



Shire of

**Narrogin**

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# Local Emergency Evacuation Plan

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SHIRE OF NARROGIN

**SHIRE OF NARROGIN  
EMERGENCY EVACUATION PLANNING ARRANGEMENTS**

This plan forms a sub-plan to the Shire of Narrogin Local Emergency Management Arrangements. They have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Narrogin Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....  
CEO  
Shire of Narrogin

.....  
Date

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Amendment Record

No.	Date	Amendment Details	By
1	2011	Draft	LEMA
2	07 / 2015	Review draft	LEMA
3	01/2017	Update and review	LEMA
4			
5			
6			
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## Introduction

### Context for Emergency Evacuation in Western Australia

*“Evacuation is a risk management strategy which may be used as a means of mitigating the effects of an emergency or disaster on a community. It involves the movement of people to a safer location. However, to be effective it must be correctly planned and executed. The process of evacuation is usually considered to include the return of the affected community.”* [Australian Institute for Disaster Resilience, Handbook 4 ‘Evacuation Planning’](#)

The Western Australia Emergency Management Framework details specific roles and responsibilities in order to effect an evacuation of a community. Essentially the Controlling Agency is responsible for all aspects of evacuation. The Controlling Agency may task other agencies to carry certain aspects of the evacuation on their behalf.

It is not possible to develop a ‘tactical’ evacuation plan prior to the onset of a hazard due to the variables involved. Considerations at the time may include; the nature and extent of the hazard, the anticipated speed and direction of the onset of the hazard, the number and category of people needing to be evacuated, evacuation priorities and the availability of resources at the time.

**Whenever evacuation is being considered the Department for Child Protection & Family Support must be contacted as early as possible and involved in the process. This is because they have the mandated role of receiving evacuees at a welfare centre and providing welfare support. The agency will need a lead time to make the necessary arrangements for this to occur.**

### Authority to Plan

This Plan has been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Shire of Narrogin Local Emergency Management Committee. This Plan forms a sub-plan to the Shire of Narrogin Local Emergency Management Arrangements.

### Aim

The aim of the Local Emergency Evacuation Planning Arrangements is to provide a Controlling Agency planning an evacuation within the Shire of Narrogin with the tools and information that may be required to effect an evacuation. The Narrogin LEMC is an advisory Committee and is non operational and not active during an evacuation or an incident.

### Purpose

The purpose of this Plan is to;

- Identify State legislation that may affect evacuations

- Identify State Emergency Management Policies affecting evacuation
- Identify responsible agencies for evacuation
- Outline the relationship between this plan (evacuation) and other local and State Emergency Management Plans.
- Outline the relationship between this plan and the Shire of Narrogin Local Emergency Management Arrangements.

## Scope

This Plan is to ensure there is a comprehensive local understanding of evacuation arrangements within the Shire of Narrogin. Furthermore;

- This Plan applies to the local government district of the Shire of Narrogin
- This Plan must be read in conjunction with the documents outline in 'Related Documents and Arrangements'
- This Plan is designed to enable a Hazard Management Agency with the framework to develop a tactical evacuation plan in the event of an emergency.

## Related Documents & Arrangements

This Local Emergency Evacuation Plan must be read in conjunction with the following documents;

1. Shire of Narrogin Local Emergency Management Arrangements
2. Shire of Narrogin Local Welfare Plan
3. Shire of Narrogin Local Recovery Management Plan
4. State Emergency Management Plan
5. State Emergency Management Policy
6. State Emergency Management Procedures

## Reference Material

Refer to [Australian Institute for Disaster Resilience, Handbook 4 'Evacuation Planning'](#) and /or the Officer of Emergency Management [Western Australian Community Evacuation in Emergencies Guideline](#) for further reference information.

## Evacuation Process

The evacuation process consists of 5 stages of;

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

Diagrammatically this is shown as;



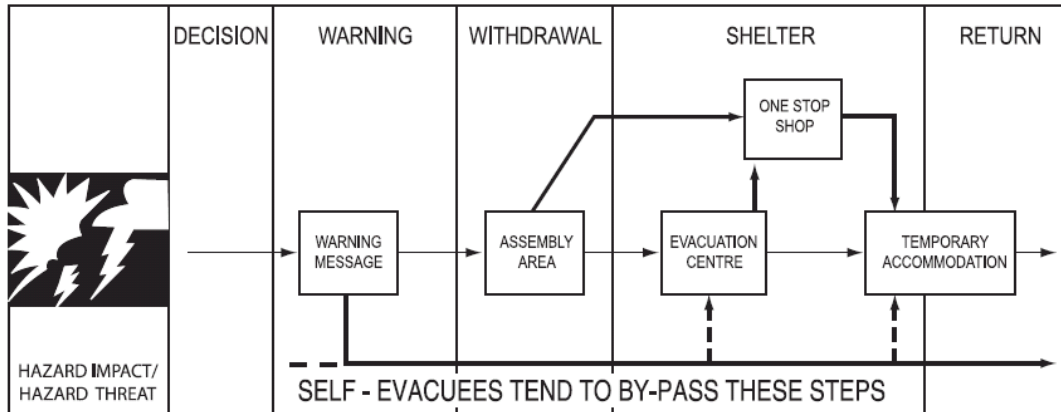


Figure 2:1—The Evacuation Process EMA Manual 11 'Evacuation Planning

## Alternative to Evacuation

Although evacuation is considered an important element of emergency response which may be effective in many situations, there will be occasions when it may be assessed that people would be safer to stay and shelter in place. Depending on the nature of the hazard, measures such as closing windows, isolation of air conditioning systems and listening to the radio and/or TV to receive information can be taken to reduce vulnerability. [Australian Institute for Disaster Resilience, Handbook 4 'Evacuation Planning'](#)

## Roles and Responsibilities

### Controlling Agency

The overall responsibility for any evacuation rests with the Controlling Agency. 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.

### Hazard Management Agency (HMA)

Where an evacuation is being undertaken for a hazard which is prescribed under the *Emergency Management Regulations 2006*, the Regulations also prescribe an agency or individual as the HMA for that hazard. In these circumstances, the HMA can access powers to direct the movement of people and animals contained in the EM Act 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 (SEC). In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard.

### State Emergency Coordinator

Should the Minister declare a state of emergency, those persons appointed as Authorised Officers by the Commissioner of Police, as SEC, may access Part 6 powers, including the further powers, set out in the EM Act.

### **Western Australia Police**

WA Police are commonly requested to assist a Controlling Agency with an evacuation, ranging from undertaking specific activities during the withdrawal phase of an evacuation, to undertaking the full operational evacuation planning process on behalf of the Controlling Agency. It should be noted that WA Police may not always be in a position to assist. In some more remote regions impacted by cyclones, for example, volunteers with the State Emergency Service of DFES or other group may be more effectively placed.

### **Main Roads WA**

MRWA have 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 vehicle control points or undertaking detailed traffic management plans for extended emergencies.

### **The Department for Child Protection and Family Support (CPFS)**

CPFS is a crucial partner in the shelter phase of an evacuation process, as they will coordinate welfare and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups. The operational details that relate to the welfare function are available in the State Emergency Welfare Plan.

Of these, Red Cross has a key role with regard to the provision of a registration and reunification service, where requested by CPFS. This may include the use of the Register. Find. Reunite System.

### **The Department of Health (WA Health)**

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.

### **Department of Defence (Defence)**

In certain circumstances, i.e. where the capabilities 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.

**Annex 1** sets out further details of the roles and responsibilities of the above and additional agencies

## **Part 2: Evacuation Planning Considerations**

Evacuation is a complex process that has a potential to place a number of people at risk during the implementation cycle. Proper planning can reduce these risks.

### **Authority to Evacuate**

The legal standing for a controlling agency to implement an evacuation must be clearly understood. This will establish the parameters for the planning to occur. This is further discussed in Part 3.

### **Self Evacuation**

When threatened by a hazard many people will make their own decision to self evacuate if given good information of the impending hazard. There are benefits to self evacuation such as reduced pressure on resources and being able to focus on other areas such as special needs groups. Proactively publicizing suitable routes and encouraging people to go of their own accord should be considered, however there will be some cases where people will be safer from a hazard by sheltering in place. In this case this message needs to be clearly communicated.

### **Community Education & Awareness**

Consider any education or awareness that may have been conducted in the community prior to the event. This may have an impact – positive or negative – on the community's willingness and understanding to evacuate.

### **Risk to Emergency Workers**

In cases where emergency workers are conducting evacuations close to the hazard – such as door knocking – consider the risk they may be exposed to and consider alternative methods such as Emergency Alert to reduce the risk.

### **Security of the Evacuated Area**

Security of a persons place after they have left may concern some people and influence their decision/actions. Communications may include statements about securing the area before / after the passage of the hazard until the return of evacuees.

### **People Relocating Under Stress**

Evacuation planners should take into account people acting in stressful situations may not respond as anticipated. In these cases people need to be treated with compassion and understanding. Clear instructions and guidance will help with this issue.

### **Coordination and Communication**

Conducting the evacuation process may need resources from different agencies working together. In these cases clear communication and coordination guidelines need to be issued. A separate communications plan may be a useful tool.

### **Media Management**

The Controlling Agency is responsible for managing all aspects of the media. A tactical evacuation plan may include a section how the media is going to be kept informed / used, by who and if this requires a specialist.

### **Special Needs Groups**

Within a community there may be a number of special needs groups such as schools, day care centres, nursing homes or culturally and linguistically diverse (CaLD) communities. These are identified in the Shire of Narrogin Local Emergency Management Arrangements. These groups will require special consideration and assistance with evacuation.

### **Time Management**

Large populations, rural areas and others may require more time to evacuate than closely populated areas. Similarly the effect of masses of people leaving an area may cause traffic congestion increasing the time taken. During the planning phase consideration should be given to time as a factor effecting evacuation. This may require the process to be staged or a different approach taken. Hazard specific time critical information must be considered. For example the 'Rate of Spread' of a bushfire may determine how much time is available to conduct an evacuation.

### **Welfare Centre Locations**

Consider the location and suitability of welfare centres. The Department for Child Protection & Family Support should be involved in determining the most appropriate centre for the number of evacuees. The Shire of Narrogin Local Emergency Management Arrangements and Local Welfare Plan contain the specific details.

### **Resources**

Consider the resources required to conduct what is being planned. A list of local resources is available from the Shire of Narrogin Local Emergency Management Arrangements however this is a separate document held by each office.

## Part 3: Decision to Evacuate

### Authority to Evacuate

Controlling Agencies making the decision to evacuate a community should be aware of the legislation that gives them the authority to act. Various agencies hazard specific legislation may provide certain powers under certain circumstances.

In some cases the Emergency Management Act 2005 may provide some powers for evacuation if an emergency situation has been declared. In summary this allows;

- Pursuant to section 50, an emergency situation may be declared by the Hazard Management Agency
- The Hazard Management Agency must appoint Hazard Management Officers under section 55
- Pursuant to section 67 a Hazard Management Officer may direct any person, animals or vehicles.

### NOTE:

1. A Hazard Management Agency declaring an Emergency Situation must follow the procedures set out under the [State Emergency Management Procedures Manual](#) 'Emergency Situation Declaration' and use the associated forms.
2. A Hazard Management Agency appointing a Hazard Management Officer must follow the procedures set out under the [State Emergency Management Procedures Manual](#) 'Appointment of Hazard Management Officers' and use the associated forms.
3. A Hazard Management Officer issuing directions must follow the procedures set out under the [State Emergency Management Procedures Manual](#) 'Direction Concerning Movement or Evacuation in an Emergency Situation'

### Risk Management

Consideration needs to be given to exposing people evacuating to any risks during the movement of people out of the area. For example are they going near the fire or smoke, will there be traffic management issues. A risk assessment of the plan should occur on completion of the plan developed to ensure the plan does not expose people to a greater risk.

### Available Lead Time

Consider the time frame to conduct the evacuation and how will this impact on the methods used. Consider the elderly and disabled within the community, if there is time for a door knock approach or will radio and State Alert be more suitable or safer.

### Time and Resources

Consider the time the evacuation will take and the resources required. Conducting an evacuation is time consuming and resource dependant. The movement of

evacuees may also have secondary effects such as blocking road networks for personnel dealing with the hazard.

### **Egress Routes**

Carefully consider the routes people will be taking away from the hazard. Are the roads suitable road surfaces, bridge loadings etc. Are there any potential 'choke points' where traffic will become congested? Will there be any other issues such as smoke or water across the road. **REFER** to the Main Roads WA contingency plans.

### **Safety of Emergency Workers**

Will sending emergency workers into an area to conduct an evacuation put them at risk from the hazard or will the movement of evacuees cause safety issues?

### **Available Resources**

Will the resources required to conduct an evacuation be available. Is there a need to re-consider the evacuation plan dependant on resource availability? Refer to the Local Emergency Management Arrangements for this information.

### **Available Information**

Are the evacuation decisions being made on the best and most timely and accurate available information?

### **Area of Evacuation**

Is the area residential / densely populated or rural and sparsely populated. If door knocking an area consider the time and resources it will take to move through an area.

### **Special Needs Groups**

The Shire of Narrogin has Special Needs Groups including Karinya, Narrogin Homecare, the hospital , Schools, daycare centres, CaLD groups and Aboriginal Corporations which are to be considered in an evacuation. Refer to the Local Emergency Management Arrangements for this information.

## **Part 4: Warnings**

The message warning of the evacuation that goes to the community must be structured to provide timely and effective information. All warnings should give as much time as possible for people to leave the hazard impact area.

### **Roles and Responsibilities**

The Controlling Agency is responsible for creating and disseminating all communications via the media, especially dealing with evacuation. The Incident Controller should authorize the release of any messages.

### **Warning Messages**

When creating any messages warning the community of any impending evacuation consider the following;

- Authority – who is issuing the message
- Consistency – using the same format for the message if it is repeated
- Accuracy – information must be accurate and timely. Errors in information can cause people to doubt subsequent warnings.
- Clarity – the message must be clear and in simple language
- Level of Certainty – the message must be delivered with confidence in the message being given.
- Level of Detail – the message must contain sufficient information for people to action
- Clear Guidance – the message must give people clear instruction on what is needed to be done.
- Repetition of Warnings – if possible repeat the message and if possible use more than one delivery method (eg Emergency Alert & ABC Radio). This can increase the effectiveness of the message
- Impact Areas – clearly state the affected area.
- Methods of Information Dissemination – There are several methods of disseminating information. Refer to the Local Emergency Management Arrangements for this information
- Information Dissemination for Special Needs Groups – The Local Emergency Management Arrangement detail Special Needs Groups within the local government area. Ensure you have effective communication with these groups. This may require additional resources such as interpreters.

Some communication methods such as Emergency Alert have pre-determined messages. When required the details of the incident and actions required are inserted into the message. Each Hazard Management Agency has internal procedures for accessing State Alert.

## **Part 6: Withdrawal**

The withdrawal stage of the evacuation process involves the removal of people from the hazard impact zone to a safer area.

### **Roles & Responsibilities**

The Controlling Agency is responsible for managing the withdrawal stage however this section may have been delegated to another organisation. If this is the case, the Incident Controller must ensure this has been documented and clearly been communicated to all people involved in managing the evacuation.

### **Control and Coordination**

The agency that has control for and is coordinating the evacuation must be communicated to all parties involved in the evacuation process.

### **Evacuation Priorities**

While planning the evacuation consider the available lead time, available resources and any special needs groups (identified in the Local Emergency Management Arrangements). Which areas need to be evacuated as priority then second priority etc.

### **Resources**

Consider the available resources such as vehicles, communications, man-power, time – limited resources may necessitate a more self-reliant evacuation and use of private transport. A list of resources is contained in the Local Emergency Management Arrangements.

### **Access / Egress Routes**

Suitable routes need to be identified, clearly marked and communicated. Consider items such as the movement of the hazard, traffic choke points, suitability of road surface conditions and bridge loads.

### **Phasing**

To avoid congestion and clear special needs groups is there a need to stage/phase the evacuation. You could phase by area, street or suburb.

### **Assembly Area / Staging Area**

In some cases there may be a need to have people gather in a certain location before moving them on to another location. There can be several reasons for this such as easing/controlling traffic or the use of resources such as buses.



## **Part 6: Shelter**

During the planning phase the Hazard Management Agency should have had close liaison with the Department for Child Protection & Family Support. This is because the DCPFS should be able to advise the most suitable location for a welfare centre to be opened.

Arrangements should have been made to open a suitable venue and enact the Local Welfare Plan and other relevant section of the Local Emergency Management Arrangements to fulfill the 'shelter' section of the evacuation process.

## **Part 7: Return**

Return is the final stage of the evacuation process. It involves the safe return of evacuees to their place of origin. The return process is closely linked to the recovery process. This section must also be read in conjunction with the Shire of Narrogin Local Recovery Management Plan.

### **Roles & Responsibilities**

The Controlling Agency is to determine when and how the evacuees are to be returned.

### **Considerations for a Safe Return**

Returning evacuees to an affected area should occur as soon as practical so the recovery process can begin however prior to allowing evacuees to return to an affected area the following should occur;

### **Affected Area Assessment**

A detailed assessment of the affected area must be completed. The assessment may consider;

- If any hazard exits
- If the hazard may return
- Safety of structures, trees etc
- Availability of suitable facilities such as
  - Accommodation
  - Utilities
  - Hygiene facilities

### **Evacuees Return Criteria**

The following items should be considered prior to allowing the return of evacuees;

- The mental state of evacuees –are they prepared for what is going to come
- The physical state of evacuees – are they able to physically cope with a changed environment
- Time away from the impacted area – have evacuees decided to ‘move on’
- The distance from temporary shelter –should they return directly or in stages

### **Support Services**

Before evacuees should be returned an assessment of the availability of support services and essential infrastructure should be considered, such as;

- The management of unsafe structures
- Provision of temporary shelter
- Provision of essential services (power, water, sewage, communications)
- Provision of welfare services including counseling and health services

- Financial services including insurance issues, government support
- A publicized communication strategy – how are people going to be kept informed during recovery.
- Continued counseling
- Social needs or Spiritual needs.

## Annex 1: Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in Section 3 of the EM Act or as defined in the State EM Glossary.

**At Risk Persons:** Anyone who may have difficulty either receiving or responding to emergency public information, e.g. those with physical or intellectual disabilities or other health related issues, children, the aged, those who are socially isolated and those from remote or culturally and linguistically diverse communities.

**Evacuation:** The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return..

**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).

**Controlled Evacuation:** A recommended or directed evacuation, where a Controlling Agency is undertaking specific activity to manage the withdrawal of people from an area that is at risk, or subject to the effects of, a hazard.

**Directed Evacuation:** A Controlling Agency may issue 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.

**Recommended Evacuation:** A controlled 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 opinion.

**Evacuee:** A person who has withdrawn or been removed from a place of danger.

**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/be taken 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, area of the home, swimming pool, dam or other place appropriate to the hazard.

**Protect in Place:** May be used instead of shelter in place, but may be seen as implying that protective action is undertaken to reduce the risk of remaining in place (e.g. the issuing of personal protective equipment where there is no time to evacuate safely for a hazardous materials 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).

**Safest Route:** 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:** A dynamic social process providing for the temporary respite of evacuees, including immediate sheltering, temporary sheltering and temporary housing.

**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.

## Annex 2: Roles and Responsibilities

ORGANISATION	RESPONSIBILITIES
<p><b>CONTROLLING AGENCY:</b></p> <p>(Usually the HMA)</p>	<ul style="list-style-type: none"> <li>• Maintains overall responsibility for the evacuation and ensuring appropriate agencies are engaged in the process.</li> <li>• Ensure the combat 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.</li> <li>• Public Information and media management.</li> </ul>
<p><b>WA POLICE</b></p>	<ul style="list-style-type: none"> <li>• Support the Controlling Agency in the evacuation process once the decision is made to conduct evacuations.</li> <li>• Where tasked as the combat agency for an evacuation, clarify if this is to carry out specific activities set out in the Controlling Agency's Operational Evacuation Plan or includes developing the plan on the Controlling Agency's behalf.</li> <li>• Establish and maintain an appropriate cordon to the affected area as requested.</li> <li>• Support the orderly evacuation of persons to the nominated evacuation centre(s).</li> <li>• Maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre.</li> <li>• Assist with security of the evacuated area as requested.</li> </ul>
<p><b>MAIN ROADS WA</b></p>	<ul style="list-style-type: none"> <li>• Assist the Controlling Agency and/or WA Police with the development of Traffic Management Plan and/or activities supporting its implementation, as requested.</li> </ul>
<p><b>DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT</b></p>	<ul style="list-style-type: none"> <li>• During an incident determine the number and location of evacuation centres to be opened in consultation with the Controlling Agency and consideration of available resources.</li> <li>• Provide for reception of evacuees at evacuation centres and appropriate resources and welfare support.</li> <li>• Provide and/or facilitate services to victims of the emergency to help them cope with the effects of the emergency.</li> <li>• Arrange for a registration and reunification services to be established if required.</li> </ul>
<p><b>DEPARTMENT OF HEALTH</b></p>	<ul style="list-style-type: none"> <li>• Coordinate the medical evacuation of severely injured persons to major medical centres in rural areas or the Perth Metropolitan Area as appropriate.</li> <li>• Assist welfare agencies in crisis counselling and critical stress management.</li> </ul>
<p><b>LOCAL GOVERNMENT</b></p>	<ul style="list-style-type: none"> <li>• In consultation with the Controlling Agency, make available suitable municipal buildings to be established as evacuation centres by Department for Child Protection and Family Support, to coordinate welfare support</li> </ul>

	<p>during the emergency.</p> <ul style="list-style-type: none"> <li>• Establish additional facilities where those with animals may evacuate to, if animals cannot be received at the evacuation centre, with appropriate resources to manage.</li> <li>• Provide relevant local information with regard to the communities at risk.</li> <li>• Keep informed during the response phase in order to effect a smooth transition to recovery when appropriate.</li> </ul>
<p><b>DEPARTMENT OF EDUCATION</b></p>	<ul style="list-style-type: none"> <li>• Liaise with the Department for Child Protection and Family Support and relevant Local Governments in relation to the use of educational facilities as evacuation centres during an emergency.</li> <li>• Provide up to date information about schools in the affected area to be available to Controlling Agencies and WA Police, including appropriate contact information.</li> <li>• Ensure evacuation plans are in place for each which extend beyond the car park.</li> </ul>
<p><b>ORGANISATIONS RESPONSIBLE FOR EDUCATIONAL AND CARE FACILITIES AND OTHER SPECIALIST SITES FOR AT RISK PERSONS</b></p>	<ul style="list-style-type: none"> <li>• Provide up to date information about their location and appropriate contact information to the appropriate governing body and/or Local Government.</li> <li>• Ensure evacuation plans are in place which extend beyond the car park for any emergency. This may include reciprocal arrangements with other like facilities for accommodation and should transportation arrangements.</li> </ul>

## Annex 3: Decision to Evacuation Considerations

### Decision to Evacuate Considerations (HMA)

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Threat	What is the threat?				
Authority	Who has the authority to make the decision and have legal ramifications been considered?				
Numbers Effected	How many people may be required to evacuate and from what areas/suburbs?				
	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	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?				



<b>Factor</b>	<b>Considerations</b>	<b>Actions</b>	<b>Responsible Authority</b>	<b>Completion By</b>	<b>Complete</b>
Time Restraints	Is there time available to organise and safely carry out the evacuation?				
Persons with Special Needs	What are the risks to the emergency responders be 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?				

## Annex 4: Warning Considerations

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authorization of warning	Who authorizes the issue of a warning and who authorizes 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?				

## Annex 5: Withdrawal Considerations

Considerations	Actions	Responsible Authority	Completion By	Complete
Who is to control/coordinate the withdrawal stage?				
What public information has/will be 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.				

## Annex 6: Shelter Considerations

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
	Has Department of Child Protection 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, heating/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?				

## Annex 7: Return Considerations

Factor	Considerations	Actions	Responsible Authority	Completion By	Complete
Authority	Who has the authority to order a return				
	Who controls/co-ordinates the return?				
Staggered Return	Will the return be staggered?				
Safety	Can the people safely return?				
	Has an 'affected area assessment' been completed per Part 7				
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?				

## Annex 8: Operational Evacuation Plan Template

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

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

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

<b>Decision Phase: that getting people out is best</b>	
<i>The decision to recommend the evacuation of a community is the responsibility of the Controlling Agency's Incident Controller. The decision may be made in consultation with:</i>	
<input type="checkbox"/> Controlling Agency	<input type="checkbox"/> WA Police
Name(s)	Name(s)



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

<b>Alternatives</b> - By necessity, are there any alternatives to an evacuation:	Yes	No
Shelter in place	<input type="checkbox"/>	<input type="checkbox"/>
Identified community refuge	<input type="checkbox"/>	<input type="checkbox"/>
Private shelter	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other</i>	<input type="checkbox"/>	<input type="checkbox"/>


**Warning Phase: telling people of the need to go**

*The issuing of a warning/recommendation to those affected by an impending emergency is the responsibility of the Controlling Agency's Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.*

<b>Actual messaging to contain the following information:</b>	Yes	No
Identification of the HMA/Controlling Agency	<input type="checkbox"/>	<input type="checkbox"/>
Location of area affected	<input type="checkbox"/>	<input type="checkbox"/>
Predicted impact time	<input type="checkbox"/>	<input type="checkbox"/>
Predicted severity	<input type="checkbox"/>	<input type="checkbox"/>
How people should respond	<input type="checkbox"/>	<input type="checkbox"/>
Where to get further information	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>Other information to include</b> (if appropriate):	Yes	No
Instructions for vulnerable and other at-risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary issues, such as domestic pets, medications, identification	<input type="checkbox"/>	<input type="checkbox"/>

Limitations on possession. e.g. oversize items, livestock	<input type="checkbox"/>	<input type="checkbox"/>
Recommended personal items. e.g. toiletries, clothing, baby formula	<input type="checkbox"/>	<input type="checkbox"/>
Recommended transport routes and/or transport options	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated areas (assurance patrols or similar if safe to do so)	<input type="checkbox"/>	<input type="checkbox"/>
Advice on utilities and air conditioning. e.g. switch off gas, electricity	<input type="checkbox"/>	<input type="checkbox"/>
Advise to inform relatives / friends on your intentions / destination	<input type="checkbox"/>	<input type="checkbox"/>
Information about 'Register. Find. Reunite' system	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Methods available to facilitate public warnings</b> (consider resources, specialist support and emergency responder safety):	Yes	No
Media (television)	<input type="checkbox"/>	<input type="checkbox"/>
Media (radio)	<input type="checkbox"/>	<input type="checkbox"/>
Telephone contact	<input type="checkbox"/>	<input type="checkbox"/>
Short Message Service (SMS)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Alert	<input type="checkbox"/>	<input type="checkbox"/>
Standard Emergency Warning Signal	<input type="checkbox"/>	<input type="checkbox"/>
Door knocks	<input type="checkbox"/>	<input type="checkbox"/>
Verbal messages	<input type="checkbox"/>	<input type="checkbox"/>
Community meetings	<input type="checkbox"/>	<input type="checkbox"/>
Sirens	<input type="checkbox"/>	<input type="checkbox"/>
Public address systems	<input type="checkbox"/>	<input type="checkbox"/>
Agency websites	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
Social networking sites	<input type="checkbox"/>	<input type="checkbox"/>
Print material	<input type="checkbox"/>	<input type="checkbox"/>

<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Withdrawal Phase: getting people out</b>		
<i>The responsibility for evacuating a community remains with the Controlling Agency's Incident Controller. The Incident Controller may request assistance with specific activities as part of their (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.</i>		
<b>Key components of an evacuation strategy to consider:</b>	Yes	No
Does a plan already exist for all or part of the affected area?	<input type="checkbox"/>	<input type="checkbox"/>
Sectorising of the affected area and phased evacuation activity	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable at other at risk	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of assembly areas if required	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation centre(s) identified (with CPFS – welfare support)	<input type="checkbox"/>	<input type="checkbox"/>
Forecast need for registration and reunification	<input type="checkbox"/>	<input type="checkbox"/>
Identify transport options	<input type="checkbox"/>	<input type="checkbox"/>
Develop traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Multi agency communications arrangements / plan	<input type="checkbox"/>	<input type="checkbox"/>
Any use of flagging of evacuated properties	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated area	<input type="checkbox"/>	<input type="checkbox"/>
Actions on persons declining to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Other considerations (not identified)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outline of evacuation strategy</b>		
<i>Does a plan already exist:</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sectorise / Phase the affected area if appropriate:</i>		

*Vulnerable and other at risk persons (aged, CALD, children, walking wounded, people with disability, etc.):*

*Consider assembly areas, if required:*

*Evacuation centre(s) identified (CPFS 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:*

*Actions on persons declining to evacuate (e.g. possibility of registration/list of premises).*

*Note: Unaccompanied children should be evacuated to CPFS centre.*

<i>Other considerations:</i>		
<b>Shelter Phase: where people can go and providing support</b>		
<i>The Controlling Agency's Incident Controller is responsible for ensuring evacuated persons are appropriately provided for. Identification of a suitable evacuation centre and coordination of community welfare is supported by the Department for Child Protection(CPFS) and Family Support on request. Where this plan has been delegated, confirm whether CPFS have been activated by the Controlling Agency or this is a task requested as part of the delegation of the planning. In addition, if facilities are required that will accept animals, Local Government should be able to provide advice.</i>		
<b>Considerations of evacuation centre:</b>	Yes	No
Safe location	<input type="checkbox"/>	<input type="checkbox"/>
Effective shelter from elements	<input type="checkbox"/>	<input type="checkbox"/>
Toilets / Showers	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for people with disabilities (access, eating, toileting, transferring, bathing and dressing).	<input type="checkbox"/>	<input type="checkbox"/>
Heating / Cooling	<input type="checkbox"/>	<input type="checkbox"/>
Private areas / space	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen (food / water / dining)	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping areas	<input type="checkbox"/>	<input type="checkbox"/>
Car parking	<input type="checkbox"/>	<input type="checkbox"/>
Registration facilities	<input type="checkbox"/>	<input type="checkbox"/>
Re-union location	<input type="checkbox"/>	<input type="checkbox"/>
General information / updates	<input type="checkbox"/>	<input type="checkbox"/>
Financial assistance	<input type="checkbox"/>	<input type="checkbox"/>
Insurance enquiries	<input type="checkbox"/>	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	<input type="checkbox"/>
First aid	<input type="checkbox"/>	<input type="checkbox"/>
Legal services	<input type="checkbox"/>	<input type="checkbox"/>
Child minding / personal support	<input type="checkbox"/>	<input type="checkbox"/>

Interpreters	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning / rubbish removal	<input type="checkbox"/>	<input type="checkbox"/>
General security	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have the following actions been taken:</b>	Yes	No
Registration and reunification process (Register, Find, Reunite) access requested / delivered - CPFS	<input type="checkbox"/>	<input type="checkbox"/>
Welfare response requested (through CPFS)	<input type="checkbox"/>	<input type="checkbox"/>
Other resources are in position to commence registration of evacuees (pre Red Cross attendance)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommended Appendices:</b>	Yes	No
Incident Management Team (IMT) contact list	<input type="checkbox"/>	<input type="checkbox"/>
Residents contact list	<input type="checkbox"/>	<input type="checkbox"/>
Record of warning messages (date / time / method)	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment matrix	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>
Record of advice provided to affected areas / persons	<input type="checkbox"/>	<input type="checkbox"/>
List of vulnerable and other at risk people / locations	<input type="checkbox"/>	<input type="checkbox"/>
<b>Return Phase: allowing people back and supporting their return</b>		
<i>The decision to allow a community to return and planning for this phase is the responsibility of the Controlling Agency's Incident Controller, along with providing accurate and timely information to the displaced community. Where other agencies are assisting, it is important that this is confirmed and decisions swiftly disseminated to relevant personnel.</i>		
<b>Key considerations:</b>	Yes	No
The affected area being declared safe	<input type="checkbox"/>	<input type="checkbox"/>
Crime scene preservation	<input type="checkbox"/>	<input type="checkbox"/>
Availability of health and welfare services and support mechanisms	<input type="checkbox"/>	<input type="checkbox"/>

Availability of services and utilities (gas, electricity, roads)	<input type="checkbox"/>	<input type="checkbox"/>
Evacuees' psychological and physical health	<input type="checkbox"/>	<input type="checkbox"/>
Transport for people with a disability or other special needs	<input type="checkbox"/>	<input type="checkbox"/>
Economic factors involved in the return of evacuees	<input type="checkbox"/>	<input type="checkbox"/>
Possible need for a phased return / traffic management / permit system	<input type="checkbox"/>	<input type="checkbox"/>
Local Recovery Coordinator / Coordinating Committee included in planning	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Informing other stakeholders of the decision:</b>	Yes	No
Community representatives	<input type="checkbox"/>	<input type="checkbox"/>
Department for Child Protection and Family Support	<input type="checkbox"/>	<input type="checkbox"/>
Department of Agriculture and Food WA	<input type="checkbox"/>	<input type="checkbox"/>
Department of Fire and Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>
Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Department of Parks and Wildlife	<input type="checkbox"/>	<input type="checkbox"/>
Department of Environment Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Department of Mines and Petroleum	<input type="checkbox"/>	<input type="checkbox"/>
Department of Transport	<input type="checkbox"/>	<input type="checkbox"/>
Local Government	<input type="checkbox"/>	<input type="checkbox"/>
Main Roads WA	<input type="checkbox"/>	<input type="checkbox"/>
Utility Companies	<input type="checkbox"/>	<input type="checkbox"/>
Water Authorities	<input type="checkbox"/>	<input type="checkbox"/>
WA Police	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>



Verification of Return Process - The decision to allow return is:			
Authorised by:	(name/title)	at on (time)	hours (date)
Organisation:			
ADMINISTRATION & LOGISTICS			
Communications			
Safety			
Records Management			
Transport			
Equipment			
Medical			
Meals			
Other (specify):			
Other (specify):			
Other (specify):			
Other (specify):			

