



# STATE EMERGENCY MANAGEMENT PLAN

Part 3: Guidelines and Frameworks

Annex A: Evacuation

Lead: South Australia Police



Government  
of South Australia



## SEMP STRUCTURE

The State Emergency Management Plan (SEMP) is a four-part plan containing a range of documents that further detail strategies for dealing with emergencies in South Australia. The parts are described in more detail below.

### STATE EMERGENCY MANAGEMENT PLAN

#### PART 1: OVERVIEW

Provides a strategic overview of the state's arrangements for senior executive and community information.

#### PART 2: ARRANGEMENTS

Provides the overarching details of the arrangements and structures in place to prevent, prepare for, respond to and recover from emergencies.

#### PART 3: GUIDELINES AND FRAMEWORKS

Consists of the various guidelines and frameworks that have been developed to document known best practice for key aspects of emergency management. These guidelines and frameworks provide guidance regarding the development of arrangements, administrative functions and plans.

#### PART 4: PLANS

Consists of the standards required of the various levels of detailed plans for implementing the arrangements, including naming conventions, review guidance and templates. It also includes the suite of supporting plans for implementing the arrangements.

**Figure 1: The South Australian State Emergency Management Plan is actually a series of documents split over 4 Parts with a number of accompanying annexes.**

This Plan is Annex A to Part 3 of the SEMF.



# CONTENTS

<b>SEMP STRUCTURE .....</b>	<b>2</b>
<b>CONTENTS .....</b>	<b>3</b>
<b>1. AUTHORITY .....</b>	<b>5</b>
<b>2. INTRODUCTION .....</b>	<b>6</b>
2.1. PURPOSE .....	6
2.2. AIM.....	6
2.3. WHAT IS EVACUATION.....	6
2.4. EVACUATION PRINCIPLES .....	6
2.5. ASSUMPTIONS .....	8
<b>3. TYPES OF EVACUATION.....</b>	<b>8</b>
3.1. PLANNED EVACUATION .....	8
3.2. COMPULSORY OR DIRECTED EVACUATION .....	9
3.3. RECOMMENDED EVACUATION.....	9
3.4. SELF-EVACUATION .....	9
3.5. SHELTER IN PLACE.....	9
<b>4. STAGE 1 - DECISION TO EVACUATE.....</b>	<b>10</b>
4.1. AUTHORITY TO EVACUATE .....	10
4.2. CONTROL AGENCY RESPONSIBILITIES.....	10
4.3. CONSIDERATIONS .....	10
4.4. POPULATION AFFECTED.....	11
4.5. PUBLIC TRANSPORT .....	12
4.6. TRANSPORT OPTIONS .....	12
4.7. EVENTS / FESTIVALS CROWDS .....	12
<b>5. STAGE 2 - WARNING .....</b>	<b>12</b>
5.1. RESPONSIBILITY TO WARN .....	12
5.2. TOOLS TO WARN.....	13
<b>6. STAGE 3 - WITHDRAWAL.....</b>	<b>13</b>
6.1. RESPONSIBILITY TO MANAGE .....	13
6.2. CONSIDERATIONS .....	14
6.3. TRANSPORT ROUTES.....	14
6.3.1. Manual Traffic Control at Intersections .....	15
6.4. LIAISON WITH DIT TRAFFIC MANAGEMENT CENTRE .....	15



6.5.	DESTINATIONS .....	15
6.6.	SECURITY .....	15
6.7.	COMMUNICATIONS .....	15
6.8.	ROAD CLOSURES .....	15
<b>7.</b>	<b>STAGE 4 - SHELTER.....</b>	<b>16</b>
7.1.	SELF SHELTER .....	16
7.2.	EMERGENCY RELIEF CENTRES.....	16
7.3.	VULNERABLE PERSON EVACUEES .....	16
7.4.	REGISTRATION .....	16
7.5.	INFORMATION PROVISION .....	16
<b>8.</b>	<b>STAGE 5 - RETURN .....</b>	<b>17</b>
8.1.	AUTHORITY TO APPROVE RETURN .....	17
8.2.	STAGED RETURN .....	17
8.3.	ONGOING RESTRICTED AREAS.....	17
8.4.	RECOVERY CONSIDERATIONS .....	17
<b>9.</b>	<b>ROLES AND RESPONSIBILITIES .....</b>	<b>18</b>
9.1.	ROLE OF THE CONTROL AGENCY .....	18
9.2.	ROLE OF SUPPORT AGENCIES .....	18
<b>10.</b>	<b>SUPPORT REQUIRED BY THE CAPABILITY PLAN OF SUPPORT AGENCIES AND FUNCTIONAL SUPPORT GROUPS .....</b>	<b>20</b>
<b>11.</b>	<b>GLOSSARY .....</b>	<b>21</b>
<b>12.</b>	<b>ACRONYMS .....</b>	<b>21</b>
<b>13.</b>	<b>DOCUMENT CONTROL .....</b>	<b>21</b>
<b>ANNEX A.....</b>	<b>.....</b>	<b>22</b>
<b>DRAFT EVACUATION INCIDENT ACTION PLAN.....</b>	<b>.....</b>	<b>22</b>
<b>ANNEX B.....</b>	<b>.....</b>	<b>25</b>
<b>DRAFT EMERGENCY WARNING MESSAGES .....</b>	<b>.....</b>	<b>25</b>
<b>WARNING MESSAGE DECISION MATRIX .....</b>	<b>.....</b>	<b>25</b>
<b>EMERGENCY WARNING MESSAGE &lt;2 HRS .....</b>	<b>.....</b>	<b>26</b>
<b>EMERGENCY WARNING MESSAGE 2-6 HRS .....</b>	<b>.....</b>	<b>28</b>
<b>WATCH AND ACT MESSAGE.....</b>	<b>.....</b>	<b>30</b>
<b>ADVICE MESSAGE .....</b>	<b>.....</b>	<b>32</b>
<b>ALL CLEAR MESSAGE .....</b>	<b>.....</b>	<b>33</b>



## 1. AUTHORITY

The Australian Constitution states that each of the states and territories is responsible for the protection of its citizens. The Australian Government has a role to assist where a state or territory is unable to meet a need or seeks assistance, but the primary role lies with the respective states/territories.

All emergency management arrangements in South Australia are governed by the *Emergency Management Act 2004* (the Act). The Act establishes the State Emergency Management Committee (SEMC) and lists its functions and powers.

The State Emergency Management Plan (SEMP) is prepared under section 9(1) (b) of the Act to manage all emergencies. It is a function of the SEMC to prepare and keep this plan under review, and to ensure arrangements reflect best practice.

This annex has been updated to reflect changes made to the Australian Disaster Resilience Handbook 4 Evacuation Planning produced by the Australian Institute for Disaster Resilience in 2017 and builds on the previous edition of the same publication.



## **2. INTRODUCTION**

### **2.1. PURPOSE**

The Evacuation Guidelines contribute to the resolution of emergencies, by articulating the method and plans to evacuate community members in case of an emergency. These guidelines are based on the existing requirements and capabilities of the SEMP and the Australian Disaster Resilience Handbook 4 - Evacuation Planning.

While the body of this document provides the background and considerations required to undertake an evacuation, the actual plan is prepared at the time by completing the Incident Action Plan contained in Annex A to this document.

This plan further reinforces the need for all members of the community, including business, government, individuals and non-government organisations to adopt a resilience focus in their preparation and response to emergencies. All community members should ensure that they prepare and maintain business continuity or individual plans and insurance to reduce the impact on emergencies upon their wellbeing.

### **2.2. AIM**

To provide a framework by which a Control Agency can evacuate an emergency location in line with the needs of that emergency.

### **2.3. WHAT IS EVACUATION**

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return. For an evacuation to be as effective as possible, it must be appropriately planned and implemented.

Depending on the hazard and its impact on the community, the evacuation process, including withdrawal and return, may take days, weeks or months to complete. Some evacuations may be carried out very quickly and over very short distances. For example, people may be warned to move to higher ground pending a potential tsunami impact, to avoid a flash flood, or to move two streets away from a rural-urban interface to avoid a bushfire. In other circumstances, people evacuated from an area may be relocated many kilometres from their home and be unable to return for a considerable period of time

### **2.4. EVACUATION PRINCIPLES**

The following principles underpin these guidelines:

- The priority when considering an evacuation will be the safety of people as it relates to possible loss of life, injury and threat of disease as opposed to damage or loss of property
- Hazard Leaders shall ensure the implementation of evacuation related community education programs and information systems for the hazards for which they are responsible. The key objective of the community education programs and information systems will be to provide



the community with the capability to make an informed decision as to action(s) they may initiate to ensure their own safety when threatened by or as a result of any emergency

- When considering the community subject to potential evacuation, all community members must be considered including residents, seasonal populations, community groups with different needs and those with service and companion animals.
- It is the responsibility of the Control Agency to provide the community with timely and relevant information to enable them to recognise a threat and make an informed decision about whether to self-evacuate (well ahead of the hazard beginning to impact on their location) or stay
- The Control Agency is responsible for considering evacuation as part of their incident management arrangements and implementing evacuations when determined appropriate
- The Control Agency is to use the existing public information and warning systems to inform the community of evacuation decisions including recommendations to self- evacuate
- A Control Agency may only cause an evacuation to take place where it has the legislative authority to do so. If no legislative authority to undertake an evacuation exists, the Control Agency may consult with the Coordinating Agency to determine an appropriate course of action
- Any decision by the Control Agency to cause an evacuation (or recommend self-evacuation) should be made as early as is practicable. Late evacuations may compound the risk by potentially exposing communities and individuals to greater levels of danger
- The Control Agency shall liaise with the Emergency Relief Functional Support Group or SA Police prior to and during the process of an evacuation to ensure that appropriate arrangements are in place for the activation of Register.Find.Reunite and the provision of support to evacuees and displaced persons. Activation of Register.Find.Reunite should also be reinforced in all public messaging
- The decision by the Control Agency to allow the return of evacuees and displaced persons to their properties should be made as early as is practicable after the hazard has passed notwithstanding there may remain secondary or residual risks
- The return of evacuees and displaced persons should be undertaken in consultation with the affected community and the Emergency Relief Functional Support Group
- A decision to effect an evacuation by a Control Agency will be communicated to the Coordinating Agency in-line with the normal provision of advice to the State Coordinator
- Any evacuation process will require a dedicated public information strategy to be developed and implemented by the Control Agency (see Annex B for draft warning messages)
- Hazard Leaders shall develop specific policies or guidance notes to guide control agencies in undertaking evacuations
- Whilst the decision to evacuate people who are at immediate risk is reasonably clear, the decision to evacuate people based on predictive information, incomplete or unverified data in a developing situation requires significant consideration and planning



- The necessity for an evacuation will always vary according to the hazard and type of emergency being faced. An evacuation may apply to individuals, a house, a street, a large institution (i.e.: school or hospital), a suburb, a town or a large area of the State
- The role of the Control Agency is to consider and if necessary, recommend evacuation of people from potentially dangerous areas. Once a recommendation is made to evacuate, it must be undertaken in a manner that is controlled and monitored, with the primary objective being the personal safety of all involved.

## 2.5. ASSUMPTIONS

The following assumptions are made in relation to these guidelines:

- The responsibility for the decision to evacuate remains with the Control Agency
- The Control Agency retains responsibility for an evacuation, however the planning, implementation and management of an evacuation are tasks that may be delegated to another agency
- The Control Agency will notify the Coordinating Agency (for further advice to all support agencies) prior to an evacuation being initiated
- The existing public information and warning system is to be used to inform the community of emergency and evacuation information
- There may be challenges in providing warnings to culturally and linguistically diverse communities, persons with a cognitive or sensory impairment and other vulnerable or isolated community members. Plans should identify if these communities are within the expected evacuation area and take these factors into account in planning
- It may take some hours to stage sufficient resources to support the evacuation processes (including Emergency Relief Centres)
- That not all people may comply with instructions or guidance from emergency service personnel.

## 3. TYPES OF EVACUATION

### 3.1. PLANNED EVACUATION

#### **Total evacuation**

An evacuation where, due to the nature of the hazard, everyone in the affected communities is encouraged or directed to evacuate.

#### **Partial evacuation**

An evacuation of only some of the affected communities. For example, only residents living in low-lying areas of a community directly impacted by flood waters will need to evacuate.

#### **Phased evacuation**

Phased evacuation is a strategy used in either total or partial evacuation when, due to the slow onset of a hazard or to avoid congestion on roads, affected communities are encouraged or directed to evacuate at different times.



### **3.2. COMPULSORY OR DIRECTED EVACUATION**

A directed evacuation is one where an agency has exercised a legal authority to require people to evacuate. These authorities could be under a range of legislative authorities including the Public Health Act 2012, the Fire and Emergency Services Act 2005 and the Emergency Management Act 2004. Other legislative authorities will be defined in the requirement to evacuate. A Control Agency should undertake and document a risk assessment prior to making a decision to direct an evacuation.

### **3.3. RECOMMENDED EVACUATION**

A recommended or pre-warned evacuation enables an evacuation ahead of a hazard impact. This may occur as a result of direct notification from a Control Agency of an emergency that will affect occupants of an area, whereby occupants make a decision to leave the area utilising their own means. The main difference from a self-evacuation is that the trigger for the public decision is based on information from the control agency that can lead to the decision to evacuate being made by many people at about the same time. This similar decision time will lead to a larger number of people trying to evacuate at the same or similar time which will increase traffic volumes and congestion. Support may be required by police or emergency services to support the volume of existing private and public transport infrastructure.

### **3.4. SELF-EVACUATION**

Sometimes referred to as re-location, this is the self-initiated movement of people to safer places prior to, or in the absence of official warnings. This may occur as a result of information provided by agencies, weather predictions or media reports of events occurring in and around the location. This level of evacuation will normally occur without the need for further support by police or emergency service agencies and will utilise existing private and public transport infrastructure.

### **3.5. SHELTER IN PLACE**

Some members of the community may make a decision to remain in place regardless of any direction or request to evacuate. This may be due to safety or security concerns or health issues.

Alternatively, it may be appropriate for agencies to recommend that the community shelter in place. This decision is made by the Control Agency and takes into account the relative dangers from moving around the area versus the safety that may be offered within a fixed structure. A Control Agency should undertake and document a risk assessment prior to making a decision to shelter in place.

Where possible all those persons who are still within the evacuation zones should be recognised with the provision of ongoing information during the event, even if agencies are not able to provide further direct assistance due to safety issues.



## **4. STAGE 1 - DECISION TO EVACUATE**

### **4.1. AUTHORITY TO EVACUATE**

The authority to evacuate will come from a number of sources. Building owners and occupiers may decide to evacuate based on their own decision making criteria and internal emergency control organisation (e.g. via building warden arrangements established under Australian Standards requirements). For this type of evacuation the building owner/occupier will then determine how and when to evacuate, where to go during that evacuation and when to return. This type of evacuation is a self-evacuation. Return to the premises is a decision of the owner/occupier. The owner/occupier uses their own authority for the evacuation.

Evacuations may be requested by any agency during an emergency where it is thought that safety may be affected. This does not require legal authorities to be exercised and may be based on the best judgement of those responding to an emergency. In this case the final decision will be made by the building owner or occupier based on that advice. This type of evacuation is a self-evacuation. Return to the premises is a decision of the owner/occupier and may be based on advice from a responding agency. The owner/occupier uses their own authority for the evacuation.

Other evacuations may be undertaken based on the Authority of a Control Agency to direct an evacuation. This is undertaken based on the legislative authorities of the Control Agency and owners / occupiers are required to comply with those directions. This type of evacuation is a compulsory or directed evacuation. Return to the premises is a decision of the Control Agency who will advise the owner/occupier of that decision. The primary authority will come from the control agencies own legislation or from the Emergency Management Act if a Declaration has been made.

### **4.2. CONTROL AGENCY RESPONSIBILITIES**

Any decision to require an evacuation or to shelter in place is the responsibility of the Control Agency. The Control Agency will consider primarily the safety of persons prior to making any decisions. Where owners or occupiers are aware of an incident they should seek advice from the Control Agency prior to an evacuation. Control Agencies are to ensure that they provide advice, in line with their responsibilities described in the SEMP, which supports owners and occupiers in their decision to undertake an evacuation.

### **4.3. CONSIDERATIONS**

A Control Agency, when making a decision to evacuate, should consider:

- The nature of the evacuation required
- The time required to evacuate
- How the message to evacuate will be passed to affected members of the public
- What authority there is to request the evacuation
- The capabilities of those that will be affected by the request
- Any support required by those evacuating
- Sheltering of the evacuated persons



- Information supply to evacuated persons
- Need to provide food and water to evacuated persons
- Criteria to allow return of the evacuated persons
- Support required by evacuated persons to return.

#### 4.4. POPULATION AFFECTED

Each location has a varied population of people who may be affected by an evacuation. That population includes the below categories and these numbers should be determined as part of the planning process:

Population Type	Numbers (to be determined during planning)	Issues affecting evacuation
Residents		House and apartment Living Student accommodation Homeless population
Visitors / Tourists		Hotel type accommodation
Workers (Existing and Seasonal)		
Students		University, TAFE, High School, Primary School and Pre-school populations.
Shopping / Trade		Mall's Shopping Centres
Companion Animals		This includes Dogs, Cats and other animals.
Hospital Patients / Aged Care / Vulnerable community members		Patients may require special consideration or protection in place.
Other Animals		Horse agistment Zoos, Parks, Reserves, livestock



#### 4.5. PUBLIC TRANSPORT

Public transport within the evacuation area will affect the evacuation planning and resources available. The Control Agency will liaise with Department for Infrastructure and Transport to determine actual/indicative capacity of public transport assistance and user numbers in the evacuation area. This information should include interchange and timetabling information.

Type	Passenger No's (to be determined during planning)	Issues affecting evacuation
Train		Interchange locations
Bus		Interchange locations
Tram		Interchange locations

#### 4.6. TRANSPORT OPTIONS

Any evacuation will require careful consideration of transport routes and options. The availability of those options should be factored into the decision to evacuate. During the planning phase detailed consideration should be given to the planning for, and public information about, those options.

#### 4.7. EVENTS / FESTIVALS CROWDS

Events and festivals can add a large number of persons to the overall number that require evacuation. Direct contact should be made with the event organiser to determine the numbers of persons in attendance. Decision making for the event follows the same guidelines as for any fixed venue or building, in that the organiser is responsible for decision making. The same authorities to evacuate apply as per Paragraph 4.1.

### 5. STAGE 2 - WARNING

#### 5.1. RESPONSIBILITY TO WARN

The responsibility to warn occupants of a pending evacuation lies with the agency or owner that is making the decision to evacuate. Where a self-evacuation is to occur that responsibility lies with the owner/occupier and the warning should be in accordance with procedures established within the location as per the premises Business Continuity Plan and emergency control organisation.

For a directed evacuation, the Control Agency is to undertake the warning role. This may include the use of tools as described below to assist in disseminating the evacuation message.



## 5.2. TOOLS TO WARN

The following tools may be used for an evacuation. Other tools as described in the Public Information and Warnings Annex to the SEMP may also be used.

Tool / Method	Approval	Description
Internal building intercom / warning systems	Building warden	The buildings emergency control organisation will determine how and when this method is used. This may include internal telephone, EWIS or public address systems.
Public Media	Control Agency	Existing control agency arrangements as per the Public Information and Warnings Annex within the SEMP.
Emergency Alert	Control Agency	Existing control agency arrangement as per the Public Information and Warnings Annex within the SEMP.
Social Media	Control Agency	Existing control agency arrangements as per the Public Information and Warnings Annex within the SEMP.
Emergency Service Vehicle Sirens / PA Systems	Control / supporting agency	The Control Agency may request this additional method when considering crowds in outdoor areas.

## 6. STAGE 3 - WITHDRAWAL

### 6.1. RESPONSIBILITY TO MANAGE

Where an evacuation is undertaken by a building owner or occupier then they have the responsibility to manage the withdrawal, shelter and return process.

When an evacuation is undertaken in line with the requirements of a Control Agency, that agency has the responsibility to manage the withdrawal, shelter and return process. This task may be delegated by the Control Agency as per the SEMP.

Regardless of the responsibility to manage an evacuation, the following considerations must be included in the incident action plan that is prepared for an evacuation.



## 6.2. CONSIDERATIONS

Considerations	Description
Time Available	The number of persons to be evacuated will determine the time required to undertake a safe and orderly evacuation. If there is insufficient time the alternate arrangements for sheltering in place or other protective measures should be considered.
Vulnerable People	The number and needs of vulnerable people are to be considered in the Incident Action Plan. This may include individuals or occupants of high risk facilities such as nursing homes, hospitals, schools or other high care facilities or those that homeless or sleeping rough. For some of these premises it may be more appropriate to assist a Shelter in Place response to the emergency.
Those who remain	Those who are to remain should be identified before the evacuation commences. Where the process identifies further people who choose to remain their name and location should be recorded and reported to the person in charge of the evacuation.
Family Groups	Planning should aim to move family groups in one movement where possible.
Companion Animals	Planning for companion animals must be included in the Incident Action Plan to reduce the chance of people electing to remain behind to care for animals. Emergency Relief Centres should be established with provision for companion animals.
Transport Options	The nature and scope of the emergency will affect the transport options available for an evacuation. The Incident Action Plan should describe how the persons identified will be able to be evacuated in the time available, and this must include appropriate route identification.
Persons entering the area to evacuate animals	Evacuations may see a number of spontaneous volunteers attend an area offering to assist with the evacuation of animals (for example horses). These persons can cause further road congestion. The Control Agency should include consideration of these persons, including the provision of public information or the early establishment of road closures.

## 6.3. TRANSPORT ROUTES

Transport routes for Evacuation will be determined by the nature and scope of the evacuation and the location and movement of the emergency that leads to the decision. Where specific dangers arise the Control Agency should liaise with SA Police to ensure that the planned routes take those dangers into account. In all situations the public information activities that are undertaken as part of the implementation should include the available routes for the public to leave the area and move to their respective destinations.



### **6.3.1. Manual Traffic Control at Intersections**

When traffic light infrastructure is not operational then intersections should be supported with the provision of manual traffic control staff. This task may be undertaken by Police or any other emergency service or private contractor who has undertaken approved Workzone Traffic Management training. All staff should be coordinated by a nominated SAPOL Traffic Supervisor to provide consistent traffic flows.

### **6.4. LIAISON WITH DIT TRAFFIC MANAGEMENT CENTRE**

Should a directed evacuation be required, the Control Agency is to liaise with SAPOL and through them to the Department for Infrastructure and Transport (DIT) - Traffic Management Centre to ensure coordination across the various traffic control and public transport systems.

### **6.5. DESTINATIONS**

The primary destination for evacuees from an area should be to family and friends, or another safe location. For those persons without a safe destination, then an alternate destination will need to be considered as part of the preparation of the evacuation Incident Action Plan. If residents are to be evacuated consideration of requesting the activation of the Emergency Relief Functional Support Group should occur, thus allowing the establishment of Emergency Relief Centres.

### **6.6. SECURITY**

If required, security at an Emergency Relief Centre is the responsibility of security staff provided by the Emergency Relief Functional Support Group. Police will attend as requested to address any public order or reported crime related issues.

### **6.7. COMMUNICATIONS**

The ongoing provision of public information will underpin any evacuation. The Evacuation Incident Action Plan prepared by the Control Agency (or agency acting on their behalf) will include the provision of ongoing public information in line with the provisions of the Public Information and Warnings Annex to the SEMP.

### **6.8. ROAD CLOSURES**

Road Closures will occur as per the Traffic Management at Emergencies provisions contained within the SEMP. Support may be requested from other Emergency Services Agencies, DIT or the Local Government Functional Support Group to manage the road closure points required. The authority to close roads arises from the legislative powers of the Control Agency or the powers available to Police via the Australian Road Rules.



## **7. STAGE 4 - SHELTER**

### **7.1. SELF SHELTER**

Self Shelter by those evacuated is recommended in the first instance. It is known that many evacuees prefer to attend alternate locations away from the emergency including family, friends, and other alternate locations. The Control Agency should support this option by ensuring that the supplied public information is delivered broadly to support evacuees.

### **7.2. EMERGENCY RELIEF CENTRES**

Emergency Relief Centres are established by the Emergency Relief Functional Support Group (ERFSG). The centres will be established as per the ERFSG Support Agency Plan and will take into account the nature and scale of the emergency causing the evacuation. The centre's location will be advised once approval for the opening of a site is received from the Control Agency, to ensure that the chosen site is away from the actual and potential impacts of the emergency event. Due to the number of potential evacuees a number of centres may need to be established.

The ERFSG Support Agency plan describes the pre-planning considerations for identifying potential sites. Potential site pre-planning includes aspects of site suitability, access and egress, space, power, communications, and companion animals. .

### **7.3. VULNERABLE PERSON EVACUEES**

Vulnerable persons may need to be evacuated from an area. Where vulnerable persons are identified during the evacuation planning process, those details must be provided to the Emergency Relief Functional Support Group (ERFSG) The ERFSG have the responsibility to plan for and implement Emergency Relief Centres that cater for vulnerable persons.

### **7.4. REGISTRATION**

Due to the number of persons that may need to be evacuated, activation of the Red Cross Register.Find.Reunite capability will be required. The Emergency Relief Functional Support Group is able to undertake this activation as part of establishing Emergency Relief Centres. South Australia Police will operate the Casualty Information Centre as part of this process.

### **7.5. INFORMATION PROVISION**

The provision of information is the responsibility of the Control Agency. Any evacuation of a major area will engender a large amount of public interest, and the information needs of those evacuated will add to this need. The Control Agency is to ensure that they have facilities in place to not only provide the general information required as part of the broader public requirement for information, but that they specifically consider the information needs of those who have been evacuated. This includes those that have sought self sheltering arrangements. The Public Information and Warnings annex to the SEMP has a number of tools and methods available to support the Control Agency in this task.



## **8. STAGE 5 - RETURN**

### **8.1. AUTHORITY TO APPROVE RETURN**

The authority to allow persons to return is aligned to the authority of the decision maker for the evacuation. Where the decision to evacuate was made by a building owner or occupier then the authority to approve the return lies with that building owner or occupier. They may seek information from the Control Agency as to the safety of their respective premises however the final decision will rest with them.

Where an evacuation was requested by an agency during an emergency who thought that safety may be affected, the decision to return lies with the building owner or occupier. The agency requesting the evacuation has a responsibility to provide the building owner or occupier with information to support that decision.

Where a Control Agency has exercised an authority to require a directed evacuation, that agency then has the responsibility to determine if the evacuated area is safe and to advise the owners/occupiers of that fact.

### **8.2. STAGED RETURN**

The staged return of occupants should be considered as part of the Incident Action Plan. This will allow those people that are able to return safely to do so in a timely manner. The aim should always be to ensure displacement of people occurs for the minimum amount of time.

### **8.3. ONGOING RESTRICTED AREAS**

Ongoing restricted areas may be required as part of the investigation or recovery aspects of an emergency. This may require that some people are not able to return as quickly as others. The Control Agency will liaise with the Emergency Relief Functional Support Group to determine those persons who are likely to be affected by this and put appropriate plans in place to support those persons.

### **8.4. RECOVERY CONSIDERATIONS**

An evacuation may affect the recovery activities that are required and that should already be ongoing as part of the management of the emergency. The Control Agency will liaise with the State Recovery Office as part of any decision to restrict the return of persons so as to consider any effects upon recovery.



## 9. ROLES AND RESPONSIBILITIES

### 9.1. ROLE OF THE CONTROL AGENCY

The Control Agency is responsible for the evacuation in the same manner as all other tasks. This may be delegated to another agency with the resources and capacity to undertake this role on behalf of the Control Agency, however the responsibility does not move from the Control Agency.

### 9.2. ROLE OF SUPPORT AGENCIES

Support agencies will provide support to the Control Agency for this function in line with the normal support provided in an emergency. The below table lists the known specific tasks and roles that a support agency should plan to undertake during an evacuation.

Support Agency	Position or Function	Description
SAPOL	Traffic Management  Casualty Information Centre	Traffic Management duties as per the Traffic Management at Emergencies provisions within the SEMP. This may also include provision of a liaison officer into the Traffic Management Centre.  Provision of staff to support the Casualty Information Centre function within the SEMP.
Emergency Relief Functional Support Group	Provision of Emergency Relief Centres  Provision of short term accommodation if required.	Provision of Emergency Relief Centres that address community needs.  Management of the provision of short term accommodation in accordance with the Displaced Persons Short Term Accommodation Capability Plan (up to 12 weeks).
Public Information Functional Support Group	Support the provision of information from the Control Agency.	Provision of advice to the Control Agency to ensure the public information needs of the community are met using whatever information provision tools that are available in line with the Public Information and Warnings part of the SEMP.



<b>Support Agency</b>	<b>Position or Function</b>	<b>Description</b>
Department for Infrastructure and Transport (DIT)	Assist with Traffic Control to evacuate and if necessary return people to the CBD.	This may be via control of traffic lights from the Traffic Management Centre, supply of staff to assist with manual traffic control or road closures and liaison with public transport control centres to manage public transport provision.
Local Government	Assist with Traffic Control to evacuate and if necessary return people to the area  Provision of support to persons affected by the emergency.	This may be via control of traffic lights locally, supply of staff to assist with manual traffic control or road closures.
Animal and Agriculture Functional Support Group	Support in the management of animals	This includes liaison with supporting agencies to support companion animals, livestock and wildlife as appropriate.



## 10. SUPPORT REQUIRED BY THE CAPABILITY PLAN OF SUPPORT AGENCIES AND FUNCTIONAL SUPPORT GROUPS

As discussed above, the CBD Evacuation process requires the following to function:

Support Agency or Functional Support Group	Requirement
SA Police	Decision to evacuate if Control Agency Traffic Management Provision of staff to Casualty Information Centre Support for Public Information and Warnings
Metropolitan Fire Service	Decision to evacuate if Control Agency
State Emergency Service	Decision to evacuate if Control Agency
Department of Health	Decision to evacuate if Control Agency
Department of Energy and Mines (Energy Control Agency)	Decision to evacuate if Control Agency
Department of Premier and Cabinet (ICT Control Agency)	Decision to evacuate if Control Agency or support for other messaging services as required
Department of Premier and Cabinet (State Recovery Office)	Recovery Planning to include the requirements for return of residents to an area (in consultation with ERFSG) post an evacuation.
Department for Infrastructure and Transport (DIT)	Public Transport support to evacuate Support from Traffic Management Centre
Animal and Agriculture Functional Support Group	This includes liaison with supporting agencies to support companion animals, livestock and wildlife as appropriate.
Emergency Relief Functional Support Group	Provision of Emergency Relief Centres and dedicated planning to return people from Emergency Relief Centres or to other accommodation venues, in line with existing plans.
Public Information Functional Support Group	Support to the Control Agency for the provision of public information



## 11. GLOSSARY

The Glossary provides definitions for terms used within this plan that are not included in Part 2 of the SEMP. It is essential terms are used in their correct context.

Nil additional

## 12. ACRONYMS

Nil additional

The above acronyms also apply to the other plans that make up the SEMP.

## 13. DOCUMENT CONTROL

Classification/DLM	<b>For Official Use Only (I3 A4)</b> Information must only be shared on a need-to-know basis <b>Integrity 3</b> HIGH requirement meaning that a loss of integrity would cause significant embarrassment and disruption and might be difficult to detect. <b>Availability 4</b> ABSOLUTE requirement meaning that recovery must be virtually instantaneous (no longer than a few minutes).		
Authority	State Emergency Management Committee pursuant to Section 9(1)(b) of the <i>Emergency Management Act 2004</i>		
Managed & maintained by	South Australia Police, Emergency and Major Event Section		
Issued			
Review date			
<b>VERSION</b>	<b>DATE</b>	<b>COMMENTS</b>	<b>DISTRIBUTION</b>
0.1	26 July 2018	First Draft	All Advisory Group members
0.2	April 2021		All SEMP stakeholders



## ANNEX A

# DRAFT EVACUATION INCIDENT ACTION PLAN

(This plan to be completed by reference to the SEMP Evacuation Capability Plan)

### Evacuation Incident Action Plan

<b>Control Agency</b>
<b>Evacuation Commander</b>
<b>Reason</b>
<b>Risks / Weather</b>
<b>Type of Evacuation required</b>
<b>Authority to Evacuate</b>
<b>Population Affected</b>



<b>Warning methods and tools to be used</b>
<b>Support Agency resources and roles</b>
<b>Transport Out</b>
<b>Intersections requiring manual traffic control and allocated resource</b>
<b>Shelter / Destination</b> (include Emergency Relief Functional Support Group Contact)
<b>Ongoing Information Provision</b>
<b>Road Closures</b> (include levels as per SEMP)
<b>Registration</b> (Register Find Reunite Provisions)
<b>Return</b>



<b>Safety Issues</b>
<b>Prepared by</b>
<b>Approved by</b>



## ANNEX B

### DRAFT EMERGENCY WARNING MESSAGES WARNING MESSAGE DECISION MATRIX

	<b>&lt; 2 HOURS TO IMPACT</b>	<b>2 – 6 HOURS TO IMPACT</b>	<b>6 – 24 HOURS TO IMPACT</b>	<b>24+ hrs</b>
Type	Emergency Warning	Emergency Warning	Watch & Act	Advice
	Message Type: EWM <2hs  Complete an EA Consider Multiple Messages	Message Type: EWM 2-6hs  Complete an EA Consider Multiple Messages	Message Type: WAM 6-24 hrs  Consider use of EA	Message Type: Advice  Consider Multiple Messages
An Emergency Alert (EA) is required to be issued for all incidents where an Emergency Warning Message (EWM) is issued. EAs may be issued for any other incidents at the discretion of the Control Agency				



## EMERGENCY WARNING MESSAGE <2 HRS

**Incident:** \_\_\_\_\_  
**Time Message Issued:** \_\_\_\_\_  
**Date Message Issued:** \_\_\_\_\_

### EMERGENCY WARNING FOR AN EVACUATION

**Issued for** \_\_\_\_\_

South Australia Police advise that an extremely dangerous incident is occurring at \_\_\_\_\_ near \_\_\_\_\_.

There is a risk to your life and property. If you are in this area you are in danger.

The \_\_\_\_\_ incident is travelling in a \_\_\_\_\_ direction towards \_\_\_\_\_.

**Act now. Only leave if the path is clear to a safer place. If you can't leave take shelter in a solid building and actively defend it.**

If you cannot leave, take shelter in a secure area within the building.

After the \_\_\_\_\_ incident has passed, check around you to determine your safest course of action.

Stay tuned to your local ABC on a battery-powered radio for updates.

For information check the SAPOL website [www.police.sa.gov.au](http://www.police.sa.gov.au) or call the Police Attendance Line 131444 if police attendance is required.

**This message will be updated as the situation changes or before: \_\_\_\_\_ (2 hours after issue)**

**Issued by:** \_\_\_\_\_



### **Stay informed**

Look and listen for information on television, radio, internet, mobile phones and by speaking with neighbours.

- SAPOL website [www.police.sa.gov.au](http://www.police.sa.gov.au)
- Alert SA app
- SAPOL on [Facebook](#) or [Twitter](#)
- On local [ABC radio](#), [FIVEaa](#), [or one of our other Emergency Broadcast Partners](#)
- Alert SA website [www.alert.sa.gov.au](http://www.alert.sa.gov.au)

**Do not rely on a single source for emergency warning information**

**Please do not reply to this email - this mailbox is not checked regularly.**

For media enquiries telephone the SAPOL Media Line on (08) 7322 3848.



## EMERGENCY WARNING MESSAGE 2-6 HRS

**Incident:** \_\_\_\_\_  
**Time Message Issued:** \_\_\_\_\_  
**Date Message Issued:** \_\_\_\_\_

### EMERGENCY WARNING FOR AN EVACUATION

**Issued for** \_\_\_\_\_

South Australia Police advise that an extremely dangerous incident is occurring at \_\_\_\_\_ near \_\_\_\_\_.

There is a risk to your life and property. If you are in this area you are in danger.

The \_\_\_\_\_ incident is travelling in a \_\_\_\_\_ direction towards \_\_\_\_\_.

**You should Shelter in Place / Leave now if the path is clear to a safer place.** (delete as appropriate)

If you cannot leave, take shelter in a secure area within the building.

After the \_\_\_\_\_ incident has passed, check around you to determine your safest course of action.

Stay tuned to your local ABC on a battery-powered radio for updates.

For information check the Alert SA website [www.alert.sa.gov.au](http://www.alert.sa.gov.au) or call the Information Hotline 1300 362 361.

**This message will be updated as the situation changes or before:** \_\_\_\_\_ (2 hours after issue)

**Issued by:** \_\_\_\_\_



### **Stay informed**

Look and listen for information on television, radio, internet, mobile phones and by speaking with neighbours.

- SAPOL website [www.police.sa.gov.au](http://www.police.sa.gov.au)
- Alert SA app
- SAPOL on [Facebook](#) or [Twitter](#)
- On local [ABC radio](#), [FIVEaa](#), [or one of our other Emergency Broadcast Partners](#)
- Alert SA website [www.alert.sa.gov.au](http://www.alert.sa.gov.au)

**Do not rely on a single source for emergency warning information**

**Please do not reply to this email - this mailbox is not checked regularly.**  
For media enquiries telephone the SAPOL Media Line on (08) 7322 3848.



## WATCH AND ACT MESSAGE

**Incident:** \_\_\_\_\_  
**Time Message Issued:** \_\_\_\_\_  
**Date Message Issued:** \_\_\_\_\_

### EVACUATION WATCH AND ACT MESSAGE

**Issued for** \_\_\_\_\_

South Australia Police advises that an incident at  
\_\_\_\_\_ near  
\_\_\_\_\_ may threaten your safety.

There is a likelihood of risk to your life and property. If you are in this area you could be in danger.

The \_\_\_\_\_ emergency is travelling in a \_\_\_\_\_ direction towards \_\_\_\_\_.

The emergency is uncontrolled - conditions are continually changing and may get worse very quickly.

**You should leave now if the path is clear to a safer place**

Stay tuned to your local ABC on a battery-powered radio for updates.

For information check the Alert SA website [www.alert.sa.gov.au](http://www.alert.sa.gov.au) or call the Information Hotline 1300 362 361.

**This message will be updated as the situation changes or before:** \_\_\_\_\_ (2 hours after issue) (expiry time)

**Issued by:** \_\_\_\_\_



### **Stay informed**

Look and listen for information on television, radio, internet, mobile phones and by speaking with neighbours.

- SAPOL website [www.police.sa.gov.au](http://www.police.sa.gov.au)
- Alert SA app
- SAPOL on [Facebook](#) or [Twitter](#)
- On local [ABC radio](#), [FIVEaa](#), [or one of our other Emergency Broadcast Partners](#)
- Alert SA website [www.alert.sa.gov.au](http://www.alert.sa.gov.au)

**Do not rely on a single source for emergency warning information**

**Please do not reply to this email - this mailbox is not checked regularly.**

For media enquiries telephone the SAPOL Media Line on (08) 7322 3848.



## ADVICE MESSAGE

Incident: \_\_\_\_\_  
Time Message Issued: \_\_\_\_\_  
Date Message Issued: \_\_\_\_\_

### EVACUATION ADVICE MESSAGE

Issued for \_\_\_\_\_

South Australia Police is responding to an incident near  
\_\_\_\_\_

If you are in the area stay alert and monitor local conditions.

Stay tuned to your local ABC on a battery-powered radio for updates.

More information will be provided by SAPOL when it is available.

<

**This message will be updated as the situation changes or before :**  
\_\_\_\_\_ (2 hours after issue) (expiry time)

Issued by: \_\_\_\_\_

#### **Stay informed**

Look and listen for information on television, radio, internet, mobile phones and by speaking with neighbours.

- SAPOL website [www.police.sa.gov.au](http://www.police.sa.gov.au)
- Alert SA app
- SAPOL on [Facebook](#) or [Twitter](#)
- On local [ABC radio](#), [FIVEaa](#), or [one of our other Emergency Broadcast Partners](#)
- Alert SA website [www.alert.sa.gov.au](http://www.alert.sa.gov.au)

**Do not rely on a single source for emergency warning information**

**Please do not reply to this email - this mailbox is not checked regularly.**  
For media enquiries telephone the SAPOL Media Line on (08) 7322 3848.



## ALL CLEAR MESSAGE

**Incident:** \_\_\_\_\_

**Time Message Issued:** \_\_\_\_\_

**Date Message Issued:** \_\_\_\_\_

### EVACUATION ALL CLEAR MESSAGE

**Issued for** \_\_\_\_\_

South Australia Police advise that the incident near \_\_\_\_\_ is now resolved. You may return to the Central Business District as you see fit. Please be aware of any local road closures that may still apply.

Stay tuned to your local ABC on a battery-powered radio for updates.

More information will be provided by SAPOL when it is available.

**Issued by:** \_\_\_\_\_

#### **Stay informed**

Look and listen for information on television, radio, internet, mobile phones and by speaking with neighbours.

- SAPOL website [www.police.sa.gov.au](http://www.police.sa.gov.au)
- Alert SA app
- SAPOL on [Facebook](#) or [Twitter](#)
- On local [ABC radio](#), [FIVEaa](#), [or one of our other Emergency Broadcast Partners](#)
- Alert SA website [www.alert.sa.gov.au](http://www.alert.sa.gov.au)

**Do not rely on a single source for emergency warning information**

**Please do not reply to this email - this mailbox is not checked regularly.**

For media enquiries telephone the SAPOL Media Line on (08) 7322 3848.