



SHIRE OF CORRIGIN

EMERGENCY MANAGEMENT PLAN

EMERGENCY EVACUATION PLAN

Adopted by Council 18 Feb 2020
Res 20/2020

Adopted by LEMC on 10 February 2020

**SHIRE OF CORRIGIN
EMERGENCY MANAGEMENT PLAN**

EMERGENCY EVACUATION PLAN

INTRODUCTION

This Plan is to be used as a guide by Hazard Management Agencies to formulate an Operational Evacuation Plan should an evacuation within the Shire of Corrigin be required.

Should an emergency occur, it is imperative that the situation is dealt with swiftly and effectively to ensure that injuries, loss of life, and damage, is kept to an absolute minimum.

Life safety must be considered a priority, and for that reason, the evacuations must be planned and organised to ensure that all personnel are moved in an orderly fashion from any danger, or potentially dangerous situation, to a place of safety.

As a result of an emergency, evacuation of affected people may need to be considered.

This may involve a complex operation that has the potential to place evacuees at risk during the evacuation. Through careful planning, and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimized.

The Emergency Evacuation Plan is integral for the ongoing care and reception of evacuees and is to be read in conjunction with:

- the Local Emergency Welfare Plan, and
- other relevant agency plans

The Local Emergency Welfare Plan has been developed by the Department of Communities, in conjunction with the Shire of Corrigin, using local and regional facilities and organisations.

This plan will adopt the 5 stages of evacuation:

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

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Distribution list

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Shire of Corrigin – Chief Executive Officer	1
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Corrigin Police – Officer in Charge	1
Corrigin Hospital – Health Services Manager	1
St John Ambulance Corrigin – Officer in Charge	1
Corrigin Fire and Rescue – Captain	1
Corrigin Bush Fire Service – Chief Bush Fire Control Officer	1
Corrigin District High School – Principal	1
Department of Communities	1
Kondinin VFES Unit	1
DFES Narrogin – Lynda Elms	1
Main Roads – Glen Putland	1

**A COPY OF THIS PLAN IS TO BE AVAILABLE ON THE SHIRE WEBSITE
www.corrigin.wa.gov.au.**

Issue, Review and Amendment

An emergency plan must be simple, flexible, written, disseminated, tested, reviewed and be easy to use and amend.

The Shire of Corrigin, in conjunction with the Local Emergency Management Committee (LEMC) is responsible to review this plan annually.

Ideally this review would occur after the annual LEMC exercise has been conducted, with amendments being updated to the plan based on the possible deficiencies identified during the annual exercise and forwarded during the following required debriefing.

Reviews should be recorded on the form below and any amendment to the procedures should be noted on the Amendment Certificate.

REVISION CONTROL

Revision	Date	Description	Amended By
1	February 2019	Updated documents endorsed LEMC	LEMC
2	May 2019	Minor amendments, formatting and contact details	CEO
3	Feb 2020	Minor amendments	ESO
4			
5			
6			
7			
8			
9			
10			

Acronyms

LEMA	Shire of Corrigin Local Emergency Management Arrangements
EEP	Shire of Corrigin Emergency Evacuation Plan
LGA	Local Government Authority
IC	Incident Controller
ERMP	Shire of Corrigin Emergency Risk Management Plan
HMA	Hazard Management Agency
CA	Controlling Agency
Shire	Shire of Corrigin
DC	Department of Communities
Police OIC	Corrigin Police Station

For additional information in regard to the Glossary of Terms, refer to the Glossary (State Emergency Management – Strategic Framework for Emergency Management in Western Australia’ Glossary).

1. AUTHORITY

The Emergency Management Act (2005) gives authority for local emergency management arrangements to be developed Local Government Areas (LGA).

This Emergency Evacuation Plan has been prepared and endorsed by the Corrigin Local Emergency Management Committee (LEMC) and the Shire of Corrigin. They form a sub-plan of the Corrigin Local Emergency Management Arrangements (LEMA). They have been tabled for information and comment by the Great Southern District Emergency Management Committee (DEMC).

2. SCOPE

The geographical area covered by this plan is the Shire of Corrigin local government area however regional support will be an integral part of the Plan. This Plan applies to the circumstances where there may be a need to partially or totally evacuate the areas of population in the Shire of Corrigin.

The plan incorporates:

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

3. TITLE

The title of this document is the Shire of Corrigin Emergency Evacuation Plan (EEP).

4. AIM

The aim of the Plan is to provide for the coordination of evacuation, of affected individuals, as expediently and safely as possible.

5. PURPOSE

The purpose of this document is not to develop plans for every evacuation scenario, but to provide assistance to Controlling Agencies and/or Incident Controller, to rapidly implement an effective evacuation plan to cover an approaching hazard. The checklists provided are by no means all-encompassing and may be expanded depending on the particular scenario.

The effectiveness of this plan hinges on:

- Up to date information in the Local Welfare Plan.
- Effective links with the media and community warning systems.
- Community preparedness.
- Knowledge and skills developed in conjunction with these arrangements for those responsible for implementing evacuations.
- Up to date resource lists pertinent to evacuation requirements.

6. RISK ASSESSMENT

The Corrigin Local Emergency Management Arrangements (LEMA) identifies the two prime areas of risk requiring evacuation to be **fire and flood**. However a range of situations may involve the need to evacuate persons from an area of impending danger. Some examples of these may be severe weather or a hazardous materials incident.

7. CONSULTATION – OPERATIONAL EVACUATION PLANNING EVACUATION PLANNING SUB-COMMITTEE

In the event of an emergency and as far as practicable, operational evacuation planning should be done in a collaborative environment with those agencies expected to have an operational role in the evacuation; however the extent this is practically achievable will be determined by the amount of time available to plan and implement the evacuation. The Incident Support Group is a good reference group and may comprise of

- CEO Shire of Corrigin.
- Chairman Shire of Corrigin LEMC.
- OIC Corrigin Police District.
- Fire and Rescue Service LEMC Representative.
- Kondinin VFES Unit Representative.
- Department of Communities LEMC Representative.
- St John Ambulance LEMC Representative.
- Department of Fire and Emergency Services

8. INTERFACE WITH OTHER PLANS

The EEP is a sub-plan of the LEMA and as such should not be viewed in isolation. Other plans integral to the success of evacuation are the Wogerlin House Aged Care Emergency Evacuation and Reception Plan, and the Corrigin Local Welfare Plan submitted by the Department of Communities.

9. ROLES AND RESPONSIBILITIES

Role	Responsible Agency
Pre-Emergency Evacuation Planning	Shire of Corrigin
Operational Evacuation Planning	Hazard Management Agency
Decision to evacuate	Hazard Management Agency
Issue Community Warnings	Hazard Management Agency
Coordinate withdrawal process	Hazard Management Agency
Provide Shelter	Hazard Management Agency
Manage Return Process	Hazard Management Agency

Under State Emergency Management Policy, section 5.7 Community Evacuation, the following applies;

Pre-evacuation Planning (Shire of Corrigin Emergency Evacuation Plan)

- The Shire of Corrigin, HMAs and emergency management agencies in consultation with the LEMC must identify and advise of refuge sites and evacuation centres appropriate for the hazard – the refuge sites should be documented in the LEMA

Operational Evacuation Planning

- The Hazard Management Agency is responsible for the management of evacuation during an incident and this continues during an emergency response
- Operational evacuation plans should include all five stages of evacuation – decision, warning, withdrawal, shelter and return
- The Hazard Management Agency is responsible for the decision to evacuate during an emergency, the criteria to be considered prior to a decision being made are outlined in the [SEMCs WA Community Evacuation in Emergencies Guide](#)
- The Hazard Management Agency is responsible for providing community warnings and timely advice on the likely threat of an emergency and the required actions of the community to assist community members in recognising a threat and being able to make an informed decision as to whether to move to another location.
- Once a decision has been made to evacuate an area, the IC, in consultation with the HMA, is responsible for ensuring effective communication strategies are implemented.
- The decision to undertake a controlled evacuation must be made by the Hazard Management Agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory). A direction to evacuate is a lawful instruction and may be made by a person authorised to do so.
- The Hazard Management Agency must provide clear instruction to persons conducting the evacuation on what action should be taken where a person refuses to evacuate.
- The Hazard Management Agency should manage any additional risks that arise from 'non-prescribed hazards' (i.e. those not defined under the EM Act and prescribed under the EM Regulations), such as structural integrity, before allowing a community to return following evacuation.

10. ACTIVATION OF EMERGENCY EVACUATION

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

11. THE FIVE STAGES OF EVACUATION

- Decision To Evacuate
- Warning
- Withdrawal
- Shelter
- Return

11.1 Decision to Evacuate

In the Decision Stage the HMA must decide if the evacuation is the best option. Areas for consideration include;

- Legislative powers and authority to act
- Risk Management

Risk Management

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

The type of evacuation, and the methods by which it is affected, is dependent on a range of factors; including the nature of the hazard, community needs and expectations, and the available resources and infrastructure.

- Resource requirements
- The decision to evacuate
- Trigger points for evacuation

A community, or any part of that community, may elect to self-evacuate acting on information or advice received through the Media or other sources including relevant warning authorities. The HMA IC would advise residents to self-evacuate as a result of information received, or as a result of consultation with informed specialists from relevant advisory authorities. This type of evacuation is not reliant upon a Emergency Situation Declaration but is provided as a general precautionary public warning to provide a threatened community with sufficient time to evacuate safely and thus negating the need for a compulsory evacuation at a later time, when the movement of people may be more hazardous.

Refer to Appendix 1 for Decision to Evacuate Consideration Checklist

11.2 Warnings

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

- The method of communicating warnings
- A public information strategy
- Shelter in place warnings
- Community warnings
- The use of Emergency Alert (telephone warning system) or SEWS-

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

- (i) Why there is a need to evacuate.
- (ii) How much time they have.
- (iii) How long they can be expected to be away.
- (iv) Which way they must travel.
- (v) Check points for registration.
- (vi) Transport pick-up locations.
- (vii) How to obtain transport if required.
- (viii) Whether there are any restrictions on what belongings they can take.
- (ix) That they should advise family/friends of their intended evacuation plan.

Note:

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

Refer to Appendix 2 for a Warnings Considerations Checklist

11.3 Withdrawal

There are a number of methods used in the withdrawal stage dependent on the type of evacuation and circumstance:

11.3.1 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 source of information. A Hazard Management Agency may receive requests to assist those who choose to self – evacuate and, whilst it is unlikely that formal arrangements will be in place to provide welfare and support, it can be prudent to support self-evacuation as far as practicable early in an incident.

11.3.2 Controlled Evacuation

Controlled evacuation is generally easier to manage where significant numbers of a community are involved. It also allows for the planned provision of suitable welfare and support for evacuees and allows the withdrawal process to be undertaken in a phased manner, normally prioritising those most at risk

11.3.3 Recommended Evacuation

A decision to recommend the evacuation of a community or part of a community will be initiated by the Hazard Management Agency's Incident Controller or other authorised person when there is a possible threat to the lives of members of the community or property but this 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.

Direction to Evacuate

The decision to direct the evacuation of a community or part of a community will be made by the Hazard Management Agency's Incident Controller or other authorised person when it is believed that members of the community either do not have the capacity or capability to make an informed decision or that there is a significant and/or imminent threat to the lives of members of the community. Although it is an offence to refuse to evacuate once directed to do so, there is also a discretion for the person issuing the direction to remove a person refusing to leave, or to take punitive action for failing to comply with the direction.

Security of the Evacuated Area

The Hazard Management Agency should ensure, as far as practicable, the security of the area that has been evacuated and the of remaining persons and property. The Hazard Management Agency may seek assistance with this function from WA Police Force, local government and security and/or traffic management contractors, depending on the specific circumstances of the situation.

11.3.4 Methods of Transport

- Private vehicles
- Buses

See Appendix 7 for Transport Resource Register.

11.4 SHELTER

Phases of sheltering may include immediate sheltering (where there is limited time to take protective action), temporary sheltering (e.g. evacuation centres) and temporary housing (for more long term evacuations). Not all phases are applicable to all emergencies.

Refer to Appendix 3 for Withdrawal Considerations Checklist

Types of Shelter

A determination of the most appropriate types of shelter for a specific incident should form part of the Operational Evacuation Plan, as far as practicable. 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;
- 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 areas – either for a known short term evacuation or as a temporary stopping point before moving on to an evacuation centre;
- refuges – if available in the affected area and appropriate to withstand the threat of hazard;
- evacuation centres – selected from suitable locations detailed in LEMAs;
- specialist facilities – for evacuees with particular additional care needs (e.g. hospitals or care facilities); and
- places of last resort – places that may provide some protection but with no guarantee of safety will not be staffed by agency personnel.

A list of evacuation sites is attached in **Appendix 6** for Community Emergency Assembly Areas.

11.4.1 Location of Potential Assembly Areas and Welfare Centres.

For a complete list of potential assembly areas and welfare centres, see Emergency Contacts and Resources Directory.

This list is not available on the internet because it is constantly being updated. Contact the Shire of Corrigin if you have a need to access this information.

All assembly areas should be re-evaluated according to the direction of the emergency. Possibly contemplate evacuating to other Shires.

In case of early evacuees, they should report to Incident Control point for instructions. Contact details should be taken of persons leaving.

11.4.2 Relocation

More than likely there will be a requirement to provide transport for some of the people to be relocated. This is particularly so with special needs persons. Locations of where people would be accommodated are shown at Appendix 6.

Refer to Local Emergency Welfare Plan for information on evacuated persons welfare arrangements.

Refer to Appendix 4 for Shelter Considerations Checklist

11.5 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 Hazard Management Agency which 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 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’s Evacuation Plan and/or Local Recovery Plan.]

Safety Assessment

The relevant responsible person (e.g. either from the Hazard Management Agency or local 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, food, sanitation and health;
- Consideration of the physical and emotional wellbeing and capacity of evacuees;
- Economic factors relating to short term and long term viability of the evacuated area;
- Support services for those returning;
- Continuing need for public information, particularly with regard to 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.

Staged Return

The return phase of evacuation may be executed in stages and the operational plan for this stage should consider issues such as community safety, restoration of essential services and provision of welfare support services. There may be other reasons to delay or restrict access to an evacuated area, such as the preservation of a crime scene or as part of a coronial investigation, where applicable. 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.

Refer to Appendix 5 for Return Considerations Checklist

12. EXERCISING AND TESTING OF EVACUATION PLAN

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

13. REVIEW

The Emergency Evacuation Plan will be reviewed annually as part of the overall annual review of the Shire of Corrigin Local Emergency Management Arrangements.

APPENDIX 1. DECISION TO EVACUATE CONSIDERATIONS

DECISION TO EVACUATE CONSIDERATIONS					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Threat	What is the threat?				
Authority	Who has the authority to make the decision and have the legal ramifications been considered				
Numbers Affected	How many people may be required to evacuate and from what areas/towns?				
	What will the impact be to business/tourism?				
Secondary Risks	What is the risk to the evacuees during movement?				
Staging/ Assembly	Do evacuated people require staging/assembly areas?				
Transport	What transport resources and routes are available to move the evacuees?				
Security	Security How will the evacuated area be secured?				
Community Preparedness	What is the state of readiness or preparedness in the community for an evacuation?				
	What arrangements/policy exists relating to the particular threat				
	Is evacuation absolutely necessary or is it safer for people to shelter at home?				
Time Restraints	Is there time available to organise and safely carry out the evacuation?				
Persons with Special Needs	What are the risks to persons with special needs while carrying out the evacuation				
Risk to responders	What are the risks to the emergency responders while carrying out the evacuation				
Shelter	Do all evacuees require shelter?				
Resources	What resources are required and are there sufficient to carry out the evacuation in a safe and timely manner?				

APPENDIX 2 WARNING CONSIDERATIONS CHECKLIST

WARNING CONSIDERATIONS CHECKLIST					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authorisation of warning	Who authorises the issue of a warning and who authorises the content?				
Methods to inform	What media sources or other methods will be used to inform the public and do you have current contacts?				
	What resources/personnel are needed for an effective warning – door knock?				
	Who is responsible for sending the message and activating the warning system?				
Special needs	Which special needs groups will need to be warned & who is responsible for the warning?				
	Where can interpreters be found if needed				
	How many persons to be Warned				
	What transport is available for those without, and where can they obtain it?				
	What access/egress routes are they to use/follow				
Pets	What are the arrangements for pets/other animals?				
Instructions	What instructions for home and personal property? Consider: not to use phones, turn off gas/electricity, secure property.				
	What are they to take/not take? Consider: vehicles, pets, clothing, blankets, food, medical supplies, battery operated radio?				

APPENDIX 3 WITHDRAWAL CONSIDERATIONS CHECKLIST

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

APPENDIX 4 SHELTER CONSIDERATIONS CHECKLIST

SHELTER CONSIDERATIONS CHECKLIST					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
	Has Department of Communities been notified?				
	Is the Welfare Centre Register up-to-date?				
Which Centres	Which of the Welfare Centres will be opened				
	Can the Centres cope with the expected number of evacuees and if not what are the options?				
Centre Management	Who is to activate/manage/staff the Welfare Centre				
	Are those persons likely to be available at short notice				
Duration	How long are the evacuees likely to need to use the Centre				
Facilities	What facilities are likely to be needed? Considerations: toilets, cooking, sleeping accommodation, facilities for the very young, aged or disabled, vehicle parking, eating/cooling, medical triage				
	Can families remain together?				
Welfare arrangements	What are the catering and welfare arrangements and can they cope?				
	Are foodstuffs/clothing readily available				
Other services	What other services may be required? Considerations: information services, communication with relatives?				
Heads up to agencies	Have relevant welfare agencies been informed of evacuation?				
	If evacuees are to be registered at the centre, who is responsible for activating process				
Pets	What will you do with pets that are brought to the Centre?				

APPENDIX 5 RETURN CONSIDERATIONS CHECKLIST

RETURN CONSIDERATIONS CHECKLIST					
Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authority	Who has the authority to order a return				
	Who controls/coordinates the return?				
Staggered Return	Will the return be staggered?				
Safety	Can the people safely return?				
Transport	What transport is available to return the people?				
	Are utilities available to support the community?				
	Have relevant support/welfare agencies been notified of the order to return?				
Ongoing support	Can people return to homes to clean up/assist but then return to Welfare Centres for food and sleep?				

APPENDIX 6 POTENTIAL COMMUNITY WELFARE CENTRE REGISTER

Note: this document to be read in conjunction with Department of Communities Local Welfare Emergency Management Support Plan.

Limited assistance with providing temporary care for pets would be provided by Corrigin and adjoining Shire Ranger Services.

Assembly areas and welfare centres:

CORRIGIN RECREATION AND EVENTS CENTRE					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	Yes	Yes	No
100-500	Yes	Yes	No	No	No
500+	Yes	Yes	No	No	No
FACILITIES					
Toilets, Showers, Kitchen, Disabled Access, Parking					

CORRIGIN GOLF CLUB					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	Yes	No	No
100-500	Yes	Yes	No	No	No
500+	Yes	No	No	No	No
FACILITIES					
Toilets, Showers, Kitchen, Disabled Access, Parking					

CORRIGIN TOWN HALL					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	Yes	No	No
100-500	No	No	No	No	No
500+	No	No	No	No	No
FACILITIES					
Toilets, Kitchen, Disabled Access, Parking					

BULLARING TOWN HALL					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	No	No	No
100-500	No	No	No	No	No
500+	No	No	No	No	No
FACILITIES					
Toilets, Kitchen, Parking					

BULYEE TOWN HALL					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	No	No	No
100-500	No	No	No	No	No
500+	No	No	No	No	No
FACILITIES					
Toilets, Kitchen, Parking					

BILBARIN TOWN HALL					
Duration	0-8 Hours	8 Hours to 1 Day	1-3 Days	3-7 Days	1 Week +
People					
1-10	Yes	Yes	Yes	Yes	Yes
10-100	Yes	Yes	No	No	No
100-500	No	No	No	No	No
500+	No	No	No	No	No
FACILITIES					
Toilets, Kitchen, Parking					

APPENDIX 7 RESOURCE REGISTER

For a complete list of resources available, see Shire of Corrigin Emergency Contacts and Resources Directory.

TRANSPORT RESOURCES				
OPERATOR/S	CONTACT	TELEPHONE	VEHICLES AND CAPACITY	REMARKS
Shire of Corrigin	Shire Office Works Supervisor	9063 2203 0429 632 203	1x 25 Seat Bus	Corrigin
Jill Blacklock Reed	Owner 9065 2014 Rose Tulloch (Driver)	0427 082 701 9063 2225	1x 20 Seat Bus 1x 14 Seat Bus 1x 14 Seat Bus	Corrigin
Brad and Mandy Bootsma	Owner Brad and Mandy Bootsma Vivienne Lewis (Driver) Ivan Lewis (Driver) Alby White (Driver)	9063 2273 0408 410 418 9063 7011 9063 2274	1x 14 Seat Bus 1x 14 Seat Bus 0439 523 399 0427 637 011	Corrigin
Linda and Colin Coxon	Owner	9888 7095 wk 0428 887 018	1x 20 Seat Bus	Yealering

APPENDIX 8 OPERATIONAL EVACUATION PLAN TEMPLATE

Execution	
Key Roles	
HMA/Hazard Management Agency and Incident Controller:	
Agency:	Incident Controller:
Contact Number(s):	Email:
Operational Area Manager (if appointed) :	
Agency:	Operational Area Manager:
Contact Number(s):	Email:
Police Commander :	
Agency: WA Police Force	Name:
Contact Number(s):	Email:
Emergency Coordinator(s): (Local Officer in Charge and/or District Superintendent perform whole of government coordination function at local and/or district levels)	
Agency: WA Police Force	Local Emergency Coordinator:
Contact Number(s):	Email:
Agency: WA Police Force	District Emergency Coordinator:
Contact Number(s):	Email:
Evacuation Manager: (Where appointed – this position will generally sit under Operations in the incident management system (e.g.AIIMS))	
Agency:	Name:
Contact Number(s):	Email:
Other:	
Major Facilities	
Location of the Incident Control Centre:	
Name of ICC:	Location:
Contact Number(s):	Email:
Location of the Incident Control Point/Forward Control Centre (if applicable):	
Name of ICP:	Location:
Contact Number(s):	Email:

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

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

Alternatives – By necessity, are there any alternatives to an evacuation:	Yes	No
Shelter in place	<input type="checkbox"/>	<input type="checkbox"/>
Identified community refuge	<input type="checkbox"/>	<input type="checkbox"/>
Private shelter	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Warning Phase: telling people of the need to go		
<i>The issuing of a warning/recommendation to those affected by an impending emergency is the responsibility of the Hazard Management Agency's Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.</i>		
Actual messaging to contain the following information:	Yes	No
Identification of the HMA/Controlling Agency	<input type="checkbox"/>	<input type="checkbox"/>
Location of area affected	<input type="checkbox"/>	<input type="checkbox"/>
Predicted impact time	<input type="checkbox"/>	<input type="checkbox"/>
Predicted severity	<input type="checkbox"/>	<input type="checkbox"/>
How people should respond	<input type="checkbox"/>	<input type="checkbox"/>
Where to get further information	<input type="checkbox"/>	<input type="checkbox"/>
If you answered No to any of the above, please enter reason(s):		
Other information to include (if appropriate):	Yes	No
Instructions for vulnerable and other at-risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary issues, such as domestic pets, medications, identification	<input type="checkbox"/>	<input type="checkbox"/>
Limitations on possession. e.g. oversize items, livestock	<input type="checkbox"/>	<input type="checkbox"/>
Recommended personal items. e.g. toiletries, clothing, baby formula	<input type="checkbox"/>	<input type="checkbox"/>
Recommended transport routes and/or transport options	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated areas (assurance patrols or similar if safe to do so)	<input type="checkbox"/>	<input type="checkbox"/>
Advice on and air conditioning. e.g. switch off gas, electricity	<input type="checkbox"/>	<input type="checkbox"/>
Advise to inform relatives / friends on your intentions / destination	<input type="checkbox"/>	<input type="checkbox"/>
Information about 'Register. Find. Reunite' system	<input type="checkbox"/>	<input type="checkbox"/>

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

Withdrawal Phase: getting people out		
<p>The responsibility for evacuating a community remains with the Hazard Management Agency's Incident Controller. The Incident Controller may request assistance with specific activities as part of their (documented) evacuation strategy or the development/execution of an evacuation strategy may be delegated by agreement. Where this plan is completed by another agency, appointment of an Evacuation Manager from that agency is recommended and the resultant evacuation strategy should be endorsed by the Incident Controller where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.</p>		
Key components of an evacuation strategy to consider:	Yes	No
Does a plan already exist for all or part of the affected area?	<input type="checkbox"/>	<input type="checkbox"/>
Sectorising of the affected area and phased evacuation activity	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable at other at risk	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of assembly areas if required	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation centre(s) identified (with the Department of Communities – welfare support)	<input type="checkbox"/>	<input type="checkbox"/>
Forecast need for registration and reunification	<input type="checkbox"/>	<input type="checkbox"/>
Identify transport options	<input type="checkbox"/>	<input type="checkbox"/>
Develop traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Multi agency communications arrangements / plan	<input type="checkbox"/>	<input type="checkbox"/>
Any use of flagging of evacuated properties	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated area	<input type="checkbox"/>	<input type="checkbox"/>
Actions on persons declining to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Other considerations (not identified)	<input type="checkbox"/>	<input type="checkbox"/>
Outline of evacuation strategy		
Does a plan already exist:	<input type="checkbox"/>	<input type="checkbox"/>
Sectorise / Phase the affected area if appropriate:		
Vulnerable and other at risk persons (aged, CALD, children, walking wounded, people with disability, etc.):		
Consider assembly areas, if required:		

Evacuation centre(s) identified (Department of Communities to coordinate welfare support on request):
Forecast need for registration and reunification (Register, Find, Reunite):
Identify transport options (including by land, sea or air, as applicable):
Develop traffic management plan (consider ingress and egress routes, sole use of route for evacuees/emergency responders, welfare/first aid enroute as applicable, etc):
Identify multi agency communications arrangements/plan:
Flagging of evacuated properties (any scheme in place for flagging by residents or responders):
Security of evacuated area:
<p>Actions on persons declining to evacuate (e.g. possibility of registration/list of premises).</p> <p>Note: Unaccompanied children should be evacuated to Department of Communities centre.</p>
Other considerations:

Shelter Phase: where people can go and providing support		
<p>The Hazard Management Agency's Incident Controller is responsible for ensuring evacuated persons are appropriately provided for. Identification of a suitable evacuation centre and coordination of community welfare is supported by the Department of Communities on request. Where this plan has been delegated, confirm whether the Department of Communities have been activated by the Hazard Management Agency or this is a task requested as part of the delegation of the planning. In addition, if facilities are required that will accept animals, Local Government should be able to provide advice.</p>		
Considerations of evacuation centre:	Yes	No
Safe location	<input type="checkbox"/>	<input type="checkbox"/>
Effective shelter from elements	<input type="checkbox"/>	<input type="checkbox"/>
Toilets / Showers	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for people with disabilities (access, eating, toileting, transferring, bathing and dressing).	<input type="checkbox"/>	<input type="checkbox"/>
Heating / Cooling	<input type="checkbox"/>	<input type="checkbox"/>
Private areas / space	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen (/ water / dining)	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping areas	<input type="checkbox"/>	<input type="checkbox"/>
Car parking	<input type="checkbox"/>	<input type="checkbox"/>
Registration facilities	<input type="checkbox"/>	<input type="checkbox"/>
Re-union location	<input type="checkbox"/>	<input type="checkbox"/>
General information / updates	<input type="checkbox"/>	<input type="checkbox"/>
Financial assistance	<input type="checkbox"/>	<input type="checkbox"/>
Insurance enquiries	<input type="checkbox"/>	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	<input type="checkbox"/>
First aid	<input type="checkbox"/>	<input type="checkbox"/>
Legal services	<input type="checkbox"/>	<input type="checkbox"/>
Child minding / personal support	<input type="checkbox"/>	<input type="checkbox"/>
Interpreters	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning / rubbish removal	<input type="checkbox"/>	<input type="checkbox"/>
General security	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Have the following actions been taken:	Yes	No
Registration and reunification process (Register, Find, Reunite) access requested / delivered – Department of Communities	<input type="checkbox"/>	<input type="checkbox"/>
Welfare response requested (through Dept. of Communities)	<input type="checkbox"/>	<input type="checkbox"/>

Other resources are in position to commence registration of evacuees (pre Red Cross attendance)	<input type="checkbox"/>	<input type="checkbox"/>
Recommended Appendices:	Yes	No
Incident Management Team (IMT) contact list	<input type="checkbox"/>	<input type="checkbox"/>
Residents contact list	<input type="checkbox"/>	<input type="checkbox"/>
Record of warning messages (date / time / method)	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment matrix	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>
Record of advice provided to affected areas / persons	<input type="checkbox"/>	<input type="checkbox"/>
List of vulnerable and other at risk people / locations	<input type="checkbox"/>	<input type="checkbox"/>

Return Phase: allowing people back and supporting their return		
The decision to allow a community to return and planning for this phase is the responsibility of the Hazard Management Agency's Incident Controller, along with providing accurate and timely information to the displaced community. Where other agencies are assisting, it is important that this is confirmed and decisions swiftly disseminated to relevant personnel.		
Key considerations:	Yes	No
The affected area being declared safe	<input type="checkbox"/>	<input type="checkbox"/>
Crime scene preservation	<input type="checkbox"/>	<input type="checkbox"/>
Availability of health and welfare services and support mechanisms	<input type="checkbox"/>	<input type="checkbox"/>
Availability of services and utilities (gas, electricity, roads)	<input type="checkbox"/>	<input type="checkbox"/>
Evacuees' psychological and physical health	<input type="checkbox"/>	<input type="checkbox"/>
Transport for people with a disability or other special needs	<input type="checkbox"/>	<input type="checkbox"/>
Economic factors involved in the return of evacuees	<input type="checkbox"/>	<input type="checkbox"/>
Possible need for a phased return / traffic management / permit system	<input type="checkbox"/>	<input type="checkbox"/>
Local Recovery Coordinator / Coordination Group included in planning	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Informing other stakeholders of the decision:	Yes	No
Community representatives	<input type="checkbox"/>	<input type="checkbox"/>
Department of Communities	<input type="checkbox"/>	<input type="checkbox"/>
Department of Primary Industries and Regional Development	<input type="checkbox"/>	<input type="checkbox"/>
Department of Fire and Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>
Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Department of Biodiversity, Conservation and Attractions	<input type="checkbox"/>	<input type="checkbox"/>
Department of Water and Environmental Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Department of Mines, Industry Regulations and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Department of Transport	<input type="checkbox"/>	<input type="checkbox"/>
Local Government	<input type="checkbox"/>	<input type="checkbox"/>
Main Roads WA	<input type="checkbox"/>	<input type="checkbox"/>
Utility Companies	<input type="checkbox"/>	<input type="checkbox"/>
Water Authorities	<input type="checkbox"/>	<input type="checkbox"/>
WA Police Force	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Verification of Return Process – The decision to allow return is:			
Authorised by:	(name/title)	at hours on (time)	(date)
Organisation:			
Administration and Logistics			
Communications			
Safety			
Records Management			
Transport			
Equipment			
Medical			
Meals			
Other (specify):			
Other (specify):			
Other (specify):			
Other (specify):			

APPENDIX 9 TYPES OF EVACUATION

