

APPENDIX E8

VICTORIA POLICE EVACUATION GUIDANCE CARD

CONSIDERATIONS:

- What is the **threat**?
- Is the evacuation **absolutely necessary**? (Is it safer to **Shelter-in-Place**?)
- Does an **evacuation plan** already exist for the property under threat?
- Is there **sufficient time** and **resources**? (Including other agencies)
- Are **weather conditions** a factor?
- What **risk** is there to **evacuees** or **emergency workers**?
- Are **safe** Assembly Areas / Relief / Recovery Centres available?
- Will the evacuation tie up **operational resources** and, if so, for how long? (Consider using other agencies to assist)
- Ensure **recording** of premises attended and **tracking** of evacuees.
- Determine **transport movement priorities** and **safe routes** — Transport of special needs groups (**Vulnerable Persons**) may need to include wide aisle buses and wheelchair access vehicles.
- Where possible move each **family** as a **complete unit**.
- Any need for **medically assisted** evacuations?
- Consistent message** to evacuees with clear instructions and directions.

ALTERNATIVE TO EVACUATION:

Shelter in Place – Should be **considered** as an alternative when the risk of evacuation is considered to be **greater than** the risk of sheltering in place.

THE 5 STAGES OF EVACUATION:

- Decision:** The decision to recommend that people evacuate is made by the **Incident Controller** who should consult with police and other experts unless there are urgent life threatening circumstances in which case any agency representative can make the decision.
- Warning:** The issuing of a warning or recommendation to those affected by an impending emergency is the responsibility of the **Incident Controller**.
- Withdrawal:** The **Victoria Police Evacuation Manager** is responsible for managing the withdrawal of persons from the affected area.
- Shelter:** Involves provision of the basic needs of evacuated people at a safe location. The **Victoria Police Evacuation Manager** is responsible for managing the shelter of evacuated people.
- Return:** The **Victoria Police Evacuation Manager** or **Incident Controller** is responsible for planning and managing the return of evacuated people after the threat has ceased. Longer term evacuees are managed by recovery agencies.



VICTORIA POLICE

EVACUATION GUIDANCE CARD

“The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.”

This guide is designed to assist personnel tasked to carry out or manage an evacuation due to the level of immediate or recognised risk and supports the following documentation;

- *The Emergency Management Manual of Victoria*
- Part 3—*The State Emergency Response Plan*
- Part 8, Appendix 9—*Evacuation Guidelines*
- VP Form 682—*Evacuation Guidance Document*

Supervisors should be familiar with these publications.

TYPES OF EVACUATION:

Unplanned or Immediate Evacuation

Where people are at **immediate risk** from an emergency, hazard or critical incident it may be recommended that they evacuate immediately. The nature of the emergency may provide limited or **no opportunity** for warnings or preparation time. A recommendation to evacuate will only be made when it is expected to offer a **higher level of protection** for members of the public and can be achieved without endangering response agency personnel. An evacuation window should be identified where evacuation is the **safest option**.

Planned or Pre-warned Evacuation

Where an emergency allows time for **adequate warning** and evacuation is the preferred option, a pre-warned evacuation may allow recommendations to be made to the public to create opportunities for individuals to;

- Leave in a **controlled manner** and notify others they have moved
- Evacuate in a timely manner and obtain alternative accommodation
- Utilise or make their own transport arrangements.

In both cases consideration must be given to **Vulnerable People**. Generally there is no power for forced evacuation in Victoria.

THE ROLE OF THE EVACUATION MANAGER:

For evacuation to be effective it must be correctly planned and executed. Following the decision to evacuate Victoria Police play a lead role in the process. **If time permits** an Evacuation Manager will be appointed by the Police Commander.

Responsibilities include;

- **Co-locate** with and assist the Incident Controller with the decision and warning stages if required
- Manage the **withdrawal, shelter and return** stages of the evacuation in consultation with the Incident Controller and Health Commander
- With **local assistance** (MERC/MERO) source and manage resources to facilitate evacuation in consultation with control and support agencies
- Maintain ongoing **liaison** with the Incident Controller for the duration of the evacuation
- Monitor the establishment and maintenance of **safe access and egress** routes for evacuees
- In consultation with the Incident Controller and other agencies maintain communications with the affected **community**
- **Ensure registration** of evacuees is initiated if required (NRIS)

INFORMATION FOR EVACUEES:

On the advice of the senior police member or Incident Controller the following message may be used;

“Evacuation is not compulsory but if you choose to stay you may place your life and that of your family at risk.”

“If time permits, consider taking the following items:

- *Medications*
- *Glasses, hearing aids, walking aids, etc.*
- *Identity documents*
- *Cash / credit cards*
- *Clothing and toiletries*
- *Mobile phone and charger*
- *Pets (and pet food)*

Secure your premises and follow the directions of the agency personnel advising you to evacuate. You will receive information on when and how you can return as soon as it is safe.”

“This may be your only warning.”