



Kununurra – Wyndham Evacuation Plan

SHIRE OF WYNDHAM EAST KIMBERLEY

2021 - 2026

CERTIFICATE OF ENDORSEMENT

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Wyndham East Kimberley Local Emergency Management Committee (LEMC), the Shire of Wyndham East Kimberley Council and have been tabled with the Kimberley District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).

Chair

Date

Shire of Wyndham East Kimberley

Local Emergency Management Committee

Endorsed by Council:

Date:

Resolution Number:

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Wunan - Kununurra	1
Juniper Community Care – Kununurra/Wyndham	1
Committees:	
Kimberley District Emergency Management Committee	1
State Emergency Management Committee	1

AMENDMENT RECORD

NUMBER	DATE	AMENDMENT SUMMARY	AUTHOR
1	June 2016	Complete review of expired 2016 Plan. Endorsed by LEMC 06/07/2016. Endorsed by Council 28/06/2016 (Resolution 11415)	Emergency Management Coordinator (SWEK)
2	December 2020	Complete review of expired V2 Plan. Endorsed by LEMC TBA Endorsed by Council TBA (Resolution TBA)	Emergency Management Coordinator (SWEK)
3			
4			
5			

Suggestions and comments can help improve these arrangements.

Feedback can include:

- What you like or don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson

Kununurra - Wyndham

Local Emergency Management Committee (LEMC)

Shire of Wyndham East Kimberley

PO Box 614

Kununurra WA 6743

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The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are certified in the above table, when updated.

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the *State Emergency Glossary* or the *WA Emergency Risk Management Procedure*.

For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

A

Accident a sudden event in which harm is caused to people, property or the built or natural environment. See also **Incident** and **Emergency**.

Agency Representative an individual allocated to an incident from an assisting agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. *Syn.* 'liaison officer'.

AIIMS see **Australasian Interservice Incident Management System**.

AIIMS Structure the combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).

Alert that period when it is believed that resources may be required which enables an increased level of preparedness. See also **Warning**.

All-Agencies Coordinated and Integrated Approach the 'all agencies coordinated and integrated' approach recognises that no one agency can address all of the impacts of a particular hazard. It is necessary for a lead agency to coordinate the activities of the large number of organisations and agencies that are involved. These can be drawn from across all levels of government, non-government, volunteer organisations and the private sector.

All-Hazards Approach the all-hazards approach assumes the functions and activities applicable to one hazard are often applicable to a range of hazards. The all-hazards approach increases efficiency by recognising and integrating common emergency management elements across all hazard types. It does not, however, prevent the development of specific plans and arrangements for hazards that require a specialised approach.

Assets anything valued by people which includes houses, crops, forests and in many cases the environment.

Australasian Interservice Incident Management System (AIIMS) a nationally adopted structure to formalise a coordinated approach to emergency incident management.

Australian Maritime Safety Authority (AMSA) a Commonwealth regulatory safety agency having as its charter the efficient delivery of safety and other services to the Australian maritime industry and provision of search and rescue services to the aviation and maritime sectors.

Authorised Officer (a) the State Emergency Coordinator and (b) a person authorised under Section 61 of the *Emergency Management Act 2005*.

Authorised Person a person authorised by legislation to utilise a range of powers conferred by that legislation.

Available Resources resources at an incident and available for allocation at short notice. See *also* **Resources**.

B

Biological Disaster a disaster caused by the exposure of living organisms to germs and toxic substances.

Briefing the process of advising personnel of the details of the incident or event with which they will deal.

Bureau of Meteorology (BOM) the overall mission of the Bureau is to observe and understand Australian weather and climate and provide meteorological, hydrological and oceanographic services in support of Australia's national needs and international obligations.

Bushfire a fire involving grass, scrub or forest. Syn. 'wildfire'.

Bushfire Danger Period a period of the year, either established by legislation or declared by the relevant agency, when restrictions are placed on the use of fire due to dry vegetation and the existence of conditions conducive to the spread of fire.

Bushfire Management all those activities directed to prevention, detection, damage mitigation and suppression of bushfires. Includes bushfire legislation, policy, administration, law enforcement, community education, training of fire fighters, planning, communications systems, equipment research and the multitude of field operations undertaken by land managers and emergency services personnel relating to bushfire control.

C

Civil Aviation Safety Authority an independent statutory authority responsible for conducting the safety regulation of civil air operations in Australia and the operation of Australian registered aircraft overseas.

Civil Disorder a riot, violent protest, demonstration, or illegal assembly that may affect public safety.

Combat to take steps to eliminate or reduce the effects of an incident upon the community.

Combat Agency a combat agency prescribed under Part 5 of the *Emergency Management Regulations 2006* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Command the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See *also* **Control** and **Coordination**.

Commander a single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within that agency and cannot command members of another agency.

Communicable Disease a disease caused by germs such as bacteria and viruses that can be spread from one person to another. Syn. 'infectious disease'.

Communications Plan details the methods and systems for people to communicate with each other, the incident management structure, including the actual radio channels/mobile phone numbers. (AIIMS)

Community a group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

Community Alert a community alert is issued to warn the community of a period danger and provide safety advice on what to do relative to the risks.

Community Warning a warning to provide information to the public so people can take appropriate action to reduce losses during an actual or developing emergency situation.

Comprehensive Approach the development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

Consequence the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. In the emergency risk management context, consequences are generally described as the effects on people, social setting, public administration, and the environment and the economy.

Contamination invasion of a person or animal by pathogenic germs (contaminants). Presence of an infectious agent on inanimate articles such as clothes, surgical instruments, dressings, water, milk or food. Transfer and propagation of a contaminant.

Control the overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See *also* **Command** and **Coordination**.

Controlling Agency an agency nominated to control the response activities to a specified type of emergency.

Coordination the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See *also* **Control** and **Command**.

D

Damage Classification evaluation and recording of damage to structures, facilities, or objects according to three (or more) categories:

- 1 'severe damage' which precludes further use of the structure, facility, or object for its intended purpose;
- 2 'moderate damage' or the degree of damage to principal members, which precludes effective use of the structure, facility, or object for its intended purpose, unless major repairs are made short of complete reconstruction; and,

- 3 'light damage' such as broken windows, slight damage to roofing and siding, interior partitions blown down, and cracked walls; the damage is not severe enough to preclude use of the installation for the purpose for which was intended.

Debrief (Operational Debrief) a meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

Defence Assistance to the Civil Community (DACC) assistance to the community provided by Department of Defence personnel in the event of natural disaster or civil emergency.

Disaster *see* **Emergency**

Disaster Area a geographical part of the State or Territory in which a state of emergency or disaster exists.

Disaster Management the body of policy and administrative decisions and operational activities which pertain to the various stages of a disaster at all levels. *See also* **Emergency Management**.

Disaster Victim Identification (DVI) procedures used to positively identify deceased victims of a multiple casualty event.

Discussion Exercise (DISCEX) a discussion exercise is an indoor exercise employing a carefully prepared scenario to test and practice various aspects of emergency management planning, procedures or training. Syn. 'tabletop exercise', 'model exercise' or 'syndicate exercise'. *See also* **Exercise**.

Disease Control all policies, precautions and measures taken to prevent the outbreak or spread of communicable diseases.

District means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

District Emergency Management Committee (DEMC) a district emergency management committee established under section 31(1) of the *Emergency Management Act 2005*.

District Emergency Coordinator (DEC) the person appointed by the State Emergency Coordinator to provide advice and support to their district emergency management committee in the development and maintenance of emergency management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator.

E

Emergency the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency area the area to which an emergency situation declaration or a state of emergency declaration applies.

Emergency coordination centre (ECC) a facility established to coordinate and organize emergency provision of services. *See also* **Emergency Operations Centre**.

Emergency Management the management of the adverse effects of an emergency including:

- prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
- preparedness – preparation for response to an emergency;

- response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
- recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency a Hazard Management Agency (HMA), a Combat Agency or a Support Organisation.

Emergency Management District an emergency management district established under section 28 *Emergency Management Act 2005*.

Emergency Operations Centre (EOC) a facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency. Syn. **Incident Control Centre**. See also **Forward Control Centre**.

Emergency Plan a documented scheme of assigned responsibilities, actions and procedures, required in the event of an emergency. See also **Emergency Response Plan**.

Emergency Public Information (EPI) information provided to the community during emergency situations with instructions on how to get assistance or to protect personal health, safety and property.

Emergency Public Information Coordinator the person appointed at State, district or local level to coordinate arrangements for emergency public information support to Hazard Management Agencies at the respective level.

Emergency Response Plan a plan which sets out the roles and responsibilities of agencies in emergency response and the coordination arrangements which are to be utilised. See also **Emergency Plan**.

Emergency Risk Management a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

Emergency Service an agency responsible for the protection and preservation of life and property from harm resulting from incidents and emergencies. Syn. 'emergency services authority' and 'emergency service organisation'.

Emergency Situation a declaration made under section 50 of the *Emergency Management Act 2005*, by a Hazard Management Agency or the State Emergency Coordinator, which provides access to additional emergency management powers.

Emergency Welfare Service an organisation to provide all reasonable welfare aid and services to people in need due to an emergency or disaster. Such measures include coordination, control and provision of services to be instituted before, during and after the impact of an emergency or disaster.

Essential Services Network Operators the public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends

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

Evacuation Centre a centre that provides affected people with basic human needs including accommodation, food and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided.

Event an incident or situation, which occurs in a particular place during a particular interval of time.

Exercise simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. For example: discussion exercises, field exercises, table top exercises and tactical exercises without troops.

F

Field Commander (Agency Specific) the officer responsible for commanding the activities of an agency in the field.

Forward Control Centre a facility, where the controller is located, at or near the scene of an emergency to facilitate better control and management of a particular emergency. In emergencies where the impact is widespread there may be the need to locate more than one forward control centre in which case the title of each forward control centre should be preceded by the place name. The forward control centre may be located in an existing building or be a self-contained mobile unit. Syn. 'field control centre', 'forward command centre', 'forward command post', 'forward control point', and 'incident control point'.

G

Geographic Information System (GIS) a computerised database for the capture, storage, analysis and display of locationally defined information. Commonly, a GIS portrays a portion of the earth's surface in the form of a map on which this information is overlaid.

Global Positioning System (GPS) a highly-accurate navigation system based on a constellation of 24 satellites orbiting the earth at 20,000 kilometres that transmit back a set of signals.

H

Hazard an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event;
- (b) a fire, a road, rail or air crash;
- (c) a plague or an epidemic;
- (d) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth;
- (e) any other event, situation or condition that is capable of causing or resulting in;
 - (i) loss of life, prejudice to the safety or harm to the health of persons or animals; or
 - (ii) destruction of or damage to property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

Hazard Identification the process of recognising that a hazard exists and defining its characteristics.

Hazard Management see **Mitigation**.

Hazard Management Agency (HMA) a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Hazardous Material a substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.

HAZCHEM Emergency Action Code a code system indicating the initial emergency actions for incidents involving hazardous materials.

HAZMAT see hazardous material.

I

Impact to have a noticeable or marked effect on.

Impact Area any area which is likely to bear, is bearing, or has borne the full impact of any disaster and in which major lifesaving operations are necessary.

Incident the occurrence or imminent occurrence of a hazard. See *also* **Accident** and **Emergency**.

Incident Action Plan a statement of objectives and strategies to be taken to control or suppress an incident; approved by the incident controller. Describes the actions to be taken to control or suppress an incident.

Incident Control Centre (ICC) the location where the incident controller and, where established, members of the incident management team provide overall direction of response activities in an emergency situation. Syn. 'emergency operations centre'.

Incident Controller / Manager the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology, however, the function remains the same].

Incident Management the process of controlling the incident and coordinating resources.

Incident Management System (IMS) a system that allows an Incident Controller and their team to control an incident and coordinate resources that is facilitated by information management and intelligence gathering.

Incident Management Team (IMT) a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident.

Incident Support Group (ISG) a group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

L

Legislation a set of rules made by a State, Territory or Federal Government, and includes acts and regulations.

Liaison Officer a representative of an agency/organisation as part of an incident management/operations area management group. Liaison officers should have the capability to

communicate with the agency they represent and the authority to commit their agencies' resources. See also **Agency Representative**.

Lifelines the public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

Local Emergency Coordinator (LEC) the person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Arrangements (LEMA) written by the local government, Local Emergency Management Arrangements are documented emergency management plans for the local government district. Consistent with State emergency management policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to Emergency Management; Prevention, Preparedness, Response and Recovery (PPRR) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.

Local Emergency Management Committee (LEMC) a local emergency management committee established under section 38 of the *Emergency Management Act 2005*.

Logistics the range of operational activities concerned with supply, handling, transportation, and distribution of materials. Also applicable to the transportation of people.

M

Major Incident an event which requires response by police, emergency services and the community which may affect a wider area over a longer period of time but is not a declared emergency situation or state of emergency.

Media Liaison Officer a liaison officer delegated the task of dealing with the media.

Minister references to the Minister means the Minister responsible for the *Emergency Management Act 2005*.

Mitigation measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and environment.

Municipality means the district of the Shire of Wyndham East Kimberley.

N

Natural Disaster Relief & Recovery Arrangements (NDRAA) the arrangements under which the Commonwealth Government assists the State and Territory governments to provide approved financial assistance to eligible persons and organisations following natural disasters.

Natural Disaster any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike and tornado.

O

Objective a goal statement of what is to be achieved.

Operating Procedures prescribed routine action to be followed by staff during operations.

Operational Area (OA) the area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Operational Area Manager (OAM) the person designated by the relevant HMA, responsible for the overall management of an Operation within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

Operational Area Support Group (OASG) a group of agency / organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.

Operations Officer the officer delegated by the Incident Controller for the direction, supervision and implementation of tactics in accordance with the Incident Action.

P

PPRR an abbreviation for prevention, preparedness, response and recovery. See *Emergency Management Principles*.

Pandemic prevalent throughout an entire country or continent, or the whole world, as in a disease.

Perceived Risk the level of risk that is thought to exist by an individual or group of individuals.

Personal Support Services the process of assisting the diverse, immediate as well as longer-term personal needs of people affected by a disaster. Such needs may encompass provision of information, practical advice on a range of issues and emotional support. See also **Recovery**.

Plan a formal record of agreed emergency management roles, responsibilities, strategies, systems, and arrangements. See also **Emergency Plan**.

Population at Risk a well-defined population whose lives, property, and livelihoods are threatened by given hazards. Used as a denominator. All those persons who would be directly exposed to floodwaters within the dambreak - affected zone if they took no action to evacuate.

Preparedness preparation for response to an emergency. Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **Comprehensive Approach**.

Prevention the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Probability the likelihood of a specific outcome, measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between 0 and 1, with 0 indicating an impossible outcome and 1 indicating an outcome is certain.

Public Authority:

- an agency as defined in the Public Sector Management Act 1994;

- a body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- a local government or regional local government;
- the Police Force of Western Australia;
- a member or officer of a body referred to in one of the above; or
- a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

Public Awareness the process of informing the community as to the nature of the hazard and actions needed to save lives and property prior to and in the event of disaster.

Q

Quarantine legal restrictions imposed on a place or tract of land by the serving of a notice and limiting access or egress of specified animals, persons or things.

R

Reception Centre a centre established for the immediate receipt of evacuees and as such will be the initial source for the delivery of welfare services to those evacuees.

Recovery the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Recovery Information Management develops timely, effective communication channels to gather, process and disseminate information relevant to the recovery of the affect community.

Recovery Management (principles of) successful recovery relies on:

- understanding the context;
- recognising complexity;
- using community-led approaches;
- ensuring coordination of all activities;
- employing effective communication; and
- acknowledging and building capacity.

Refuge Site a place where the community may take shelter within the community that is suitable to the hazard that presents. This may be an open space, building or other suitable place of shelter. It may be determined at the time of the emergency.

Register.Find.Reunite an Australian Red Cross service that registers, finds and reunites family, friends and loved ones after an emergency.

Registration the process of accurately recording onto disaster registration cards details of all persons affected by disaster whether they are evacuated or remain in the disaster area. See *also* **Register.Find.Reunite**.

Relief the provision of immediate shelter, life support and human needs to persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief centres.

Resilience the ability of a system, community or society, exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structure and functions. This is determined by the degree to which the community has the necessary resources and is capable or organising itself both prior to and during times of need.

Resources all personnel and equipment available, or potentially available, for incident tasks.

Response the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recover. Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also **Comprehensive Approach**.

Risk a concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives.
- It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Risk Acceptance an informed decision to accept the likelihood and the consequences of a particular risk.

Risk Assessment the overall process of risk identification, risk analysis and risk evaluation.

Risk Criteria the State's endorsed risk criteria and associated tools and guidelines which form the minimum required level of analysis/reporting.

Risk Identification the process of finding, recognising and describing risks.

Risk Management coordinated activities of an organisation or a government to direct and control risk.

Risk Reduction actions taken to lessen the likelihood, negative consequences, or both, associated with a risk.

Risk Register a register of the risks within the local government, identified through the Community Emergency Risk Management process.

Risk Statement a statement identifying the hazard, element at risk and source of risk.

Risk Treatment process of selection and implementation of measures to modify risk. The term "risk treatment" is sometimes used for the controls themselves.

Risk Treatment Options measures which modify the characteristics of hazards, communities, or environments.

S

Safest Corridor the route that evacuees take that presents the safest egress from the threat to the place of safety.

Search and Rescue (SAR) the process of locating and recovering disaster victims and the application of first aid and basic medical assistance as may be required.

Secondary Hazard a hazard that occurs as a result of another hazard or disaster, i.e. fires or landslides following earthquakes, epidemics following famines, food shortages following drought or floods.

Situation Report (SITREP) a brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.

St John Ambulance Australia a national charitable organisation dedicated to the relief of persons in sickness, distress, suffering or danger. In all States it provides first aid training and volunteer first aid and community care services, and in Western Australia and the Northern Territory it also runs the public ambulance service.

Staging Area a prearranged, strategically placed area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

Stand-Down that phase where an agency's response is no longer required, and services are wound back. Site teams are returned to base and additional staff called in are released from duty.

Standard Emergency Warning Signal (SEWS) a distinct sound approved by the State Emergency Management Committee to indicate an emergency announcement follows.

Standard Operating Procedures (SOP) a set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Disaster Council a group established, under section 63 of the *Emergency Management Act 2005*, during at a state of emergency to liaise with, advise and support the State Government and the State Emergency Coordination Group, and liaise with the Australian Government as required, in relation to the state of emergency.

State Emergency Coordination Group (SECG) a group that is established, under section 26 of the *Emergency Management Act 2005* during a state of emergency, or may be established where an emergency occurs or is imminent, to ensure the provision of a strategic, coordinated multi-agency response to and recovery from the emergency and report to the Minister.

State Emergency Management Committee (SEMC) committee established under section 13 of the *Emergency Management Act 2005*.

State Emergency Management Plan a plan prepared under section 18 of the *Emergency Management Act 2005* to outline the State arrangements for the emergency management of hazards and support functions.

State Emergency Management Policies a set of policies prepared under Section 17 of the *Emergency Management Act 2005* that provides for:

- a strategic framework for emergency management in the State;
- the roles and responsibilities of emergency management organisations; and
- other matters that are prescribed by the regulations.

State Emergency Public Information Coordinator (SEPIC) the SEPIC, appointed by the State Emergency Coordinator, is the Director Media and Public Affairs, Western Australia Police.

State of Emergency a declaration made under section 56 of the *Emergency Management Act 2005*, by the Minister, which provides access to further emergency management powers.

State Public Information Line (SPIL) a telephone call centre facility that may be established by the State Emergency Public Information Coordinator to receive and respond to general inquiries from the public regarding an emergency.

Strategy a statement detailing how an objective will be achieved.

Support Organisation a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

T

Tolerable Risk a risk which the exposed people are expected to bear without undue concern, once all reasonable practicable reduction measures have been adopted. 'Tolerable' is sometimes used interchangeably with 'acceptable', but its more negative connotations make it more appropriate for risks which are reluctantly accepted.

Treatment Options a range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

U

Unified Command a method for all agencies or individuals who have jurisdictional responsibility, or in some cases who have functional responsibilities at the incident, to contribute to: determination of overall objectives for the incident, and selection of strategies to achieve the objectives.

V

Volunteer Emergency Worker a volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, of an agency to which either the State emergency response or recovery plan applies.

Vulnerability the degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

W

Warning information provided to people at risk before or during an incident/emergencies advising them to take appropriate action to reduce losses.

Warning System a suite of procedures and protocols established to inform individuals and communities about emerging or current threats and how to respond to reduce risk of death, injury, property loss and damage.

Weather Alert a warning broadcast on radio or television of an approaching storm or gale, or of an impending cold change.

Welfare the provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

Welfare Assembly Centre the initial point, within or just outside the disaster area, to which and from which emergency affected persons shall be directed as appropriate.

Welfare Centre location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Welfare Information Centre any centre established within or near the disaster area to meet the immediate needs of emergency affected persons which will be the focal point for the delivery of welfare services to the community but does not provide accommodation.

ACRONYMS

Acronym	Full Name
AFP	Australian Federal Police
ADF	Australian Defence Force
AGDEMA	Attorney Generals Department of Emergency Management
ARFF	Airport Rescue and Fire Fighting
ATSB	Air Transport Safety Bureau
BFS	Bush Fire Service
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DEC	District Emergency Coordinator
DEM	District Emergency Management Committee
DEMC	District Emergency Management Committee
DER	Department of Environment Regulation
DFES	Department of Fire and Emergency Services
DISCC	Disaster Information Support and Care Centres
DPLH	Department of Planning, Lands and Heritage
DMP	Department of Mines and Petroleum
DPIAD	Department of Primary Industries and Regional Development
DOC	Department of Communities

DOE	Department of Education
DOH	Department of Housing
DPI	Department of Planning and Infrastructure
ECC	Emergency Coordination Centre
EM	Emergency Management
EMAG	Exercise Management Advisory Group
EOC	Emergency Operations Centre
HMA	Hazard Management Agency
HP	Horizon Power
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
LRP	Local Recovery Plan
MRWA	Main Roads Western Australia
OASG	Operations Area Support Group
OEM	Office of Emergency Management
OIC	Officer in Charge
PPRR	Prevention / Preparedness / Response / Recovery
RCC	Recovery Coordination Centre
RFDS	Royal Flying Doctors Service
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SJA	St John Ambulance
SOP	Standard Operation Procedure
SRCC	State Recovery Coordinating Committee
SWEK	Shire of Wyndham East Kimberley
VBFB	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
WAPOL	Western Australian Police

PART 1. INTRODUCTION

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life.

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

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

Should an emergency occur, it is imperative that the situation is dealt with swiftly and effectively to ensure 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 de-stabilise 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 minimised.

This document is an appendix to and should be read in conjunction with, the Local Emergency Management Arrangements (LEMA).

Copies of these arrangements shall be distributed to all members, shall be free of charge during office hours and available on the Shire of Wyndham East Kimberley website.

- **Kununurra Shire Office**
20 Coolibah Drive, Kununurra.
- **Wyndham Shire Office**
Koolama Street, Wyndham.
- **Shire's website** www.swek.wa.gov.au.

1.4 Aim

The aim of the Shire of Wyndham East Kimberley Evacuation Plan is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergency evacuations within the Shire.

1.5 Purpose

The purpose of these Emergency Management Arrangements is to set out:

- The Local Government's policies for Emergency Management;
- The roles and responsibilities of public authorities and other persons involved in Emergency Management in the Local Government District;
- Provisions about the coordination of emergency operations and activities relating to Emergency Management performed by the persons mentioned in the above paragraph;
- A description of emergencies that are likely to occur in the Local Government District;
- Strategies and priorities for Emergency Management in the Local Government District;
- Other matters about Emergency Management in the Local Government District prescribed by Regulations; and
- Other matters about Emergency Management in the Local Government District the Local Government considers appropriate. (s.41(2) of the *Emergency Management Act 2001*).

1.6 Scope

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

Furthermore:

- This document applies to the local government district of the Shire of Wyndham East Kimberley;
- This document covers areas where the Shire of Wyndham East Kimberley provides support to HMAs in the event of an evacuation;

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

1.7 Related Documents and Arrangements

1.7.1. Local Emergency Management Policies

As per s.41(2)(a) *Emergency Management Act 2005*, the Local Emergency Management Arrangements need to specify "The Local Government's policies for Emergency Management". Local Government policies for Emergency Management refer to any policies unique to the Local Government area. There are no emergency management policies.

The Shire of Wyndham East Kimberley Agreements / MoU's include:

- Memorandum of Understanding between the Department of Fire and Emergency Services and the Shire of Wyndham East Kimberley – The maintenance and support of Bush Fire Brigades within the district.
- Wyndham Police update roadside cyclone warning signs in Wyndham.
- Agreement with the Department of Communities relating to the use of Shire facilities as a welfare evacuation centre.
- Kimberley MoU for provision of mutual aid during emergencies and post incident recovery when this document is approved and signed off.

1.7.2. Existing Plans and Arrangements

To enable integrated and coordinated delivery of Emergency Management within the Shire of Wyndham East Kimberley; these arrangements are consistent with State Emergency

Management Policies and State Emergency Management Plans and should be read in conjunction with the Shire of Wyndham East Kimberley Local Emergency Management Arrangements.

PART 2. EVACUATION

2.1 Overview

Dependent on the risk, the need for long or short-term evacuation, and immediate or evacuation with advance warning may be necessary.

The decision to evacuate will be based on an assessment of the nature and the extent of the hazard, the anticipated speed of the onset of the hazard, the number of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

When planning an evacuation, the Hazard Management Agency (HMA) is to take into account elements such as;

- **Safest corridors;** the route that evacuees take that presents the safest egress from the threat to the place of safety.
- **Refuge sites;** a place where the community may take shelter within the community that is suitable to the hazard that presents. This may be an open space, building or other suitable place of shelter. It may be determined at the time of the emergency.
- **Safer places;** a nearby location where members of the community can relocate or evacuate to quickly that is safer than the location being threatened by the hazard.
- **Welfare Centres;** a location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

The HMA for the event will make decisions on evacuation and will ensure that the community have appropriate information to make an informed decision on whether to stay or go during an emergency.

As far as possible, members of the community should be involved in the decision to stay or to evacuate when threatened by an emergency. The decision to evacuate will only be made by the HMA or an authorised officer when the members of the community who are at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

Under S.67 of the Emergency Management Act 2005, a HMA officer or authorised officer during an emergency situation or state of emergency may do all, or any, of the following:

- a) Direct or by direction prohibit the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- b) Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- c) Close any road, access route or area of water in or leading to the emergency area.

The HMA must liaise with the appropriate health, welfare and relevant support organisations, including the DCCPFS, during the evacuation process to ensure that appropriate arrangements for the registration and support of the evacuees are in place.

The HMA Incident Controller is responsible for warning the community and is to provide timely advice on the likely threat of an emergency.

The HMA is also responsible for decisions relating to the return of evacuated residents back to their houses and the community. The return of evacuated residents will be conducted in consultation with the community and relevant health and welfare agencies.

Whilst essentially the HMA is responsible for the management of the evacuation, it is the responsibility of the local government to ensure the provision of facilities to use as welfare centers in an emergency.

2.2 Types of Evacuation

THREE TYPES OF EVACUATION TO CONSIDER

Type A – Isolated Incident

Type B (i) – Voluntary Evacuation

Type B (ii) – Mandatory Evacuation

(The direction to evacuate is at State Government level)

Type “A” Evacuation - Isolated Incident

Only those ‘**at risk**’ in the defined area of the isolated incident need to be evacuated. In most cases, Police or the Department of Fire and Emergency Services (DFES) are responsible for the coordination in conjunction with the Hazard Management Agency.

Type “B” Evacuation - (i) Voluntary and or (ii) Mandatory

Areas affected by an event will be based on information supplied by the appropriate warning system or Authority (Bureau of Meteorology, Agency or Emergency District Coordinator). Areas to be evacuated will be designated by risk in conjunction with intelligence supplied.

2.3 Evacuation Routes

The safest routes to the welfare centres must be selected and broadcasted with the evacuation warning. The route to be used for Wyndham will be restricted to the main arterial roads. Evacuation of outlying communities will be dependent on the flood levels, road conditions and other impacting factors. If roads are impassable then other means, such as air travel, may be required.

The floodway’s on the incoming approach roads to Kununurra are subject to flooding. People should be aware that flooding does occur between Kununurra – Wyndham and Kununurra – Northern Territory border on the Great Northern Highway and Victoria Highway. People south of Kununurra

should be aware that flooding does occur between Kununurra and Warmun on the Great Northern Highway. People driving any of these roads should be aware of this hazard and may need to evacuate early. The possibility of road wash-aways on all roads/Highways is also a real risk.

PART 3. AREAS OF OPERATIONS

3.1 Conduct

Decisions relating to evacuation during an emergency rest with the Incident Controller appointed by the Hazard Management Agency. The Incident Controller should be fully cognisant of:

- a. Local Emergency Management Arrangements relevant to the area;
- b. the hazard; and
- c. any legislative provisions.

Alternatives such as shelter in place should be considered, for example, when there has been significant disruption to transport or when there is a risk of being exposed to hazardous materials.

The HMA must liaise with the appropriate Health, Welfare and relevant support organisations during the evacuation process to ensure that appropriate arrangements for the registration and support of the evacuees are in place.

3.2 Communications

It is the responsibility of the Incident Controller to warn the community and to provide timely advice on the likely threat of an emergency. Where time permits the HMA will consult closely with the affected community in relation for the need to evacuate.

Identification and establishment of communication strategies for the dissemination of warnings is to be undertaken in the planning process and documented in relevant Local Community Emergency Management Arrangements.

Where considered necessary, the HMA may utilise the “Standard Emergency Warning Signal” (SEWS).

3.3 Activation of Emergency Evacuation

The *Emergency Management Act 2005*, Part 4, Division 1, Section 50 State Emergency Coordinator or hazard management agency may make emergency situation declaration.

Section 50(2) states:

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

Section 50(2)(b) states:

“there is a need to exercise powers under Part 6 (Emergency Powers) to prevent or minimize:

- i. loss of life, prejudice to the safety, or harm to the health, of persons or animals; or*
- ii. destruction of, or damage to, property; or*
- iii. destruction of, or damage to, any part of the environment.*

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

3.4 Decision to Evacuate

The Incident Controller 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.

Considerations towards the progression to evacuate

- a. Assess the situation. Has it the potential to escalate?
- b. Is life at risk or the potential for life to be at risk?
- c. Potential to remain is uncontrollable?

The types 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 of the HMA or Local Area Coordinator.

The HMA Incident Controller may 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 Emergency Situation Declaration section 50 of *“the Act”* 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.

3.5 Evacuation Centres

Refer Section 4.7.10 Welfare Centres of the LEMA.

Refer Attachment number 4 – SWEK Welfare Centre Information of the LEMA.

PART 4. RISK

4.1 At Risk Persons

Refer Section 4.4.2 Special Needs Groups of the LEMA.

4.2 Managing Risk

4.3 Isolation and Quarantine

In the event where an evacuation occurs during a human epidemic/pandemic, animal/plant pests or disease and hazardous material emergency the HMA should refer to current plans provided by the Department of Communities – Child Protection and Family Support.

Shire of Wyndham East Kimberley Evacuation Planning Data

Information sourced from 2016 Census 2016

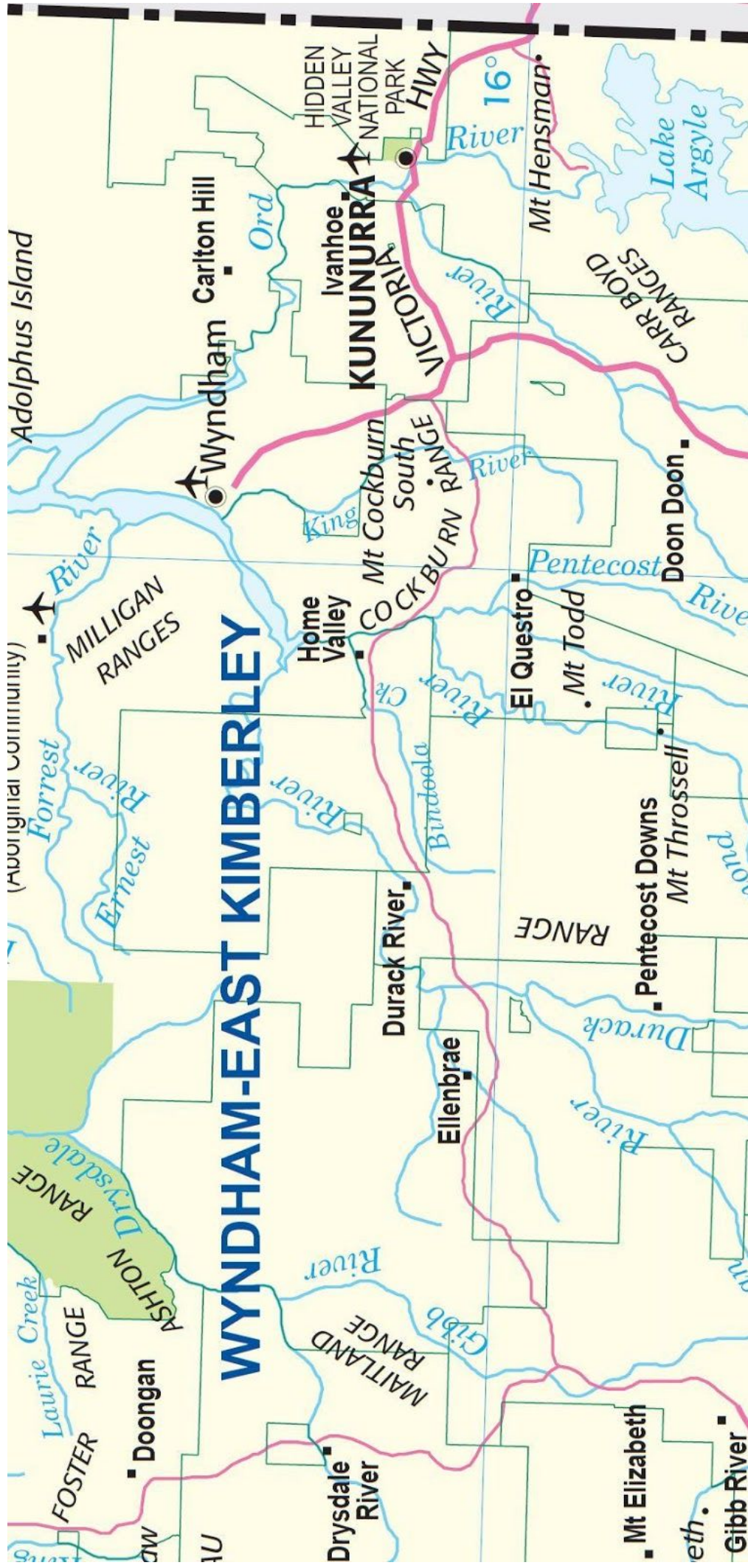
Demographics	Number in Wyndham	Number in Kununurra	Considerations
Total permanent population	780	5308	Seasonal fluctuations
Seasonal population average	+5%	+100%	During dry season April to October
Total Males	363	2627	
Total Females	417	2681	
Medial Age	35	33	
Families	158	1223	
Average children/family	2	2	

Dwellings	Number in Wyndham	Number in Kununurra	Considerations
All private dwellings	416	2969	
Average person per household	2.6	2.6	

Average moto vehicle/dwelling	1.3	1.8	
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Transport	Location and Contact Person	Number
Kununurra School Bus Service (6 buses – 290 people)	Darryl Pearce Bloodwood Drive, Kununurra.	0427 541 035
Aviair Pty Ltd – Air Charter	319 Lane Jones Drive, Kununurra.	9166 9300 – 1300 095 500
Shoal Air Pty Ltd – Air Charter	308 Dusty Rankin Drive, Kununurra.	9148 2600
Heli Spirit - Helicopters	320 Lane Jones Drive, Kununurra.	9168 1101 – 0498 001 617
Airport	SWEK Airport Manager Victoria Highway, Kununurra.	0439 930 373
Taxis – numerous Taxis Services available within the Shire of Wyndham East Kimberley. Limited capacity as small vehicles.	Various	Refer local guide to obtain current contact details.

Traffic Access and Bridges	Terrain
<p>Numerous flood ways, large bridges and small bridges along the main arterial roads including Victoria Highway and Great Northern Highway within the Shire of Wyndham East Kimberley boundaries.</p> <p>These roadways are monitored by Main Roads outside the town sites and alerts are posted if any closures occur.</p>	<p>Bitumen Roads – Main access to Wyndham, Kununurra, Doon Doon and NT/WA border.</p>



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Requests for further authorisation should be directed to the:

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