
Average person per household	2.1	
Average moto vehicle/dwelling	1.9	
Accommodation and boarding facilities	5 motels max of 50 people per centre	All within centre of town, 4kms. Occupancy varies daily.

Evacuation Centres and Capacity	Address	Distance from Town Centre
The Town Hall – 50 people	23 Safit Way Prepit	0 Km
The Restirio Function Centre and Grounds – 500 people	1 Restful Drive Prepit	8 Km
Prepit Primary School and oval – 400 people	9 Diamond Drive Prepit	2 Km
Prepit High School and oval – 600 people	15 Jeanes Way Prepit	4 Km

Transport	Location and Contact Person	Number
Prepit School Bus Service (5 buses) Prepit Tours (commercial)	James Eyre Jess Ablet	55335606 55473827
Helipad (Helio Pty Ltd)	Jim Watts 9 Wayne Ridge	55467395
Airport	Jane Yearton 15 Weston Road Prepit	55925257
Taxis Prepit Taxis has passenger sedans (30) Accessible Minibus (x9)	Jim Lannister	55503030
Available Transport resources – as above –response time minimum of 30 mins notice	As above	

Traffic Access and Bridges	Access From	Terrain
Reid Street Bridge Myer Street Bridge Jenkins Bridge	Single lane Double lane Double lane	Over the Reid Waterway – exposed to seasonal flooding June – August No identified seasonal issues No identified seasonal issues
Single point of failure	James Road	Only SUV vehicle access
Choke points Reginald Avenue near school Oakely street near school		Impacted by school hours
Beach/River Access	Kant Point at Prepit Beach Kathey Path at Murray River	Unsealed – soft sand Partially sealed – walkway – single vehicle width pier
Prepit Mall	Closed to vehicle traffic	Single vehicle access only, bollards insitu
Prepit carpark	Capacity for 150 vehicles	Double storey carpark. Ease of access
Vehicle control points	See attached plan	

At Risk Persons

At Risk Persons – Specific Arrangements

Name of facility	Description	Address	Contact	No. of People	Evacuation Plan Who managers the plan? Has a copy been sent to LEMC?
Prepit Pre School	State educational facility – day hours	8 Gem Avenue	Mr Louten 55468680	80 pupils 15 staff	Yes, Mr Louten Sent to LEMC 14 April 2019
Prepit Primary School	Day and afterschool care	98 Epsom Way	Ms James 5546363632	100 pupils 20 staff	Yes, Ms James Sent to LEMC 1 January 2019
Prepit Highschool	Day and Boarding	16 East Street	Dr Reece 94932920	200 pupils 40 staff	Yes, Dr Reece Sent to LEMC 1 January 2019
Gems Child Care	Private Day care	9 Domand Drive	Jenny Sawyer 55596969	10 children 4 years	Yes, Jenny Sawyer Sent to LEMC 2 February 2019
Fulton Age Care	Private nursing home	22 Carson Way	Jess Watson 55563453	20 people physically impaired	Yes, Jess Watson Sent to LEMC 2 February 2019
Silverchain – community service provider	In home care provided – addresses known only to the agency	Head Office 9 Watson Street	Ms Taylor 55546569	Up to 35 living in the community	Individual plans Please held by the resident. Not sent to LEMC
Prepit Hospital	General emergency and rehab	16 Grace Street	Jim Otley or Jenny Way Emergency number 94949506	150 people – range of disabilities	Yes, Jim Otley or Jenny Way Sent to LEMC – beyond carpark arrangements confirmed 24 January 2019

Major Events	Location	Key Dates
Festivus Weekend	Prepit Central Part 2 The Rise Prepit	31 March – 2 April
Bowling District Championship	Prepit Bowling Green 1 Gemstone Crescent	Last weekend of July
Artful Comedy Festival	Prepit Town Hall 23 Safit Way	First weekend of November
Christmas Pageant/Parade	Business District Starting from Riley Road to Grand	17 December
Highschool swimming championships	Prepit Swimming Pool – 2 Latin Road Prepit	6 November

Emergency Evacuation Planning Map (Example – Prepit)

Print on A3 to meet

Appendix C: Operational Evacuation Plan Template

Operational Evacuation Plan Template

This template can be used to develop a plan or document decisions and strategies from another agency when time permits – or as an aide-memoire when needs are urgent. An editable version of this template is available on the SEMC website under Guidelines.

When planning for a recommended evacuation, the Incident Controller (appointed by the Controlling Agency) will generally develop an operational evacuation plan or undertake activites to support the plan.

When planning for a directed evacuation using powers under the *Emergency Management Act 2005*, a Hazard Management Officer (authorised by the HMA) or Authorised Officer (authorised by the SEC) is required to issue the directions.

This document is compiled by:

Name:

Position:

Time: Date:

Signature:

Are details of the evacuation entered on a crisis information management system (e.g. WebEOC/ WebFusion)?

☐ Yes - Please specify:

☐ No

Incident Name/Reference:

Situation

Briefly describe the situation or emergency which has, or may cause, a recommendation or direction to an affected community to evacuate, including other imminent or occurring hazards/emergencies:

Summary of Key Risk

Issue(s)	Likelihood	Consequences	Mitigation Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy
Issue	low/med/high	low/med/high	Strategy

Mission

Briefly describe the mission in this evacuation or potential evacuation:

Specified objections:

Execution

Key Roles

HMA/Controlling Agency/Incident Controller:

Agency:

Incident Controller Name:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Operational Area Manager (if appointed):

Agency:

Operational Area Manager Name:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Police Commander:

Agency: WA Police Force

Police Commander Name:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Emergency Coordinator(s): (Local Officer in Charge and/or District Superintendent perform whole of government coordination function at local and/or district level(s)

Agency: WA Police Force

Local Emergency Coordinator Name:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Agency: WA Police Force

District Emergency Coordinator Name:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Evacuation Manager: (Where appointed – this position will generally sit under Operations in the incident management system (e.g. AIIMS)

Agency: WA Police Force

Evacuation Manager Name:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Major facilities:

Incident Control Centre Details:

Name of ICC:

Location of ICC:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Incident Control Point/Forward Control Centre Details (if applicable):

Name of ICP:

Location of ICP:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Incident Support Group Details (if activated):

Name of ISG Site:

Location of ISG:

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Location of the Operational Area Support Group (if activated):

Name of OASG Site:

Location of OASG

Contact Number 1:

Email 1:

Contact Number 2:

Email 2:

Location of the Primary Evacuation Centre (if activated):

Name of Centre:

Location:

Capacity:

Facilities:

Contact Name:

Contact Number:

Email:

Location of the Secondary Evacuation Centre (if activated):

Name of Centre:

Location:

Capacity:

Facilities:

Contact Name:

Contact Number:

Email:

Other:

DECISION PHASE: is getting people out the best option?

The decision to evacuate rests with the Controlling Agency/HMA. For a directed evacuation, the Controlling Agency must be an HMO, Authorised Officer or Police Office or liaise with an HMA to direct an evacuation under the *Emergency Management Act 2005*.

Type of evacuation issued: ☐ Recommended evacuation ☐ Directed evacuation

This decision was made in consultation with:

☐ **Controlling Agency**

Contact Name 1:

Contact Name 2:

☐ **WA Police Force**

Contact Name 1:

Contact Name 2:

☐ **HMA**

Contact Name 1:

Contact Name 2:

☐ **Other Experts**

Name/Agency 1:

Name/Agency 2:

Name/Agency 3:

Name/Agency 4:

Name/Agency 5:

Does the person making the decision to recommend or direct an evacuation have the legislated authority?

☐ Yes - Give Details:

☐ No - State Reasons

Relevant issues to this evacuation/potential evacuation and affecting decision:	Yes	No
Time pressure	☐	☐
Information source/validity	☐	☐
Competing tasks	☐	☐
Ability/risk to evacuate	☐	☐
Safety of community	☐	☐
Safety of at risk persons (aged, children, homeless, tourist)	☐	☐
Staffing (resourcing)	☐	☐
Community preparedness	☐	☐
Communication processes	☐	☐
Sufficient shelter provisions	☐	☐
Safety of emergency responders	☐	☐
Other *(please specify)*	☐	☐
Other *(please specify)*	☐	☐
Other imminent or occurring hazard/emergency	☐	☐

If other imminent or occurring hazard/emergency provide contacts below:

HMA:

Contact Person:

Contact Number:

HMA:

Contact Person:

Contact Number:

Trigger Points

Are there identified trigger points for evacuation to be recommended or commenced?

☐ Yes

☐ No

If yes, describe below:

Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity
Trigger Point	Activity

Alternatives

By necessity, are there any alternatives to an evacuation?	Yes	No
Shelter in place	☐	☐
Identified community refuge	☐	☐
Private shelter	☐	☐
Other	☐	☐
Other	☐	☐
Other	☐	☐
Other	☐	☐

WARNING PHASE: telling people of the need to go

The issuing of a warning/recommendation/direction 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 relates tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.

Actual messaging to contain the following information:	Yes	No
Identification of the HMA/Controlling Agency	☐	☐
Location of area affected	☐	☐
Predicted severity	☐	☐
How people should respond	☐	☐
Where to get further information	☐	☐

If you answered No to any of the above, please enter reason(s):

Other information to include (if appropriate):	Yes	No
Instructions for at risk persons	☐	☐
Ancillary issues, such as domestic pets, medications, identification	☐	☐
Limitation on possession e.g. oversize items, livestock	☐	☐
Recommended personal items e.g. toiletries, clothing, baby formula	☐	☐
Recommended transport routes and/or transport options	☐	☐
Security of evacuated areas (assurance patrols or similar if safe to do so)	☐	☐
Advice on energy supplies and air conditioning e.g. switch off gas, electricity	☐	☐
Advise to inform relatives/friends on your intentions/destination	☐	☐
Information about 'Register.Find.Reunite' system (in consultation with Department of Communities)	☐	☐
Alternative arrangements for hazards requiring isolation or quarantine (e.g. human epidemic)	☐	☐
Other *(specify)*:	☐	☐
Other *(specify)*:	☐	☐

Methods available to facilitate public warnings (consider resources, specialist support and emergency responder safety):	Yes	No
Media (television)	☐	☐
Media (radio)	☐	☐
Telephone contact	☐	☐
Short Message Service (SMS)	☐	☐
Emergency Alert	☐	☐
Standard Emergency Warning Signal	☐	☐
Door knocks	☐	☐
Verbal messages	☐	☐
Community meetings	☐	☐
Sirens	☐	☐
Public address systems	☐	☐
Agency websites	☐	☐
Email	☐	☐
Social networking sites	☐	☐
Print material	☐	☐
Other *(specify)*:	☐	☐
Other *(specify)*:	☐	☐

WITHDRAWAL PHASE: getting people out

The responsibility for evacuating a community remains with the Controlling Agency/HMA/ HMO or authorised officer, who may request assistance with specific activities as part of their (documented) evacuation strategy or, by agreement, may delegate the development and/or execution of an evacuation strategy. 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 HMA/HMO where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.

Outline of evacuation strategy

Does a plan already exist? ☐ Yes ☐ No

Sectorise/Phase the affected area if appropriate:

At risk persons (such as aged, CALD, unaccompanied children, walking wounded, people with disabilities, pregnant persons, tourist):

Consider assembly area, if required:

Evacuation centre(s) identified (Department of Communities to coordinate emergency relief and support on request):

Are animals permitted?

Can animals be sheltered in the vicinity?

If required by HMA, alternative evacuation arrangements for concurrent emergency requiring isolation or quarantine (e.g. human epidemic/pandemic)

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

Identify transport options (including by land, sea or air, as applicable):

Develop traffic management plan (considering ingress and egress routes, sole use of route for evacuees/ emergency responders and /first aid enroute, as applicable):

Identify multi-agency communications arrangements/plan:

Identify a system to indicate properties that have been evacuated (by residents or responders):

Security of evacuated area:

Actions on persons declining to evacuate (such as possibility or registration/list of premises). Note: Unaccompanied children should be evacuated to a Department of Communities centre.

Other Considerations:

SHELTER PHASE: where people can go and providing support

The Controlling Agency or HMA is responsible for ensuring evacuated persons have appropriate provisions. Identification of a suitable evacuation centre and coordination of community emergency relief and support is supported by the Department of Communities on request. Confirm whether the Department of Communities have been activated by the Controlling Agency or HMA. If facilities are required that will accept animals, local government should be able to provide advice.

Have the following actions being taken?	Yes	No
Evacuation centre requirements identified – The following information may assist the Department of Communities and local governments with the selection of an evacuation centre(s). • Summary of the incident • Areas currently identified as safe locations (include map of impacted area) • Transportation routes - Ingress and Egress • Estimated number of persons displaced or evacuated • Expected duration of the evacuation (less than one day, overnight, etc.) • Security concerns	☐	☐
Emergency relief and support response requested (through Department of Communities)	☐	☐
Locations for evacuation centres selected (Consultation between the Controlling Agency/HMA and the Department of Communities should occur prior to selection, whenever possible) Note: Where the Department of Communities is unable to be on site immediately, the **Local Emergency Relief and Support Plans**, developed by the local government and the Department of Communities, and the Local Evacuation Plan, should be consulted.	☐	☐
Registration and reunification process (Register.Find.Reunite) access requested/delivered – Department of Communities	☐	☐
Other resources are in position to commence registration of evacuees	☐	☐

Recommended Appendices	Yes	No
Incident Management Team (IMT) contact list	☐	☐
Residents contact list	☐	☐
Record of warning messages (date/time/method)	☐	☐
Risk assessment matrix	☐	☐
Traffic management plan	☐	☐
Maps	☐	☐
Record of advice provided to affected areas/persons	☐	☐
List of at risk people/locations	☐	☐

RETURN PHASE: allowing people back and supporting their return

The decision to allow a community to return, planning for the return and providing accurate and timely information to the displaced community are the responsibilities of the HMA, or Controlling Agency's Incident Controller. Where other agencies are assisting, it is important that this assistance is confirmed and decisions swiftly disseminated to relevant personnel.

Key considerations	Yes	No
The affect area being declared safe	☐	☐
Crime scene preservation	☐	☐
Availability of services and utilities (gas, electricity, roads)	☐	☐
Evacuees' psychological and physical health	☐	☐
Transport for persons with a disability, those with specific care requirements	☐	☐
Economic factors involves in the return of evacuees	☐	☐
Possible need for a phased return/traffic management/permit system	☐	☐
Local Recovery Coordinator/Coordination Group included in planning	☐	☐
Other *(specify)*	☐	☐

Informing other stakeholders of the decision:	Yes	No
Community representatives	☐	☐
Department of Communities	☐	☐
Department of Primary Industries and Regional Development	☐	☐
Department of Fire and Emergency Services	☐	☐
Department of Health	☐	☐
Department of Biodiversity, Conservation and Attractions	☐	☐
Department of Water and Environmental Regulation	☐	☐
Department of Mines, Industry Regulations and Safety	☐	☐
Department of Transport	☐	☐
Local Government	☐	☐
Main Roads WA	☐	☐
Utility Companies	☐	☐
Water Authorities	☐	☐
WA Police Force	☐	☐
Other *(specify)*	☐	☐
Other *(specify)*	☐	☐
Other *(specify)*	☐	☐
Other *(specify)*	☐	☐
Other *(specify)*	☐	☐

Verification of Return Process – the decision to allow return is authorised by:

Name:

Title:

At hours on (time): (date):

Organisations:

Administration and Logistics

Communications

Safety

Records

Management

Transport

Equipment

Medical

Meals

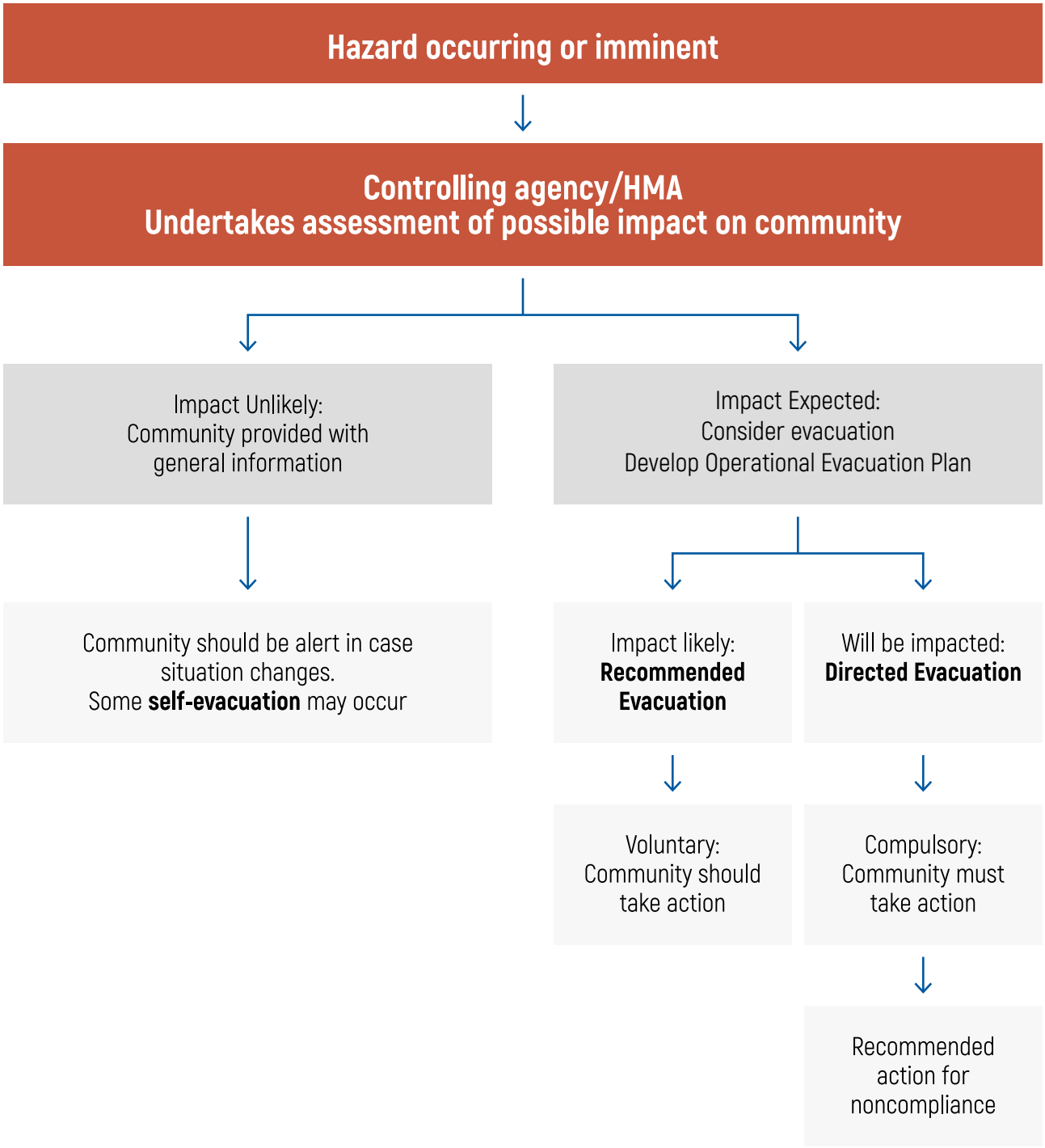
Other (specify):

Other (specify):

Other (specify):

Other (specify):

Appendix D: Types of Evacuation



Appendix E: Bushfire Evacuation Message Template

Bushfire Evacuation Message

- A bushfire [EMERGENCY WARNING/WATCH AND ACT] has been issued for people at this 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 is available].
- [The Department of Biosecurity, Conservation and Attractions/Department of Fire and Emergency Services] recommend you and your family leave immediately **OR** direct you and your family to leave immediately under the Bush Fires Act/Fire Brigades Act/Emergency Management Act]. Directed evacuation is compulsory for your safety despite your level of bushfire preparedness.
- Today's Fire Danger Rating is [severe/extreme/catastrophic] which means it may not be possible to actively defend your home.
- This will be the only door knock warning. There is a threat to lives and homes. You need to act immediately. Your best chance for survival is to leave now.
- You should leave via [directions].
- The Department of Communities 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 and friends who live away from the area (i.e. if no evacuation centre is set up).

Note - unaccompanied children without direct parental or responsible adult supervision should be evacuated into the care of the Department of Communities 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.

Incident Controller		**WA Police Force**	
Signed	_____	Signed	_____
Date	_____	Date	_____
Time	_____	Time	_____

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.

In the case of a recommended evacuation, if you disregard this recommendation and stay you need to get ready to actively shelter in your home and actively defend it.

- Your home needs to be prepared to the highest level and constructed to bushfire protection levels i.e. enclosed eaves covers over external air conditioners, metal fly screens. 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 1.5 kVA 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 (e.g. a laundry or kitchen). People have died sheltering in bathrooms and other rooms without a door going outside.
- If your house catches on fire and the conditions inside become unbearable you need to get out and go to an area that has already been 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.

In the case of a directed evacuation, if you disregard this direction and stay, you will be committing an offence. If you require more information you can call 1300 657 209, visit the Emergency WA website www.emergency.wa.gov.au and listen to local ABC radio.