

**SHIRE OF BROOKTON**  
**EMERGENCY EVACUATION PLAN**



# SHIRE OF BROOKTON EMERGENCY EVACUATION PLAN

## INTRODUCTION

These instructions are recommended for use by emergency services and support personnel of the Shire of Brookton and have been specifically designed to establish procedural guidelines for dealing with any emergencies.

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 and 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. It also has the propensity to destabilise a community and involve extensive welfare arrangements. Through careful planning, and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimized.

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

- the Welfare Plan, and
- any other relevant agency plans .

The Welfare Plan is being developed by the Department for Child Protection, in conjunction with the Shire of Brookton, using local and regional facilities and organisations.

These arrangements will adopt the 5 stages of evacuation:

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

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## 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 Brookton, in conjunction with the Local Emergency Management Committee (LEMC) is responsible to review these procedures on a regular basis, suggested 12 monthly.

Ideally this review would occur after the Annual LEMC Evacuation Exercise has been conducted, with procedural amendments being updated to the plan based on the possible deficiencies identified during the Annual Evacuation 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	Origin	Check	Approved
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### Shire of Brookton Emergency Evacuation Plan AMENDMENT RECORD

Proposals for the amendment or addition to this plan should be forwarded to the Chair of the Shire of Brookton Local Emergency Management Committee.

It is certified that the Amendments in the list below have been made in this Plan

Amendment		Details	Amended by LEMC / Date
Number	Date		

## **DEFINITIONS**

EMP: Shire of Brookton Emergency Management Plan

EEP: Shire of Brookton Emergency Evacuation Plan

LGA: Local Government Authority

IC: Incident Controller

ERMP: Shire of Brookton Emergency Risk Management Plan

HMA: Hazard Management Agency

Shire: Shire of Brookton

DCP: Department for Child Protection

Police: OIC Brookton Police Station

**EMERGENCY:** An unplanned event that threatens the lives of people, property and the environment.

**EVACUATION:** The orderly movement of people from an area of danger to a place of safety.

**WELFARE CENTRE:** A Centre established to provide emergency welfare services to people affected by an emergency. It may be an evacuation centre, accommodation centre or relief/recovery centre

**AUTHORISED OFFICER:** A person authorised under an Act of Parliament.

## **1. AUTHORITY**

The Emergency Management Act (2005) gives authority for emergency management arrangements to be developed by LEMC's in Local Government Areas (LGA).

Evacuation can be effected under section 41 of the Emergency Management Act 2005.

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

## **2. SCOPE**

Scope of this Emergency Evacuation Plan will take into account the guidelines and considerations for emergency evacuation at the community level. These guidelines and considerations relate to both peacetime and hostility-related emergencies. It applies to the circumstances where there may be a need to partially or totally evacuate the areas of population in the Shire of Brookton. This plan is not intended for use in site specific evacuations which are addressed under OH&S guidelines.

The plan will incorporate:

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

The geographical area covered by this plan shall be the Shire of Brookton local government boundaries however regional support will be an integral part of the Plan.

## **3. TITLE**

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

## **4. AIM**

The aim of the Plan is to provide for the coordination of evacuation, reception and recovery 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 HMA's and/or Incident Controller, to rapidly implement an effective evacuation plan to cover a particular approaching threat. Checklists are by no means all encompassing and may be expanded depending on the particular scenario. Effectiveness of this plan hinges on:

- Up to date information on the Welfare Centre Register
- 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 list pertinent to evacuation requirements.

## **6. RISK ASSESSMENT**

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

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

In the event of an emergency, the following members will be contacted to form the Evacuation Planning Sub-Committee:

- CEO Shire of Brookton
- Chairman Shire of Brookton LEMC
- OIC Brookton Police District
- Fire and Rescue Service LEMC Representative
- Pingelly SES LEMC Representative
- Department for Child Protection LEMC Representative
- St John Ambulance LEMC Representative

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

The EEP is a sub-plan of the EMP and as such should not be viewed in isolation. Other Plans integral to the success of evacuation are the Kalkarni Aged Care Emergency Evacuation and Reception Plan, and the Shire of Brookton Welfare Plan submitted by the Department for Child Protection.

## **9. ROLES AND RESPONSIBILITIES**

Organisations have accepted responsibilities under the Shire of Brookton Emergency Management Plan (EMP). These roles may be enacted by the Hazard Management Authority (HMA) of the event as designated in Policy Statement 7 in line with the Emergency Management Act 2005.

## **10. ACTIVATION OF EMERGENCY EVACUATION**

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

**Section 50 (2) (b) that there is a need to exercise powers under Part 6 (Emergency Powers) to prevent or minimize loss of life, prejudice to the safety, or harm to the health, of persons or animals.**

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**

*11.1 DECISION TO EVACUATE*

*11.2 WARNING*

*11.3 WITHDRAWAL*

*11.4 SHELTER*

*11.5 RETURN*

### ***11.1 Decision To Evacuate***

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 position statement at Appendix 10 (Western Australian Position Statement on Evacuation and Protection of People and Property Endangered by Bushfires) is to be used as a guide.

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.

A community, or any part of that community, may elect to self-evacuate acting on information or advice received through the Media or other sources including relevant warning authorities e.g. Bureau of Meteorology (BOM) Flood Warning Centre or on advice from the Incident Controller (IC) of the HMA or Area Coordinator.

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 Section 50 of the Emergency management Act 2005 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 danger. The lead-time should include planning time, warning time, reaction time and travel time for the evacuees.

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

- (i) Why there is a need to evacuate;
- (ii) How much time they have;
- (iii) How long they can be expected to be away;
- (iv) 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 Kalkarni Residency Aged Care Evacuation & Reception Plan)

Media Information:

**In the event of an evacuation, media liaison will be established by the HMA Media and Public Information Officer or the Shire of Brookton Communications Officer.**

**A sample media release is provided in Appendix 8**

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

### **11.3 Withdrawal**

#### **11.3.1 Voluntary Evacuation**

By private transport or provided transport (if private not available) to safe havens (as determined by evacuees) or to suitable assembly area as determined by the HMA IC. Police responsibility is to man strategic points on traffic routes to facilitate a safe and effective movement of traffic.

#### **11.3.2 Emergency Evacuation**

Persons residing within the Shire may be advised to evacuate their premises at any time for any reason on order from Authorised Officers acting in accordance with a Emergency Situation Declaration. Police responsibility is to ensure that strategic points on traffic routes are manned to facilitate a safe and effective movement of traffic.

#### **11.3.3 Methods of Transport**

1. Private Vehicles
2. Buses

See **Appendix 7** for Transport Resource Register.

***Refer to Appendix 3 for Withdrawal Considerations Checklist***

### **11.4 Shelter**

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

#### **11.4.1 Move to Assembly Areas:**

The public should be directed to assembly areas to determine:

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

At the assembly area, registration of those who are leaving the area by their own means, and do not require accommodation, is carried out.

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

### **Location of Potential Assembly Areas and Welfare Centres.**

For a complete list of potential assembly areas and welfare centres, see Part 1 (Emergency Contacts and Resources Directory).

This list is not available on the internet because it is constantly being updated. Contact the Shire of Brookton 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.

#### **11.4.3 Security:**

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

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

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

***Refer to Appendix 4 for Shelter Considerations Checklist***

#### **11.5 Return**

The HMA will determine when to approve return to premises, in consultation with the Recovery Committee, taking into account safety and habitability.

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

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

**Police responsibility is to man strategic locations to facilitate a safe and effective return to premises**

***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 EMP 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 Brookton Emergency Management Plan.

## APPENDIX 1 - DECISION TO EVACUATE CONSIDERATIONS CHECKLIST

Factor	Considerations	Actions	Responsible Authority	Completion By	Completion Date
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 constraints	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				
Risks 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

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

Considerations	Actions	Responsible Authority	Completion By	Completed
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

Factor	Considerations	Actions	Responsible Authority	Completion By	Completed
	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. <b>NOTE: use of the Brookton Town Hall will obstruct access to FESA and SJA next door and will require careful management</b>				
	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?				
Advice to other 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

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 Child Protection “Local welfare emergency management support plan”.

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

Assembly areas and welfare centres:

### W.B Eva Pavillion

Facilities: Showers, Toilets, Kitchen, outside powered caravan park and oval

Duration	0 – 8 Hours	8hrs to 1 day	1 -3 days	3 – 7 days	1 week plus
Number of people					
1 – 10	Yes	Yes	Yes	Yes	Yes
10 - 100	Yes	Yes	Yes	Yes	Yes
100 - 500	Yes	Yes	Yes	<b>No</b>	<b>No</b>
500+	Yes	Yes	<b>No</b>	<b>No</b>	<b>No</b>

### Brookton Country Club

Facilities: Showers, Toilets, Kitchen. Limited outdoor camping (no power)

Duration	0 – 8 Hours	8hrs to 1 day	1 -3 days	3 – 7 days	1 week plus
Number of people					
1 – 10	Yes	Yes	Yes	Yes	Yes
10 - 100	Yes	Yes	Yes	Yes	Yes
100 - 500	Yes	Yes	Yes	<b>No</b>	<b>No</b>
500+	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>

Brookton Town Hall

Facilities: Showers, Toilets, Kitchen. No outdoor camping (no power, limited room)  
**No room for vehicles as access to FESA next door will be a primary concern**

Duration	0 – 8 Hours	8hrs to 1 day	1 -3 days	3 – 7 days	1 week plus
Number of people					
1 – 10	Yes	Yes	Yes	Yes	Yes
10 - 100	Yes	Yes	Yes	Yes	Yes
100 - 500	Yes	Yes	Yes	<b>No</b>	<b>No</b>
500+	No	No	No	<b>No</b>	<b>No</b>

Other considerations (may require portable power, extra toilets etc)

Dale Tennis Club, Brookton Highway x Pike Rd

Aldersyde Hall

Bulyee Hall (refer Corrigin Evacuation plan)

Bullaring Hall (refer Corrigin Evacuation plan)

Pingelly Hall (refer Pingelly Evacuation plan)

Pingelly Sporting Complex (refer Pingelly Evacuation plan)

## APPENDIX 7 - RESOURCE REGISTER

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

### TRANSPORT RESOURCES:

Operator	Contact	Telephone	Capability	Remarks
School buses	John and Ruth TURNER	9642 1165 0413927223(west bus) 0419309710 (east bus) 0422878961(Ruth) 0429 400 777 (central bus)	3 x 27 seater buses	Mobile numbers given are for bus drivers in case they are en route. Best contact home or west bus (John)
Kalkarni Nursing Home	Nina CARNABY	9642 0199 (wk) 9642 2292 (hm) 0420 962 651 9642 1005 (wk)	1 x 10 seater bus	
Brookton Shire	Gary CLARK (CEO)  Stan KOCIAN (Deputy CEO)	9642 0200 0427 421 032  0407 084 133	1 x 22 seater bus	
Beverley	Steve Gollan (CEO)	0429 461 200	1 x 23 seater	
Pingelly	Simon Marshall (Deputy CEO)	9887 1066	1 x 21 seater	
Corrigin Shire	Shire Office Works supervisor	9063 2203 0429 632 203	1 x 22 seater bus	Corrigin 1hr drive – ETA for buses up to 2hrs.  Numerous further resources exist - see Corrigin Evac Plan (Brookton Police have electronic copy on P: drive)

## APPENDIX 8 - EMERGENCY EVACUATION MEDIA INFORMATION EXAMPLE - WARNING

MEDIA RELEASE (No .....)

WARNING (Significant Emergency Situation Identified)

This is an official media release issued by the Hazard Management Authority through the Shire of Brookton on ..... (Insert date) at ..... (Insert time) by ..... (Name of incident controller).

On ..... (insert date & time) a .....(state type of emergency) was reported that affects the locality of ..... This is a serious emergency and the alert status for the Shire is currently (delete those not applicable):

- Blue (this is your first advice, please review your Action Plan)
- Yellow (implement your Action Plan - go to a place of safety or prepare to defend).
- Red (may be too late to evacuate – take necessary measures to sit out the emergency).

The following emergency services have so far responded (delete those not applicable):

- .....(insert names)Bushfire Brigades.

• State Emergency Service:

- o Pingelly
- o .....

• Police:

- o Brookton
- o .....

• Fire & Emergency Services

- o Brookton
- o .....

• St John Ambulance

- .....
- .....
- .....

The latest information that we have is that:

- Roads closed.....
- Risk type \_ Poor visibility \_ Toxic fumes \_ Other .....

.....

- Direction of threat .....
- What/who is at risk.....
- What is the rate of travel of threat .....
- What is burning.....
- Other.....

For a life threatening emergency – call 000.

If the telephone is not working, listen to ABC radio or TV.

Residents currently outside the area who are trying to decide if they should return to their homes should first check that it is safe to do so.

Non-residents who are concerned about the safety of friends/family should, in the first instance, try to telephone them direct.

## APPENDIX 9 - EMERGENCY EVACUATION MEDIA INFORMATION EXAMPLE POST EMERGENCY

### MEDIA RELEASE (Post Emergency)

This is an official media release issued by the Hazard Management Authority through the Shire of Brookton on ..... (Insert date) at ..... (Insert time) by ..... (Name of incident controller).

On ..... (Insert date) a .....(state type of emergency) was reported at .....(insert location). This was a serious emergency however we are pleased to advise that the situation is now under control and the threat has passed.

Residents are advised that (delete as applicable):

- They should stay on their property until advised it is safe to move around the roads.
- It is safe to move around the roads at low speeds.

Residents already in the area should contact the following numbers for information:

- For emergency assistance to deal with property damage – call the SES on 1300 130039
- If someone is injured or sick (non-life threatening) – call Health Direct 1800 022 222.
- For problems with electrical or scheme water supply – contact Western Power or Water Corporation.
- Call the Shire of Brookton on 9642 0200:

o For help in containing roaming stock, or replacing fences

o Dealing with injured wildlife

o To clear fallen trees across roads

- Residents wishing to offer specialist skills or equipment to help with the clean up, or for any other queries, call the Shire of Brookton on 9642 0200.

Non-residents who are concerned about the safety of friends/family should, in the first instance, try to telephone them direct. If no answer, call the Shire of Brookton on 9642 0200.

Delete as applicable:

- An update of this message will be issued at ..... (Insert time of next update).
- Regular updates will also be uploaded to the Shire website at regular intervals.
- This is the last message.

Signed.....

Name (block capitals).....

Incident Controller

For more information about this media release, contact .....(name)  
.....(phone).

## **APPENDIX 10 – EMERGENCY EVACUATION PLAN FOR KALKARNI**