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How prepared are you?

Use this checklist to assess how ready your business is to respond effectively to a day of high bushfire danger or a bushfire emergency situation.

Have you...	YES	NO
■ Prepared a Bushfire Safety & Survival Plan for your business that includes your responsibilities to clients and staff?		
■ Identified your trigger points for modifying your operations for leaving early?		
■ Identified the bushfire response arrangements for your area and found out who to contact in the event of a bushfire?		
■ Developed appropriate policies and procedures to deal with cancellations, curtailment or forward bookings?		
■ Developed a policy to deal with interruptions to your business or service?		
■ Secured the right kind and amount of insurance coverage for your business to cover issues such as asset damage and loss?		
■ Developed a risk management and emergency contingency plan for your business?		
■ Prepared a business continuity plan?		

If you are able to answer 'yes' to all these questions and have updated your Bushfire Safety & Survival Plan recently, your business is on the way to being prepared for an emergency.

If you are unable to answer 'yes' to all these questions then you need to take action. The information in this Guide will help you understand what you need to do to prepare.



PREPARE. ACT. SURVIVE.

Bushfires can occur anywhere, at anytime in a rural or semi urban environment and there is no guarantee that the SA Country Fire Service (CFS) will be able to provide a fire truck at every door.

PREPARE. ACT. SURVIVE.

All businesses, organisations and individuals who work in or visit bushfire risk areas need to develop and implement their own Bushfire Safety and Survival policies, plans and procedures.

For businesses and organisations operating in bushfire risk areas, the risk of bushfire to life, assets and business continuity is a real threat and needs to be addressed.

Bushfire safety plans and procedures need to be integral components of your daily operations. They can be included in your Integrated Management System, Occupational Health & Safety (OHS) System and/or Emergency Management Systems.

Bushfire Safety and Survival Plans need to consider preparation for days of high fire danger and what to do in the event of a bushfire. They should be tailored to suit your operations and include simple things that can be acted upon.

Before the Plan is written it is critical to understand your level of bushfire risk, the Fire Danger Ratings, what type of fire could be expected and what actions are the most appropriate to suit the risk.

You also need to understand how the Fire Danger Season and Total Fire Bans will impact on your operations through legislative requirements for operation of machinery and equipment and the use of fire for cooking, personal comfort, fuel reduction or burn offs.

The Plan should reflect the needs of your business, staff, volunteers and clients. Once a plan has been prepared it must be practiced to make sure it works and that all involved are familiar with their roles.

A written plan details what you need to help safeguard your people and your assets during the Fire Danger Season, on days of high fire danger and if a fire threatens. Practising your plan clarifies what actions each member of your team

will take and how you will monitor and communicate fire danger and emergency warnings, given different scenarios.

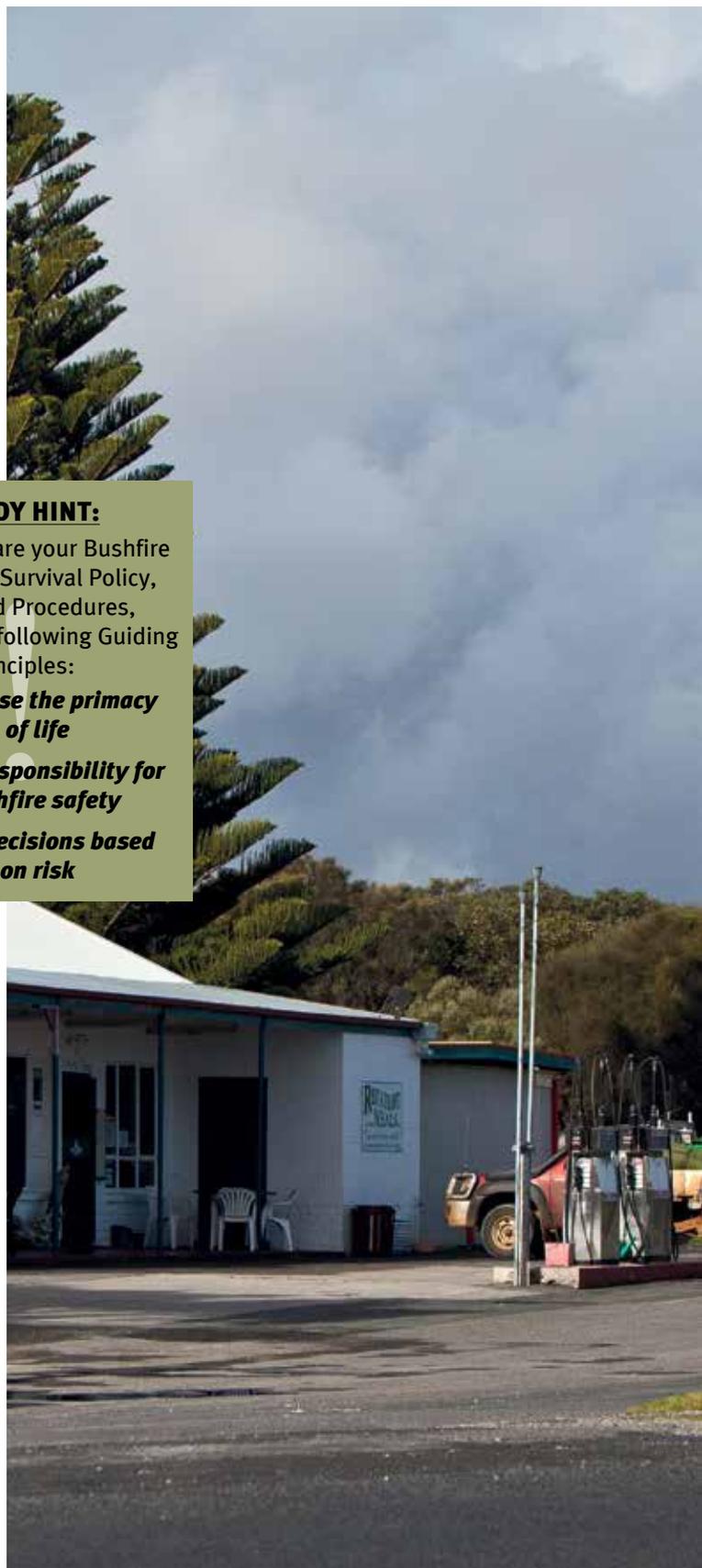


To order a CD ROM of this guide and template plan go to www.cfs.sa.gov.au/site/business_guide.jsp

HANDY HINT:

As you prepare your Bushfire Safety and Survival Policy, Plans and Procedures, consider the following Guiding Principles:

- ✓ **Recognise the primacy of life**
- ✓ **Share responsibility for bushfire safety**
- ✓ **Make decisions based on risk**



Get Your Business Bushfire Ready

There are six key steps to prepare you and your business for the Fire Danger Season.

It is recommended that you follow each step and apply it to your own circumstances to prepare a Bushfire Safety and Survival Plan which addresses the needs of your business.



Flickr: Sean Murrain

STEP 1 Understand Bushfire Danger

Understand bushfire behaviour including bushfire characteristics, vegetation, topography and climate. Understand what days of high fire danger are, when the fire danger seasons are, what a Total Fire Ban day is and what to expect.

STEP 2 Identify your Bushfire Risk

Determine the risk of bushfire to your operations considering the vulnerability of your locality, your business, your people and your partners to the threat of bushfire.

STEP 3 Prepare Your Organisation

Prepare your business or service considering your specific circumstances and requirements given the advice provided by the Country Fire Service. Determine your safety procedures, travel planning, monitoring and communications.

STEP 4 Prepare Your People

Consider how you, your staff, your volunteers and your clients will act before, during and after a fire weather warning or bushfire event. This includes your physical and emotional coping mechanisms, decision-making, roles and responsibilities, and strategies to assess and improve the preparedness of your team.

STEP 5 Prepare Your Worksite

Prepare your worksite, facilities, buildings, equipment and machinery for the Fire Danger Season. This includes preparing and maintaining your defensible space, vegetation management, ember proofing, water supply and delivery, vehicles and equipment maintenance and use, emergency kits, and fire fighting equipment.

STEP 6 Document & Practise Your Plan

A written plan details what you need to help safeguard your people and your assets during the Fire Danger Season and if a fire threatens. Practising your plan clarifies what actions each member of your team will take and how you will monitor and communicate fire risk and emergency warnings, given different scenarios.



REMEMBER, IF IT'S NOT WRITTEN DOWN AND PRACTISED, IT'S NOT A PLAN.

STEP 1.

Understand Bushfire Danger

STEP 1

Understand Bushfire Danger

To help you assess your level of bushfire risk and determine what action to take, it is important that you understand the potential threat of bushfire to your people and your business.

An understanding of bushfire behaviour, Fire Danger Ratings and fire restrictions is essential for your planning.

Bushfire behaviour

Summer in Southern Australia brings conditions that are ideal for bushfires: hot, dry, windy weather and vegetation that quickly dries out. Fire intensity refers to the amount of radiant heat being generated. The higher the intensity of the fire, the harder the fire is to control and the more damage it is likely to cause. Fire intensity depends on three main factors: vegetation, weather and topography.



Vegetation

The type and amount of vegetation influences fuel load, which in turn contributes to fire intensity. The intensity of a fire increases in proportion to the amount of available fuel. If there are high fuel levels around a facility or asset, the potential damage is much greater due to increased radiant heat and ember attack during a bushfire. Reduction of fuels by clearing undergrowth is an essential part of your fire protection strategy because it is the best method of reducing fire intensity.

Weather

Rising temperatures and wind velocity, coupled with decreasing relative humidity, directly contribute to increasing fire intensity and the rate at which it spreads. As fuels dry out, ignition becomes easier and the rate of spread increases. In South Australia, the prevailing fire winds are predominantly from the north. However, experience has proved that a south-westerly change, although cooler, can increase the danger by swinging the fire in a different direction and catching people unaware. Your fire protection strategy should take into consideration that fires may come from any direction.

Topography

Because fires burn more quickly and with greater intensity up slopes than on flat ground or downhill, the most dangerous sites are on ridge-tops and steep slopes. North-facing slopes also receive more direct sunlight, which dries out vegetation causing more intense fires.

Fire Danger Ratings

To help you assess your level of bushfire risk and determine what action to take, it is important that you understand the Fire Danger Rating.

The Fire Danger Rating is forecast by the Bureau of Meteorology each day after 4pm and is an early indicator for you of the potential danger, should a bushfire start. The higher the Fire Danger Rating, the more dangerous the conditions will be should a fire start. The Fire Danger Rating chart will help you understand the predicted bushfire behaviour, potential impacts and recommended actions you should take for each category level. Take the time to review and understand the chart.

The Fire Danger Rating is not a predictor of how likely a bushfire is to occur, but how dangerous it could be if it did occur. It should be used as an early indicator to trigger your plans.



Bushfires can threaten suddenly and without warning. Know your Fire Danger Rating, monitor local conditions and keep informed.



Fires can threaten suddenly and without warning

Watch for signs of fire, especially smoke and flames

Know the Fire Danger Rating in your area and be aware of local conditions

Have your Bushfire Survival Plan and kit ready

Call 000 to report a fire

To seek information

- listen to local radio
- go to www.cfs.sa.gov.au
- call the Bushfire Information Hotline on 1300 362 361 (TTY 133 677)



FIRE DANGER RATING	WHAT DOES IT MEAN?	WHAT SHOULD I DO?
CATASTROPHIC TOTAL FIRE BAN	<ul style="list-style-type: none"> • These are the worst conditions for a bush or grass fire. • If a fire starts and takes hold, it will be extremely difficult to control and will take significant firefighting resources and cooler conditions to bring it under control. • Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions. • Buildings are not designed or constructed to withstand fires in these conditions. • The safest place to be is away from bushfire risk areas. 	<p>YOU NEED TO ACT NOW</p> <ul style="list-style-type: none"> • Put your survival first and leave bushfire risk areas the night before or early in the day – this is your safest option. • Act immediately – do not wait and see • Avoid forested areas, thick bush or long, dry grass; • Prepare, know and practise a plan for: <ul style="list-style-type: none"> - How you will respond to the FDR - How you will respond to an emergency warning for a bushfire - How you will respond to a bushfire given no warning - How you will communicate information - Who will be in charge
EXTREME TOTAL FIRE BAN	<ul style="list-style-type: none"> • These are very hot, dry and windy conditions for a bush or grass fire. • If a fire starts and takes hold, it will be unpredictable, move very fast and very difficult for fire fighters to bring under control. • Spot fires will start and move quickly. Embers may come from many directions. • Buildings that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended may provide safety. • You must be physically and mentally prepared to defend in these conditions. • The safest place to be is away from bushfire risk areas. 	<p>YOU NEED TO GET READY TO ACT</p> <ul style="list-style-type: none"> • Only stay with your property if you are prepared to the highest level. This means your building needs to have been constructed to bushfire protection levels e.g.; enclosed eaves, covers over external air conditioners, metal flyscreens etc. • You must be well prepared and able to actively defend your building if a fire starts. This means you have the right equipment and resources to put out fires around your building e.g.; enough water supply, petrol/diesel portable pump, generator, protective clothing etc. • If you are not prepared to the highest level, leaving bushfire risk areas early in the day is your safest option.
SEVERE TOTAL FIRE BAN	<ul style="list-style-type: none"> • These are hot, dry and possibly windy conditions for a bush or grass fire. • If a fire starts and takes hold, it will be hard for fire fighters to bring under control. • Well prepared buildings that are actively defended can provide safety. • You must be physically and mentally prepared to defend in these conditions. 	<p>YOU NEED TO BE AWARE</p> <ul style="list-style-type: none"> • Well prepared buildings that are actively defended can provide safety. This means you have the right training equipment and resources to put out fires around your building e.g.; enough water supply, petrol/diesel portable pump, generator, protective clothing etc. • If you are not prepared, leaving bushfire risk areas early in the day is your safest option.
VERY HIGH	<ul style="list-style-type: none"> • If a fire starts, it is likely to be controlled in these conditions and buildings can provide safety. • Be aware of how fires can start and reduce the risk. 	<ul style="list-style-type: none"> • Check your Bushfire Survival Plan. • Monitor conditions. • Action may be needed.
HIGH		
LOW-MODERATE		

Know Your SA Fire Ban Districts

South Australia is divided into fifteen Fire Ban Districts.

Each district has its own Fire Danger Season dates, so it is important to be aware of which district you work or travel in. Your activities may span more than one Fire Ban District and you need to identify and record these Districts, so that you and your staff can accurately monitor Fire Danger Seasons, Fire Danger Ratings and Total Fire Bans.

Fire Danger Seasons

The Fire Danger Season (FDS) generally runs from November to April. During the season, restrictions are placed on lighting fires and use of certain equipment to reduce the chance of bushfires starting. You must apply for a permit to light fires or operate certain machinery outdoors at this time, if your activity is of a type prescribed in the *Fire and Emergency Services Act 2005* and Regulations. A simple guide to the restrictions is on page 10 & 11.



FIRE BAN DISTRICT	FROM	TO
1 Adelaide Metropolitan Area	1 December	30 April
2 Mount Lofty Ranges	1 December	30 April
3 Kangaroo Island	1 December	30 April
4 Mid North	15 November	30 April
5 Yorke Peninsula	15 November	30 April
6 Murraylands	15 November	15 April
7 Riverland	15 November	15 April
8 Upper South East	15 November	15 April
9 Lower South East	22 November	30 April
10 Flinders	1 November	15 April
11 North East Pastoral	1 November	31 March
12 Eastern Eyre Peninsula	1 November	15 April
13 North West Pastoral	1 November	31 March
14 Lower Eyre Peninsula	1 November	15 April
15 West Coast	1 November	15 April

Note: These dates may change due to seasonal conditions

Restrictions and Permits

Regulations have been introduced throughout South Australia to protect lives and property during the bushfire season. They apply to everyone, not just those living in bushfire areas.

It is essential that you are familiar with the regulations and understand what you can and cannot do, whether you are at work or on your way to work.

Once the fire danger season has begun there are strict controls on the lighting of fires and the use of certain tools and activities in the open. The restrictions remain in place until the end of the season (see page 8 for the dates in your district).

Understand how Restrictions may impact your business during the Fire Danger Season and during days of Total Fire Ban. Permits may be required for certain operations.

Total Fire Bans

Total Fire Bans can be declared at any time of the year and may fall outside of the declared Fire Danger Season. A Total Fire Ban is declared on days where the Fire Danger Rating is Severe or above, or at the discretion of the CFS Chief Officer.

A Total Fire Ban day can be declared at any time of year and for any fire ban district. The ban stays in place for 24 hours. The CFS releases the information to the media the evening before the **total fire ban day** to coincide with nightly news broadcasts. By imposing the ban, the CFS is able to restrict activities. Penalties of fines up to \$10,000 and two years' jail can be imposed if you break the law. On-the-spot fines of up to \$315 may also apply. On a Total Fire Ban day, fires cannot be lit in the open, apart from a very few exceptions.



Permits

Sections 79 and 80 of the *Fire and Emergency Services Act 2005* and Regulations 33 - 46 permit the use of specified types of fires and activities. They include fires used for cooking and personal comfort, gas fired appliances for cooking purposes or electric welding equipment and gas fires used for other purposes, provided they are lit in accordance with the conditions that apply to their use.

All other fires require a permit:

There are two types of permits that can be issued by an Authorised Officer:

Ninth Schedule Permit

Ninth Schedule permits may be issued for fires or activities on days during the Fire Danger Season that are not Total Fire Ban days.

Tenth Schedule Permit

Tenth Schedule permits may be issued for fires or activities on days that are Total Fire Bans.

Applying for a Permit:

You can apply to an Authorised Officer for a permit either personally, by mail, email, over the telephone or via radio. Contact your Council to find your nearest Authorised Officer.

The Authorised Officer will assess your permit application prior to issuing a Permit and is required to assess the permit application to ensure that:

- he/she is satisfied that the lighting and maintaining of the fire is, in all circumstances of the case, justified; and
- that adequate precautions will be taken to prevent the spread of fire.

Once satisfied the Authorised Officer may issue you a permit and inform you of a permit number and will subsequently send you a copy of the permit. The conditions that must be complied with are included in the permit.

Permit Conditions:

The conditions under which the permit is issued must be complied with. In particular the holder of the permit must notify the persons listed on the permit not less than two hours before the fire is lit or the intention to light up.

Normally notification would be to:

- all adjoining neighbours
- an officer of the local council
- the person in charge of any nearby government reserve
- the local CFS Brigade.

However, this may vary from area to area depending on local permit issuing guidelines, the time of the year and seasonal conditions. Full details will be provided on the permit by the Authorised Officer.

Regulations

Regulations have been introduced throughout South Australia to protect lives and property during the bushfire season. They apply to everyone, not just those living in bushfire areas.

It is essential that you are familiar with the regulations and

understand what you can and cannot do, whether you are at home, on holiday or visiting a national park.

Once the Fire Danger Season has begun there are strict controls on the lighting of fires and the use of certain tools in the open. The restrictions remain in place until the end of the season (see page 8 for the dates in your district).

FIRE DANGER SEASON REGULATIONS

Can I light a fire in the open air for burning off grass, stubble, weeds, undergrowth or other vegetation?	NO Unless you have obtained a Schedule 9 permit * from your local council.
Can I burn off rubbish or grass cuttings?	YES But only in a properly constructed incinerator you must have: <ul style="list-style-type: none"> ✓ A four metre cleared space around and above ✓ A responsible person must be in attendance at all times with water or an extinguisher ✓ All incinerator doors and openings must be closed and screens and guards in place <p>If you want to burn on the ground you will require a Schedule 9 permit * . Check with your local council and the Environment Protection Authority, which also have control over the lighting of fires. Some councils have totally prohibited the use of incinerators and open fires for waste disposal on domestic premises.</p>
Can I light a campfire, bonfire or light a fire for warmth or comfort? (See special provisions for gas or electric barbeques below)	YES But only if: <ul style="list-style-type: none"> ✓ In a properly constructed fireplace; or ✓ The fire is in a 30cm deep trench and no more than one metre square in area and ✓ You have a four metre cleared space around and above the fire ✓ A responsible person is in attendance at all times ✓ An adequate agent to extinguish the fire is at hand
Can I use a gas or electric barbeque?	YES Providing you have: <ul style="list-style-type: none"> ✓ A four metre cleared space around and above the gas fire or electric element ✓ A responsible person is in attendance at all times ✓ An adequate agent to extinguish the fire is at hand <p>Some councils allow gas or electric barbeques in caravan parks or cleared picnic areas. Look for the signs or contact the council for advice.</p>
Can I drive a vehicle off road?	YES You can drive a vehicle within two metres of flammable bush or grass provided that the engine is fitted with an exhaust system that complies with the requirements listed below. **
Can I have a fire in a National Park Reserve or a forest reserve?	Strict regulations apply to all fires, including barbeques, in government reserves. For further information contact the relevant government office.
Can I use fireworks?	NO Private use of fireworks is banned. Licensed pyrotechnicians can conduct firework displays providing a Schedule 9 permit * has been obtained.
Can I use a grinder or welder outside?	YES Providing you have: <ul style="list-style-type: none"> ✓ A four metre cleared space around and above the area ✓ A responsible person is in attendance at all times the appliance is in use ✓ A portable water spray in good working order is at hand
Can I use a chainsaw, grass trimmer, lawn mower or slasher?	YES Provided that the engine is fitted with an exhaust system that complies with the requirements listed below ** and: <ul style="list-style-type: none"> ✓ You have a four metre cleared space around the area or ✓ If you cannot meet these requirement a schedule 9 permit has been issued by an authorised officer or ✓ The operator has a shovel or rake, and a portable water spray in good working order.

* A Schedule 9 or Schedule 10 Permit refers to a permit issued under the *Fire and Emergency Services Act 2005*. Your council fire prevention officer or CFS office can provide further advice.

** An engine or vehicle exhaust system complies if:

- all engine exhaust emitted by the engine or vehicle exits through the system; and
- the system, or a device or devices forming part of the system, is designed to prevent the escape of burning material from the system; and
- the system, or a device or devices forming part of the system, is designed to prevent heated parts of the system from coming into contact with flammable material; and
- the system is in good working order.

*** domestic premises means a building or other structure that is fixed to the ground and connected to a reticulated or stored water supply and that is occupied as a place of residence but does not include a caravan.

YOU NEED TO KNOW:

If in any doubt, phone the Bushfire Information Hotline on 1300 362 361 or check the CFS website.



TOTAL FIRE BAN REGULATIONS

Can I light a fire in the open air for burning off grass, stubble, weeds, undergrowth or other vegetation?	NO Unless you have obtained a Schedule 10 permit * from your local council.
Can I burn off rubbish or grass cuttings?	NO Unless you have obtained a Schedule 10 permit * from your local council. The lighting of incinerators is banned on a total fire ban day.
Can I light a campfire, bonfire or light a fire for warmth or comfort? (See special provisions for gas or electric barbeques below)	NO Unless you have obtained a Schedule 10 permit * from your local council.
Can I use a gas or electric barbeque?	YES Providing it is gas or an electric element and used: <ul style="list-style-type: none"> ✓ Within 15 metres of domestic premises ***, or on a coastal foreshore**** Providing you have: <ul style="list-style-type: none"> ✓ A four metre cleared area around and above the barbeque ✓ A responsible person is in attendance at all times with water or an extinguisher at hand
Can I drive a vehicle off road?	YES You can drive a vehicle within two metres of flammable bush or grass provided that the engine is fitted with an exhaust system that complies with the requirements listed below. **
Can I have a fire in a National Park Reserve or a forest reserve?	NO Fires are NOT permitted.
Can I use fireworks?	NO Private use of fireworks is banned. Licensed pyrotechnicians can conduct firework displays providing a Schedule 10 permit * has been obtained.
Can I use a grinder or welder outside?	NO Unless you have obtained a Schedule 10 permit * from your local council.
Can I use a chainsaw, grass trimmer, lawn mower or slasher?	YES Provided that the engine is fitted with an exhaust system that complies with the requirements listed left ** and: <ul style="list-style-type: none"> ✓ You have a four metre cleared space around the area or ✓ The operator has a shovel or rake, and a portable water spray in good working order.

* A Schedule 9 or Schedule 10 Permit refers to a permit issued under the *Fire and Emergency Services Act 2005*. Your council fire prevention officer or CFS office can provide further advice.

** An engine or vehicle exhaust system complies if: (a) all engine exhaust emitted by the engine or vehicle exits through the system; and (b) the system, or a device or devices forming part of the system, is designed to prevent the escape of burning material from the system; and (c) the system, or a device or devices forming part of the system, is designed to prevent heated parts of the system from coming into contact with flammable material; and (d) the system is in good working order.

*** domestic premises means a building or other structure that is fixed to the ground and connected to a reticulated or stored water supply and that is occupied as a place of residence but does not include a caravan.

**** Coastal foreshore means the foreshore along the coastline and includes the area from low water mark to the nearest bush, standing grass or road.



YOU NEED TO KNOW:

If in any doubt, phone the Bushfire Information Hotline on 1300 362 361 or check the CFS website.



STEP 2.

Identify your Bushfire Risk

STEP 2

Identify your Bushfire Risk

Determine the risk of bushfire to your operations considering the vulnerability of your locality, your business, your people and your partners to the threat of bushfire.

A good place to start is to conduct a Risk Assessment for your organisation. A bushfire risk assessment template is included in the template Bushfire Safety and Survival plan which accompanies this Guide. An outline of the process you need to undertake is shown in the diagram below. This process is essential to help you identify your business or organisational vulnerabilities. You need to consider the possible social, economic and environmental impacts as well as the physical threats.

Consider how these potential impacts could affect your operations, in the short term and the long term. You may find that the indirect impacts, such as staff unavailability and disruption to supply lines, power or communications, can be as detrimental as the direct impacts.

HANDY HINT:

For further information on risk assessment tools and techniques go to Emergency Management in Australia's website at www.ema.gov.au

Your Locality

Clarify the level of bushfire risk of the location(s) you, your personnel and/or volunteers are operating in.

CFS has published a listing of suburbs and townships in South Australia, which are part of a hierarchy of Bushfire Safer Places that can offer relative safety from bushfire.

Lists and maps of these areas are available from the CFS website www.cfs.sa.gov.au, which is regularly updated.

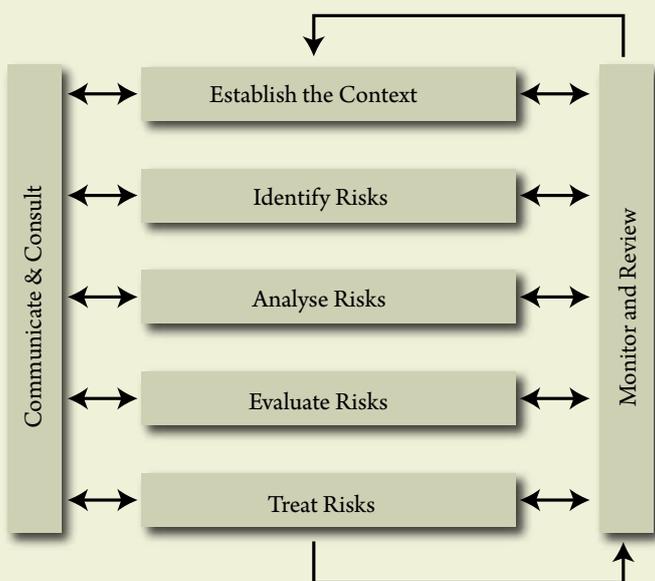
This listing of places should not be taken as a substitute for preparation of your business or the undertaking of

appropriate bushfire hazard management of your premises. Local Government undertakes Fire Prevention Planning for each Council area and may have completed Bushfire Risk Assessments for your area. Check the Local Government Association website to identify your Council area at www.lga.sa.gov.au, check the local Council website or make an enquiry with the Council's Fire Prevention Officer.

HANDY HINT:

Use the CFS on-line Bushfire Household Self-Assessment Tool to help you assess your worksite's level of risk from a bushfire and make informed decisions about the safety of your workplace.

Process for assessing and managing risk



Source: International Risk management standard, AS/NZS ISO 31000:2009, Emergency Management of Australia.



Bushfire Safer Places in SA

Bushfire Safer Places in SA are divided into three categories called Bushfire Safer Settlements, Bushfire Safer Precincts and Last Resort Refuges. It is important that you know what each of these are, where they are, and what risk you may be exposed to if you are in or relocate to one of these places during a bushfire.

Hierarchy of Bushfire Safer Places

Safest	Bushfire Safer Settlement	Inner Adelaide Metropolitan suburbs	Suitable for use during forecast bad fire weather or during bushfire.
	Bushfire Safer Precinct	Designated within outer suburbs and rural townships/cities	Suitable for use during forecast bad fire weather or during bushfire. May be subject to spark and ember attack and smoke.
Least Safe	Last Resort Refuge	Designated ovals and buildings in rural areas.	Not suitable for extended use and may provide only limited protection during bushfire.

Bushfire Safer Settlement

A Bushfire Safer Settlement is a place of first resort. It is a place of relative safety and may be considered as a place for people to stay in, or relocate to if their plan is to leave early on a bad fire day.

A Bushfire Safer Settlement is considered to provide the highest level of safety of the three options because it is in an area of low bushfire fuel levels and sufficiently distant from

continuous bushland or forest. A Bushfire Safer Settlement is considered to be located in the inner suburbs of the Adelaide metropolitan area.

CFS recommends that if you intend to relocate to a Bushfire Safer Settlement you should do so early in the day. Last minute decisions to relocate in the face of fire are highly dangerous.

If you plan to relocate to a Bushfire Safer Settlement you will need to;

- ✓ Identify where your nearest Bushfire Safer Settlement is and if there are any suitable alternatives
- ✓ Factor the Bushfire Safer Settlement into your Bushfire Safety and Survival plan
- ✓ Work out how you will get there and if there are any alternative routes to take
- ✓ Work out how long it will take you to get there
- ✓ Decide under what circumstances you will relocate and what your trigger points for action will be
- ✓ Plan for your relocation; when, where, and what you will take etc.

HANDY HINT:

Urban-rural interface zones at the edge of Bushfire Safer Settlements and Safer Precincts may be subject to smoke and ember attack during a bushfire. Please check the maps on the CFS website to determine your risk.

YOU NEED TO KNOW:

Urban areas at the edge of the city and rural townships will be at risk during a bushfire. Please check the maps on the CFS website to determine your risk



Bushfire Safer Precinct

A Bushfire Safer Precinct is a place of first resort. It is a place of relative safety and is a place for people to stay in, or relocate to if their plan is to leave early on a bad fire day.

CFS recommends that if you intend to relocate to a Bushfire Safer Precinct you should do so early in the day. Last minute decisions to relocate in the face of fire are highly dangerous.

A Bushfire Safer Precinct is relatively safe from fire because it is located in an area of generally low levels of bushfire fuel.

Regional cities and larger rural townships, provided they meet established criteria, may be classified as Bushfire Safer Precincts. However, properties on the outskirts of such townships may face a higher level of risk when compared with those nearer the centre of town.

The relative safety of rural interface properties is contingent on property owners undertaking appropriate bushfire safety works to ensure they don't place themselves or the greater community at risk.

You should be aware of the following when including a Bushfire Safer Precinct in your Bushfire Safety and Survival Plan:

- ✓ Identify where your nearest Bushfire Safer Precinct is and if there are any suitable alternatives
- ✓ Factor identified Bushfire Safer Precincts into your plan
- ✓ Work out how you will get there and if there are any alternative routes to take
- ✓ Work out how long it will take you to get there
- ✓ Decide under what circumstances you will relocate and what your trigger points for action will be
- ✓ Plan for your relocation; when, where and what you will take etc.
- ✓ Be aware that Bushfire Safer Precincts may be subject to spark and ember attack and smoke



Last Resort Refuge

A Last Resort Refuge is a place of last resort to be at during the passage of the fire front. They are not intended for use for extended periods of time.

Last Resort Refuges are being established in high bushfire risk areas where there are no identified Bushfire Safer Precincts. It is intended to provide a place of relative safety but does not guarantee the survival of those who assemble there and should only be accessed when personal bushfire survival plans cannot be implemented or have failed.

A Last Resort Refuge is an area that provides a level of protection from the immediate life threatening effects of radiant heat and direct flame contact in a bushfire.

It should provide a safer level of protection for people from lethal levels of radiant heat by providing an appropriate separation distance between hazards, particularly vegetation and the site of the Last Resort Refuge.

There are no guarantees regarding your safety if you choose to relocate to a Last Resort Refuge during bushfire.



A Last Resort Refuge should not be taken as a substitute for preparation of your premises or the undertaking of appropriate bushfire hazard management on your property.

It is not designed to replace your Bushfire Safety and Survival Plan. You need to complete and practise your Plan before the Bushfire Danger Season to ensure that you and your staff are prepared and know what to do in the event of a bushfire.

Please be aware of the following risks associated with Last Resort Refuges:

- ✓ Going to a Last Resort Refuge is an option when other plans have failed
- ✓ Last Resort Refuges are not an alternative to planning to either leave early or staying and actively defending your premises
- ✓ Travelling to a Last Resort Refuge may be dangerous. Traffic congestion, fire activity, heavy smoke, accidents or fallen trees may block the route. There is no guarantee that you will not be injured or killed by fire or radiant heat when travelling to or sheltering at a Last Resort Refuge

- ✓ Persons using a Last Resort Refuge should not expect emergency services to be present
- ✓ They may have limited capacity
- ✓ They do not cater for animals
- ✓ They do not provide meals, amenity or special needs (e.g. for infants, the elderly, the ill or disabled)
- ✓ They may not provide shelter from the elements, particularly flying embers
- ✓ Not all townships / locations will have a designated Last Resort Refuge identified as assessment criteria may not be met.
- ✓ The CFS will continue to update the Last Resort Refuge locations as new sites are identified and assessed. Please visit the CFS website regularly to ensure that you have the latest information.
- ✓ It is important to remember that you must take responsibility for the safety of your people and yourself during bushfire regardless of whether you have access to a Last Resort Refuge.

Your People

On days of high fire danger and during and after a bushfire your business may be directly affected by the availability or physical and emotional preparedness of your staff, partners and clients.

Staff

There are many factors which can affect the availability of your staff or volunteers on days of high fire danger or during an emergency situation.

HANDY HINT:

Remember that your business continuity may not only be threatened by a direct crisis, it could be as a secondary effect such as school and childcare closures in dangerous fire conditions.

Your staff, volunteers and/or clients may have personal responsibilities under their own Bushfire Survival Plan. Schools may be closed and parents may be unable to find alternative childcare at short notice.

Road closures due to smoke or fire may affect access, with people unable to get to work or continue with their journey.

Your staff or clients could also be emergency services volunteers (e.g. CFS, SES, Red Cross), whose volunteer services may be required in the event of an incident.

Physical and emotional risk

You and your staff need to be prepared mentally and physically for the ferocity of a bushfire. In a bushfire you will experience strong gusty winds, intense radiant heat and flames, heavy smoke which makes it difficult to see and breathe, embers causing many spot fires, the sounds of roaring fires approaching, power, telephones and water being cut off and an environment which can be dark, noisy and terrifying.

You need to realistically consider the overwhelming physical and psychological demands of facing a bushfire.

Are you and your staff prepared, fit and trained to deal with bushfire emergencies?

Clients

Some workers and people living in the community, particularly children, older people and people with disabilities, are at higher risk during extreme weather conditions or during an emergency situation. Consider whether your staff or clients are vulnerable or have special needs and how this may impact your operations.

Be aware that bushfire smoke or smoke from burn-offs may be hazardous to health, particularly if people have pre-existing respiratory or cardiac disease.

Your Partners

Determine the potential impact of your policies and procedures on clients, other businesses and contractors. Engage with your community and communicate changes in policies and procedures.

Ensure that procedures are in place to communicate changes to normal operations at short notice or in emergencies.

You need to think of the different ways that you can inform others of your procedures and how any changes in your daily operations may impact them.

YOU NEED TO KNOW:

If you have any doubts about an individual's ability to cope, they should not be located in or driving through a bushfire risk area in dangerous fire weather.



HANDY HINT:

Check what policies or procedures are already in place when operating on sites subject to other organisational or agency management. They may close in dangerous fire weather or restrict access to their sites.





Your Business

As Australia's climate gets dryer, the risk of bushfires increases each year. With more people living and working in bushfire risk areas, it is more important than ever to plan for fires and make sure your business can survive and recover quickly when there is a bushfire.

Business Continuity

Every business requires different assets (staff, equipment, stock, premises, clients, suppliers, etc) to run successfully. It's important to know how your business would be affected if any of these assets were damaged or temporarily unavailable in the event of a bushfire.

Consider the potential impact of a significant incident on your organisation's viability.

What is critical to continuing your business?

Do you have the right kind and the right amount of insurance to cover losses to your business?

What are your legal obligations?

Are your documents and records stored electronically?

Will a power outage be a threat to your business continuity or client and staff safety?

Incorporate potential bushfire impacts in your business continuity planning. Preparing a Risk Management and Emergency Contingency Plan will help to identify risks to your business assets and human resources and plan how best to manage them. Seek resources to help you in your business continuity and emergency management planning through the peak body for your sector. General materials are available through the Emergency Management website at www.ema.gov.au, however you may find that there are templates designed for your type of business or organisation are available through your industry body.

Critical or Essential Services

Determine whether you consider your organisation's activities to be an essential or critical service. Can you change how, when and where you operate to mitigate the risk of bushfire on your operations, personnel, volunteers and/or clients?

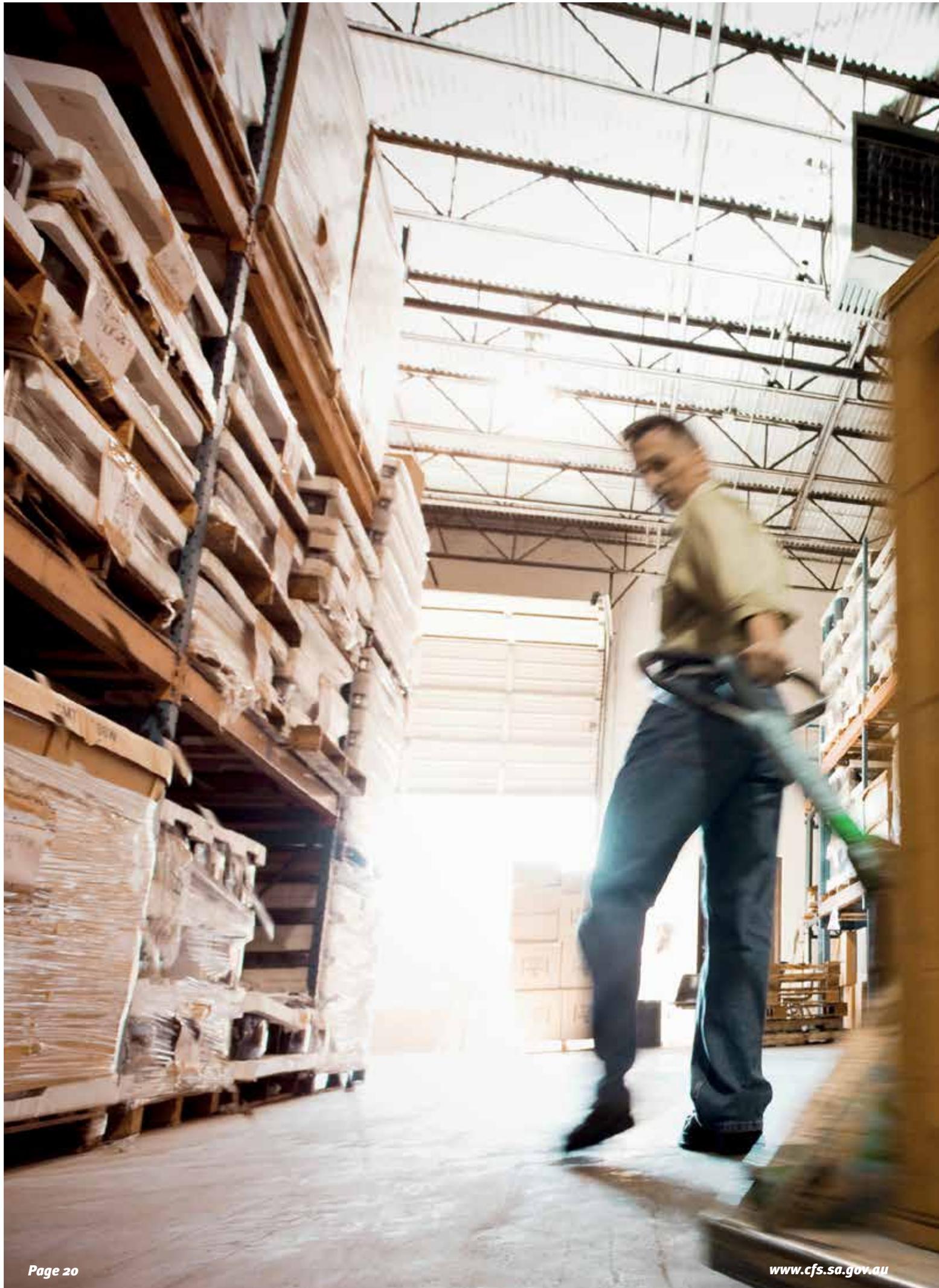
Importantly, establish your priorities and determine what

could be sacrificed in dangerous fire conditions or in the event of a bushfire.

Consider whether your staff or organisation has a role in emergency response, relief and/or recovery. If so, ensure that your plan includes the necessary resourcing and staffing to carry out these essential duties.

HANDY HINT:

A fireproof safe is a good investment for storing business records. If you store records electronically, consider using an online backup service or making hard copies on CD or DVD that can be stored in the safe.



STEP 3.

Prepare your organisation

STEP 3

Prepare your organisation

Prepare your business or service considering your specific circumstances and requirements given the advice provided by the Country Fire Service.

Planning

Every business and organisation needs to have a Bushfire Safety and Survival Plan which is tailored to their own specific circumstances and needs. The size and complexity of your business will also dictate the length and detail of your plan. For example, a one-person operation may have a straightforward one page plan, whereas a region-wide multi-located operation may develop an overarching policy document and plan with associated site operating procedures and staff instructions.

It is important that you consider different scenarios when developing your Bushfire Safety and Survival Plans. Remember that bushfires can occur without warning in many different conditions and you need to be prepared to keep your business and your people safe whatever the circumstances. Have you worked out alternative actions, when things don't go to according to "Plan A"?

It is vital that your plan addresses how you and your staff will act during the Fire Danger Season, when there is a fire weather warning and in the event of a bushfire.

Make sure you consider how you will respond at different levels of bushfire danger, not just Catastrophic.

Once you have developed your plan and procedures, don't forget that they need to be practised. A practice run can highlight weaknesses in procedures which can be fixed well before you face a real bushfire threat. An effective Bushfire Safety and Survival Plan is maintained, updated and tested regularly.

Industrial Legislation

Given the location and nature of your business, you will have certain obligations under federal and state legislation. This includes the general provisions of the *Occupational Health, Safety and Welfare Act 1986* that

- Employers provide a safe working environment and safe systems of work so far as is reasonably practicable, and
- Employees must take reasonable care to protect the employee's own health and safety at work, and must

take reasonable care to avoid adversely affecting the health or safety of any other person through an act or omission at work so far as is reasonable.

To ensure that your workplace and facilities comply with relevant legislation and regulations concerning bushfire safety and survival, check with your industry advisory body and local Council.

Procedures

Your procedures need to take into consideration all sites, staff, volunteers, clients and animals. Take into account how you will track staff movements, maintain communication channels and monitor Fire Danger Ratings and Bushfire Warnings.

Bushfire Safety Procedures

Determine your everyday bushfire safety procedures with regard to the advice given for the various Fire Danger Ratings. Your procedures may vary according to the level of the Fire Danger Rating. For example you may enact one procedure on days where the Fire Danger Rating is predicted to be Severe and another when it is predicted to be Extreme or Catastrophic. Consider CFS's key messages for working and travelling in bushfire-risk areas as featured in the table on page 23 when determining your procedures.

Days with a Severe, Extreme or Catastrophic Fire Danger Rating are characterised by high temperatures, strong northerly winds and low humidity. Think about what you will do on those days; avoid non-essential travel and activities that can place you in areas of high risk.

Consider postponing your trip or planning an alternative route. With work-related travel, consider if the job can be done on another day or in another location.

If your premises are outside of a Bushfire Safer Settlement or Bushfire Safer Precinct or if you your staff or clients are not able to fend for yourselves in a bushfire situation, you

HANDY HINT:

CFS can not guarantee the presence of a fire fighting vehicle and crew to protect every property or building in a major bushfire. It is therefore extremely important to plan for your organisation's safety and be self-reliant.

YOU NEED TO KNOW:

Check the Fire Danger Ratings in weather forecasts every day during summer.



may choose to change your work location. If the decision is delayed the risk of being caught out in a bushfire increases dramatically. Consider working from another office or allowing staff to work from home until the Fire Danger Warning or emergency has passed.

Make sure you determine safety procedures for sites, staff, volunteers and clients in the event of a bushfire and when there are CFS Watch & Act and/or Emergency Warnings.

Your level of alert and procedures need to escalate according to the level of threat posed to your people and operations. Even if your arrangements are to avoid being in high bushfire risk areas in dangerous fire

HANDY HINT:
On days of Total Fire Ban, it is best to postpone a trip into bushfire risk areas since the risk of fire starting and moving rapidly is extremely high.

HANDY HINT:
How would you operate without power, phone or water?
In dangerous fire weather and during incidents, power and phone lines may be cut and mains water may be lost. Make sure you maintain up-to-date hard copies of essential documents and client and staff details, and that you have independent power and water sources.

weather, you need to have contingency plans. There are many scenarios to consider, such as what you will do if a fire starts quickly in your local area making roads impassable or travel particularly dangerous. You need to have other options planned.



Fire Danger Rating		Recommended action for working in and travelling in areas of bushfire risk
Catastrophic	Total Fire Ban	Postponing your travel and staying in or relocating to a Bushfire Safer Settlement or Bushfire Safer Precinct is the best option for your safety.
Extreme		Postponing your travel and staying in or relocating to a Bushfire Safer Settlement or Bushfire Safer Precinct is the best option for your safety.
Severe		Postponing your travel and staying in or relocating to a Bushfire Safer Settlement or Bushfire Safer Precinct is your safest option. Only travel if you and your vehicle are well prepared. Know how and where to go in the event of a bushfire. Monitor the situation for any changes.
Very High		Only travel through bushfire risk areas if you and your vehicle are well prepared. Know where to get more information and monitor the situation for any changes.
High		Be prepared. Know where to get more information and monitor the situation for any changes.
Low - Moderate		Be prepared. Know where to get more information and monitor the situation for any changes.

Travel Safety

Travelling in the country during the bushfire season needs to be done with extreme caution and vigilance.

Plan to restrict or avoid unnecessary travel on days of high fire danger. Be prepared and remember that roads may be closed and access disallowed during an emergency event.

Prepare.

Ensure your vehicle is properly maintained for the journey you are undertaking.

Keep several woollen blankets, protective clothing, boots and a supply of fresh water in your car, just in case you are caught in a bushfire.

If you are aware of bushfires before you commence your journey, plan an alternative route and do not travel to the affected area. If you come across smoke while travelling, turn around and go back. Listen to the radio and ask locally for help to shelter from radiant heat.

HANDY HINT:

Experience throughout Australia has shown lives can be lost when people make a last minute panic-stricken attempt to flee a bushfire. Life and property can be saved by able bodied people remaining in their buildings, given adequate and timely preparation and planning

Act.

In the event of a bushfire

Remain vigilant of your surroundings, and follow any advice or directions provided by emergency services personnel or via an emergency broadcast on local radio (see page 26 for frequencies).

Let someone know your plans and how to contact you.

During a bushfire the critical time for personal safety is during the 5 to 10 minutes it takes for the fire front to pass.

As the fire front passes, properties will be subject to radiant heat, flame contact, ember attack, smoke, loud noise, darkness, power failure and no phone or water.

Survive.

Protect yourself from radiant heat.

Radiant heat can kill. To protect yourself, you need to cover up, dress appropriately in natural fibres and take refuge.

Solid structures may provide protection from radiant heat. It cannot penetrate through solid objects, which means your best protection is in a well-prepared building or structure if you are unable to leave the area before the fire starts.

Bushfire Survival

Stage 1 As the fire front approaches

Research across Australia has shown wind-blown sparks and embers are the biggest cause of home destruction in a bushfire.

Stay close to your building and extinguish any spot fires caused by flying embers and sparks. An ember or spark attack can occur up to an hour before the main fire front arrives, and hours or even days after.

The main cause of death in bushfires is radiant heat, so it is important to take shelter in a building as the temperature associated with the fire front rises.

It is inadvisable to shelter in a dam, swimming pool or tank as your face, head and lungs will be exposed to radiant heat and smoke.

Stage 2 When the fire front arrives

Go inside but stay alert as the fire front approaches. Identify a room for the elderly, young or other less able bodied people to shelter in, not hide.

This room should be away from the likely direction of the fire and have at least two exits. Patrol the building for sparks and embers and put them out if safe to do so.

Do not go under the building or into a basement as you can become trapped if the building catches fire.

The fire front usually passes within a few minutes, after which it is usually safe to return outside.

Stage 3 After the front has passed

It is essential to remain vigilant for several hours after the fire front has passed. Small fires started by embers can soon burn out of control if they are not extinguished quickly, so keep checking.

Hose down the buildings, paying special attention to the roof space, window frames and under-floor areas.

Remember, buildings will generally withstand the initial passage of a bushfire providing you have followed standard reduction measures.

People who are well prepared can shelter within buildings and have an excellent chance of saving themselves and their property.



YOU NEED TO KNOW:

What to expect in a bushfire

- Loss of power
- Loss of reticulated water
- Loss of phone contact
- Heat, flames, embers, smoke, noise and darkness
- Poor or no mobile reception
- No fire truck
- No warning

Monitoring

Consider how you will track your staff movements and maintain communication channels during the Fire Danger Season.

Work out how your organisation will monitor and pass on information about Fire Danger Ratings, Emergency Warning messages and information from people in the field. Electronic incident alerts systems may be accessed through the public or private sector, but don't rely on any one source for your information.

It is important to remember that some areas of the state have poor or no mobile, ABC radio and internet coverage and that power may be lost during an emergency event.

How do I know if there's a bushfire in my area?

- **Situational awareness** – Can I smell smoke, can I see smoke, can I see a fire, does the sky look different, can I hear aircraft or fire trucks? Are the animals agitated?, News from local community networks, neighbours, colleagues, passing motorists or from a neighbouring community or township
- **CFS Incident reports and Emergency Warning Messages** – Monitor incident reports, updates and warning messages accessed on the website or direct to your RSS feed on computer or mobile phone or by phone on the Bushfire Information Hotline
- **Emergency Broadcasters** – Monitor warning messages and news on the radio and television
- **Emergency Alert** – Emergency Warning message may be issued direct to your locally billed landline or mobile phone
- **Local emergency services** – Monitor road blocks and advice from police and CFS.

Personal alertness

There are many ways to monitor the Fire Danger Ratings and predicted weather as listed below, but the best way to know if there's a fire in your area is to be alert, watch for smoke or changes in conditions in your area. Remember, that you or your staff maybe the first ones to see a bushfire in your area or when you are travelling around.

When the weather is very hot and windy, there is a tendency for people to close the blinds and turn up the air conditioning. It's better to keep blinds and a window part open so that you know if conditions change outside. If your office or facility needs to keep windows and blinds closed for climate control, make sure that someone has the responsibility to go outside regularly and keep an eye, nose and ear on what's happening outside.

Similarly, if you or your staff members need to drive through bushfire risk areas, stay alert and watch for signs of a bushfire. Report any fires to 000, and ring the Bushfire Information Hotline if you need further information about a fire. Have reporting processes in place so that staff know who to ring in the event of a bushfire and that the message is passed on to the rest of your team.



Monitor the Website & Radio

Fire can threaten suddenly and without warning so you should always be ready to act.

The CFS will provide as much information as possible to help you make an informed decision however you may not always receive an official warning directly. It is recommended you do not rely on a single source for emergency information.

Monitor the CFS website www.cfs.sa.gov.au on your computer or mobile phone and your local ABC Radio Emergency Broadcaster on a battery powered radio. See opposite

for a list of radio stations who are agreed Emergency Broadcasters.

YOU NEED TO KNOW:

Do not rely on one single source for emergency warning information



Transmitter Area	Callsign	Frequency
Adelaide	FIVEaa	1395 AM
Adelaide	891 ABC Adelaide	891 AM
Adelaide	Mix 102.3 FM	102.3 FM
Adelaide	Cruise 1323 AM	1323 AM
Adelaide	Triple M	104.7 FM
Adelaide	SAFM	107.1 FM
Adelaide	Nova 91.9	91.9 FM
Andamooka	ABC North and West	105.9 FM
Berri	Magic 93.1	93.1 FM
Berri	5RM	801 FM
Cooper Pedy	ABC North and West	106.1 FM
Glendambo	ABC North and West	106.1 FM
Leigh Creek Coalfield	ABC North and West	99.3 FM
Leigh Creek South	ABC North and West	1602 AM
Marree	ABC North and West	105.7 FM
Mintabie	ABC North and West	88.7 FM
Moomba	ABC North and West	106.1 FM
Mount Gambier	1476 ABC South East	1476 AM
Murraylands	Power FM	98.7 FM
Murraylands	5MU	1125 AM
Naracoorte	1161 ABC South East	1261 AM
Oodnadatta	ABC North and West	95.3 FM
Port Augusta	Magic 105.9	105.9 FM
Port Lincoln	1485 ABC Eyre Peninsula	1485 AM
Port Lincoln	5CC	765 AM
Port Lincoln	Magic 88.9	88.9 FM
Port Pirie	639 ABC North and West	639 AM
Port Pirie	5AU	1242 AM
Renmark /Loxton	1062 ABC Riverland	1062 AM
Roxby Downs	ABC North and West	102.7 FM
South East	5SE	963 AM
South East	Star FM	96.1 FM
Streaky Bay	693 ABC Eyre Peninsula	693 AM
Todmorden	ABC North and West	106.1 FM
Woomera	ABC North and West	1584 AM
Yalata	ABC North and West	105.9 FM

CFS Website and RSS

You can access up-to date information on Fire Danger Warnings, Total Fire Bans, Incidents and Emergency Warning messages directly from the CFS Website.

You can also get information on CFS Warnings and Incidents directly to your computer or web-enabled mobile phone using the RSS (Really Simple Syndication) feeds. RSS is a set of data formats for sharing information. Think of it as a news ticker like the ones you'd see on old movies. Adding RSS feeds to your browser or other software allows you to create your own news ticker made up of as many RSS feeds as you like.

RSS is a free service offered by CFS for use in RSS readers. These RSS feeds may not be edited or modified and the links back to CFS included in the feed must be displayed when used in a website.

Alert SA – Emergency Alert

Emergency Alert is a telephone warning system that emergency services can use to send warning messages to communities via landline telephones based on the location of the handset, and to mobile phones, based on the billing address.



YOU NEED TO KNOW:

Stay alert during the Fire Danger Season. Use your nose, eyes and ears. Watch out for smoke in your vicinity.

In the case of an emergency, you may receive a voice message on your landline or a text message on your mobile phone. If you receive an Emergency Alert and want

more information, follow the instructions in the message, contact the Bushfire Information Hotline or visit the CFS website.

Make sure you understand the usefulness and the limitations of the Emergency Alert system and communicate this to your staff, volunteers and clients.



Frequently Asked Questions - What is Emergency Alert?

Why isn't the message going to mobile phones based on the location of the mobile phone at the time of the emergency?

Due to limitations in technology, it is not currently possible to send messages based on the location of the handset at the time of the incident. A feasibility study into introducing this technology is currently underway.

When will Emergency Alert be used?

Emergency Alert will be used to warn people in a range of emergency situations, including bushfires and other extreme weather events. In an emergency, you may receive a voice message on your landline or a text message on your mobile phone.

Will I always receive an Emergency Alert in an emergency?

No. If you work in a bushfire area you should have a bushfire survival plan, check the Fire Danger Rating and listen to your local ABC radio station for warnings. There is no guarantee you will receive an Emergency Alert telephone warning message, infrastructure may be damaged by the fire, or the fire may be moving too quickly to issue a message. The power cut will have impacted landline services with a cordless phone.

What services are available for those who don't speak English?

The alert you receive will be written and spoken in English so it is important that everyone recognises the Standard Emergency Warning Signal and the word Emergency.

Print advertising and these frequently asked questions (FAQs) will be translated in up to 30 languages. Managers and colleagues need to discuss this system with people who don't speak English so they are informed and aware in the event that they receive an alert.

Where can I find out more about the emergency I've received the message about?

The alert you receive will direct you to seek further information from a website, phone number or your local ABC radio station.

What happens if staff receive an alert on your mobile at work?

Alerts do not replace existing workplace emergency arrangements. You must follow current emergency management arrangements in place at your workplace.

Does it matter which phone carrier or network I'm with?

You will receive the alert regardless of who provides your telephone service.

What capacity does Emergency Alert have?

The system has the capacity to send 300 text messages per second and 1,000 voice messages per minute. Alerts will be sent to specific areas and people in that area will receive the message around the same time.

Can I call 0444 444 444 if I missed the original message?

No - this number can only send messages, it cannot receive incoming calls.

I have an unlisted number - do I still get calls?

Yes.

How does Emergency Alert manage mobile phone 'blackspot' areas?

If you live in an area that is in a mobile 'blackspot', it is important to have a landline phone to receive an alert. The landline phone should not be cordless as these phones do not work in a power blackout.

How do I know if the message/call is legitimate and not a hoax?

The caller ID number or message header on your phone displays the number '0444 444 444'. The message tells you where to go to get further information. You can also check with other sources, for example radio, websites or neighbours to confirm the authenticity of the message.

What will the alert say?

While every message is different, the alert will provide official and authorised emergency information on the current situation, tell you what actions need to be taken and also give you a reference to get further information or advice.

When you pick up your landline phone you will hear the Standard Emergency Warning Signal followed by the words 'Emergency, Emergency'. The landline message will be spoken in English so if you do not understand the message, you should ask a colleague for assistance.

Who pays for the alert?

You are not charged and will not have to pay for the alert.

Can I 'opt out'?

No.

Who sends these alerts?

Alerts are issued by emergency services authorities such as fire, emergency services, and police in each State or Territory. Each State and Territory has people trained in using the system and they will decide if a telephone alert needs to be issued to a community.

Do I need to sign up?

No. You do not need to register for Emergency Alert.

Learn more about this system at www.emergencyalert.gov.au

CFS Watch & Act and Emergency Warnings

There are three levels of messages that can be issued during a bushfire on radio and the CFS website. You need to understand the different messages and what they mean for you. These messages will alert you to danger so that you can take action.

However, if you are in a bushfire risk area it is important that you remain vigilant during the summer and do not rely solely on these messages as there is no guarantee you will receive one in time. A bushfire may impact upon you more quickly than CFS is able to respond.

The three levels of messages are:

Bushfire Emergency Warning message

An Emergency Warning message is the highest level of message. The message tells you that you will be impacted by fire and you need to take action immediately. This message will be preceded by an emergency warning signal (a siren sound) to get your attention. The message will also contain information about the severity of the fire, time to impact and what you should do.



Bushfire Watch and Act message

A Watch and Act message alerts you that a fire is approaching, conditions are changing, and that your life may come under threat. You need to act now to prepare for the approaching fire front and protect yourself and your family.

Bushfire Advice message

A fire has started. There is no immediate danger. This is general information to keep you up to date with developments. A fire may pose no threat to life or property because:

- It may be a small, controllable fire
- It is a fuel reduction burn being conducted by fire agencies
- It is a fire burning in a remote area away from people, homes or structures

Directed Evacuation

Make sure that you, your staff, volunteers and clients understand that a directed evacuation is unlikely to occur and that you need to be responsible for your own safety. However, there are legislative powers under which a directed evacuation could occur.

Powers to direct an evacuation in South Australia are held by the Country Fire Service and the Metropolitan Fire Service under the *South Australian Fire and Emergency Services Act 2005*, and the South Australia Police and other emergency services under the *Emergency Management Act 2004*.

In all circumstances, any decision to direct an evacuation would only be made by the agency responsible for the management of the incident (the Control Agency) in sufficient time and where adequate resources are available to control and manage the evacuation safely.

The position of the State's Emergency Management Agencies is that:

- As far as is possible, members of the community should decide for themselves whether to stay or go when threatened by an emergency.
- The decision to evacuate or recommend evacuation will only be made by the authorities when it is evident that loss of life or injury is imminent and almost certain.
- The aim is to evacuate or recommend evacuation as early as practicable. Late evacuations may compound the risk by potentially exposing communities and individuals to greater levels of risk.
- The aim is also to allow the return of evacuees to their properties as early as is practical.



Animals and Livestock

If your organisation cares for animals or livestock, make sure that appropriate procedures are in place for their safety during the Fire Danger Season. Ensure that provision is made for their care and transport as required during fire danger weather or prior to, during and after the passage of fire.

Smaller animals

If your premises are not located within a Bushfire Safer Settlement or a Bushfire Safer Precinct, you may wish to relocate your animals to a safer place on fire danger days.

If you do plan to leave early, do so while it is still safe to do so. Check your emergency kit to ensure you have leads and containers of water ready. Handle your animals firmly but reassuringly. Cover cages with a woollen blanket or wet towel and secure all pets in vehicles.

Keep in mind that if there is a fire you may not be allowed to return to your premises for some time.

If you plan to stay and defend, keep small animals inside so they are close by.

Livestock

Your options will obviously depend on the size of your property, the number of stock and where your animals are kept. However, the following suggestions may help, with forward planning.

Identify the 'safest' paddock on your property or neighbouring property. For example, one which contains a water supply, has clear access, is well grazed with minimum fuel to carry fire.

And:

- Consider fencing the 'safe' paddock with steel or concrete posts so the fence is fireproof
- If your fencing is electric consider what may happen if the power supply is cut off during a fire
- Consider having gates in internal property boundaries so stock can be easily moved to other areas without being taken down a road
- If you are at work during the day, consider moving stock into the 'safe' paddock the night before a fire danger day
- If possible thoroughly water the 'safe' paddock the night before a day of high fire danger.



YOU NEED TO KNOW:

Leaving late is a deadly option. Even quiet horses may panic in a float filled with smoke or when exposed to the noise of sirens..

HANDY HINT:

If animals do sustain burns the best form of immediate first aid is sponging with cold water until proper veterinary care is available.

If fire threatens

The following suggestions are most applicable to horses but may help other types of livestock:

- Hose your animals all over and do not scrape off
- Remove all equipment from your animal – rugs burn, plastic headstalls melt and metal buckles may get hot
- Move the animals into an open space with the least vegetation
- DO NOT shut animals into a stable or small yard. Animals will suffer minimal burns if given the maximum space and can cope well on their own if they can move into the open.

HANDY HINT:

For more information on getting your horses bushfire ready or to find a Horse Owners Bushfire Buddy Network go to www.horsesa.asn.au

Horses

Every horse owner's situation differs according to the size and nature of their horse enterprise. Consider your survival plan early, before the hot weather arrives, such as plans to:

- Move horses to a safer location during the summer
- On days of high fire danger, relocate early in the day or even relocate the horses to a 'safe area' the night before.
- Identify a 'safe area' on your property where horses can be placed if relocation is not possible
- Leave horses in well grazed paddocks if they are on 'weekenders' in high risk areas
 - Organise fire-safe gear for horses. Don't use synthetic (nylon or plastic) halters or lead ropes
 - Identify your horses: Permanently identified horses (e.g. micro-chipped, branded or identified by a drawing) will be more readily reunited with their owners if separation occurs during a bushfire)
 - Prepare a relocation kit. Store the kit in an easily accessible location and don't use it for anything but emergencies. Equip a plastic rubbish bin (with lid) with the following:
 - ✓ Wire cutters and a sharp knife
 - ✓ Torch, battery powered radio and fresh batteries
 - ✓ Water bucket
 - ✓ Extra lead rope and head collar
 - ✓ Woollen blanket and towels
 - ✓ Equine first aid items
 - ✓ Anything that you feel is essential for the first 24 hours
- Post your bushfire safety procedures in a clearly visible place together with the local vet telephone number and your property's map reference.

STEP 4.

Prepare your people



STEP 4

Prepare your people

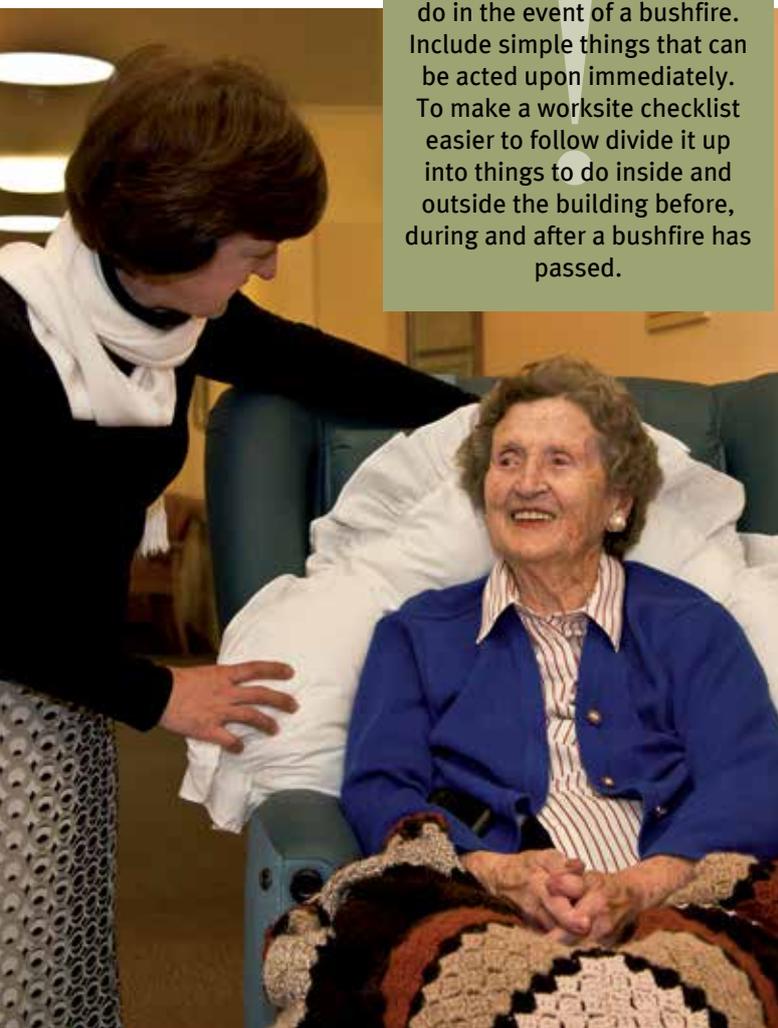
Preparing your people emotionally to cope with the threat of bushfire is as important as the practical training in bushfire safety procedures and the physical preparations of your worksites, machinery and equipment. Practising the actions in your Bushfire Safety and Survival Plan will prepare you and your people to be able to respond automatically and appropriately to a fire weather warning and during a bushfire threat.

Make sure all staff know what their responsibilities are during the summer and in the event of a bushfire.

Update and practise your plan together every year.

HANDY HINT:

All people working in high-risk areas need to have a pre-prepared checklist of what to do in the event of a bushfire. Include simple things that can be acted upon immediately. To make a worksite checklist easier to follow divide it up into things to do inside and outside the building before, during and after a bushfire has passed.



Communication

It is essential that you engage with your staff and communicate bushfire risks and safety policies. Make sure that your clients, business partners and contractors are aware of your bushfire safety policies and procedures. Consider the timing and effectiveness of communication methods. Discussion between management and staff about personal bushfire survival plans is essential and needs to occur prior to summer.

Ensure that procedures are in place to communicate changes to normal operations at short notice or in emergencies. Remember that power failures will prevent cordless phones from working, smoke can interfere with mobile phone function and fires may damage telephone infrastructure in your area. Ensure you have multiple methods of communicating information to your staff and clients, use a variety of methods appropriate to your audience, including:

HANDY HINT:

CFS Brochures are available in a variety of formats, Print in hard copies and on-line (Pdf), audio, large print, and 19 languages. Check the CFS website www.cfs.sa.gov.au for details

- ✓ Personal
- ✓ Phone, landline and mobile
- ✓ Texting
- ✓ Telephone trees
- ✓ Circulars and memos
- ✓ Documents and publications
- ✓ Newsletters
- ✓ Posters
- ✓ Updates
- ✓ Email
- ✓ RSS
- ✓ Social networking sites
- ✓ Community networks
- ✓ Organisational networks
- ✓ Radio
- ✓ Television

Consider your audience and make sure that your communiqués are available in appropriate formats for people with a hearing or vision disability or in different languages for culturally and linguistically diverse communities.

Training

Train your staff in bushfire safety procedures, ensuring that you practise your plan and familiarise individuals with bushfire survival actions. Incorporate bushfire safety policy and procedures into your induction processes for new personnel and don't forget to refresh staff skills and knowledge each year prior to the Fire Danger Season.

Bushfire safety and survival is a complex issue and simply emailing a copy of a plan around to your team will not be sufficient. People need to be given the opportunity to learn at their own pace and in a variety of ways. Formal sessions, facilitated workshops, informal discussions, site inspections, practice drills and scenarios can all be part of your training program.

HANDY HINT:

Display checklists of 'What to do on a day of Total Fire Ban' and 'What to do in the event of a bushfire' in strategic locations in your workplace. Remember that on days where the Fire Danger Rating is predicted to be 'Extreme' or 'Catastrophic' it is advisable to leave your property. This is because buildings may not provide sufficient protection under these anticipated fire conditions.

Bushfire Ready for Business

The CFS Community Education Unit has developed a number of Bushfire Ready sessions and resources specifically for business and organisations and their staff.

These sessions aim to assist business and organisations to help you prepare staff and systems for the next bushfire season.

- Learn about bushfire behaviour, Fire Danger Ratings and Bushfire Safer Places
- Learn about the CFS's key advice for working and travelling during the Fire Danger Season
- Learn how to prepare a Bushfire Safety and Survival Plan for your business
- Find out what resources are available to help you develop your Plan and keep yourselves and your clients safe.
- Learn about the Fire Danger Ratings and emergency warning messages and have confidence in the advice you give to staff and clients.
- Explore options for operating safely during days of high fire danger, considering your individual circumstances

If you are part of an Industry Group that would like to hear more, or share concerns with neighbouring businesses who would like to learn with you, please contact us to arrange a free training session and resources.

Emotional and Physical Preparation

Preparing yourself and your staff to survive a bushfire requires thought and planning. With a written and practised Bushfire Safety and Survival Plan and well-maintained premises and equipment there is a much better chance of surviving a bushfire. Your Plan also needs to consider how you and your staff will be affected – both physically and emotionally.

Preparing yourself psychologically, or emotionally, to cope with a bushfire is as important as the preparation of your facilities and surroundings. Although every individual will cope differently with a frightening event, there are strategies that can be used to better prepare so that you can resist the natural reaction to panic.

Being psychologically prepared may also help you to adjust better following the event, and reduce the psychological distress and longer-term mental health consequences that may be caused by a bushfire. It is essential to think beforehand about how you, your staff, your volunteers and clients will react during a bushfire threat. You can develop a plan for preparing, psychologically and physically, by discussing bushfire experiences with your team

Developing a Bushfire Safety and Survival Plan will help you to make the important decision of where you and your staff will be operating in dangerous fire weather and if you need to stay and actively defend your premises or leave early. Both options involve difficult choices that you need to think through depending on your circumstances and the predicted fire conditions.

Before making your decision, make sure everyone has an understanding of fire behaviour, Fire Danger Ratings, their implications, what to expect, and how fires have behaved in your district on previous occasions. Identify what will be needed and prepare your worksites. Think about what you might feel and what you are willing to deal with. Think about other fearful situations you have been through and how you managed. During a bushfire you need to be focused on the immediate problem, not trying to do everything at once.

Practising the actions in your Bushfire Safety & Survival Plan will prepare you to be able to respond automatically and appropriately during a bushfire threat. How we respond to the initial threat and manage the stress will be different for each of us. Recognising the signs of stress, and understanding how you can manage these responses and your emotions will assist in your decision making and bushfire preparation.



YOU NEED TO KNOW:

Emotional preparation is just as important as physical preparation.

Bushfire Survival Kits

Ensure that all staff have access to personal protective clothing and safety equipment when working in areas subject to bushfire risk.

If your facility is located in a bushfire risk area, you need to prepare and maintain Bushfire Survival Kits for the duration of the Fire Danger Season. Store them in an accessible and known location.

A Bushfire Survival Kits may contain:

- ✓ Your emergency procedures checklist
- ✓ Battery powered AM/FM radio plus spare batteries
- ✓ A torch
- ✓ Woollen blankets
- ✓ A first aid kit
- ✓ Insurance papers and essential documents including staff and client contact details
- ✓ Snacks and water
- ✓ Clothing
- ✓ Mobile phone
- ✓ Items specific to your staff or client needs

HANDY HINT:

Make provision for the safe storage of core business documents such as financial papers, property titles and insurance documents.

Protective clothing

Whether you are leaving early or staying to defend your business, wearing protective clothing will increase your chance of survival against radiant heat.

Each person will need:

- ✓ Natural fabrics such as cotton, denim or wool – synthetics can melt or burn
- ✓ A long sleeved shirt made from thick cotton or wool to prevent burns to the upper body and arms
- ✓ A pair of heavy cotton pants or overalls to shield your legs
- ✓ Sturdy leather work boots and a pair of wool socks to prevent burns to the feet
- ✓ A wide brimmed hat to stop embers from dropping onto your head
- ✓ Work gloves to protect your hands
- ✓ A pair of goggles to safeguard our eyes against smoke, embers and debris in the air
- ✓ A smoke mask or cloth to cover your nose and mouth to protect you from inhaling smoke and embers.

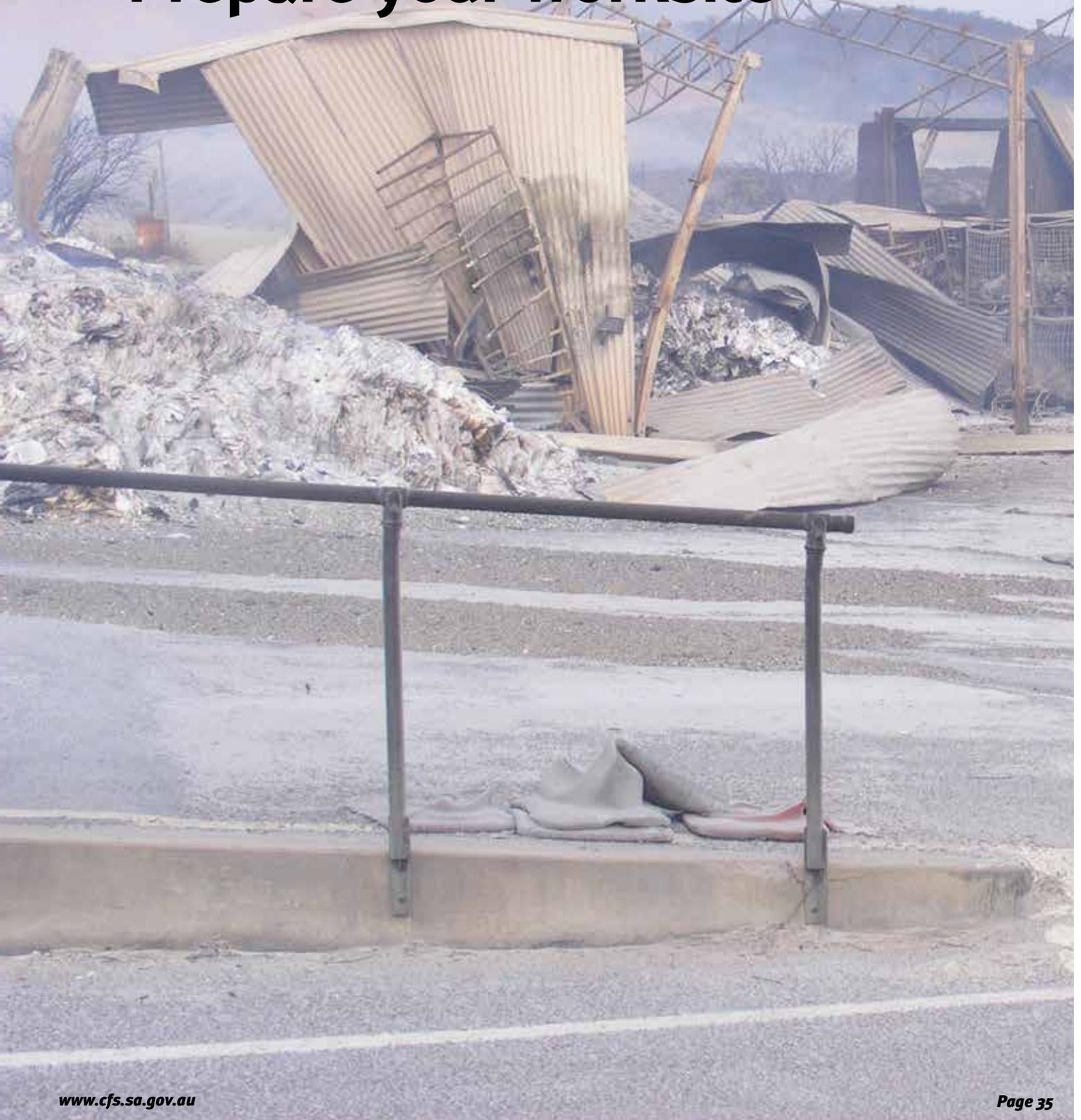
HANDY HINT:

Despite the heat, it is important you do not wear summer clothes during a fire. Remember, synthetic fibres will melt or burn and thongs offer no protection.



STEP 5.

Prepare your worksite



STEP 5

Prepare your worksite

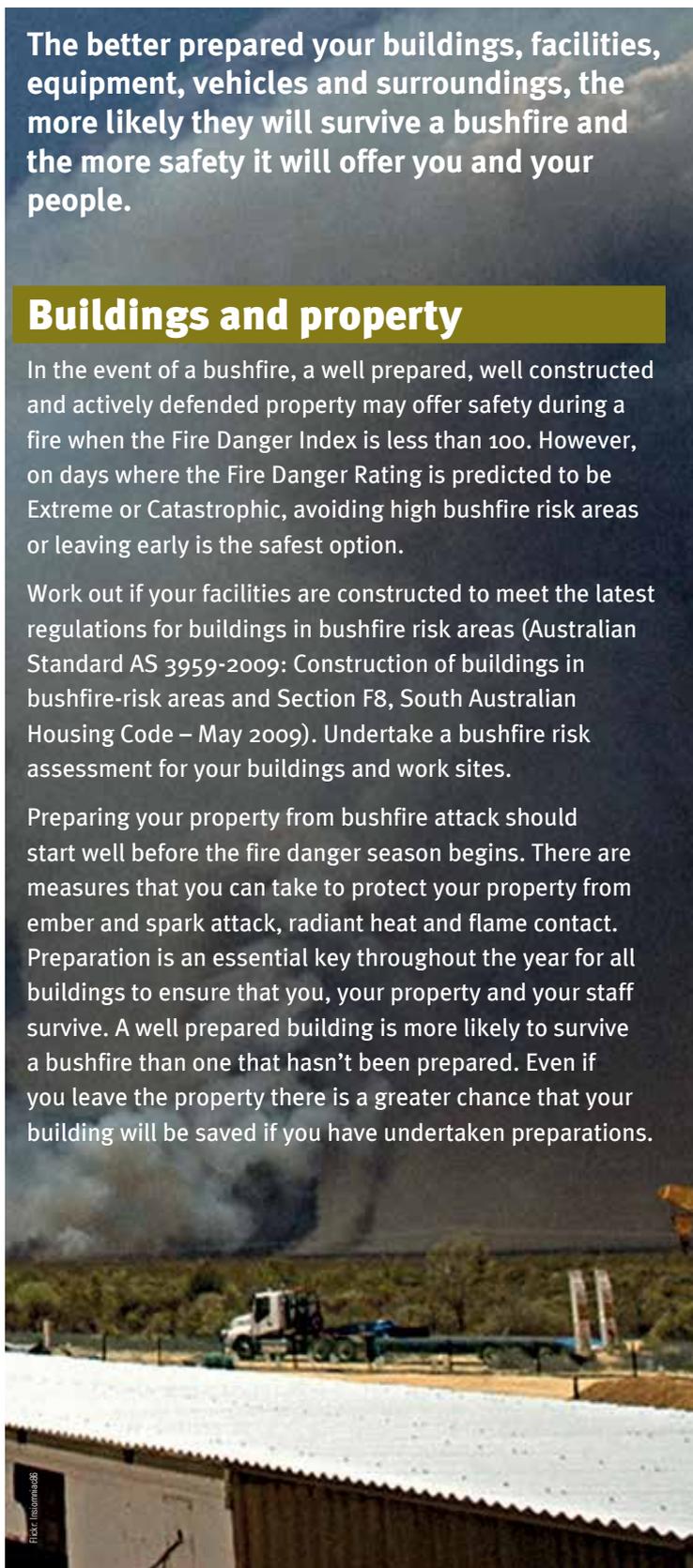
The better prepared your buildings, facilities, equipment, vehicles and surroundings, the more likely they will survive a bushfire and the more safety it will offer you and your people.

Buildings and property

In the event of a bushfire, a well prepared, well constructed and actively defended property may offer safety during a fire when the Fire Danger Index is less than 100. However, on days where the Fire Danger Rating is predicted to be Extreme or Catastrophic, avoiding high bushfire risk areas or leaving early is the safest option.

Work out if your facilities are constructed to meet the latest regulations for buildings in bushfire risk areas (Australian Standard AS 3959-2009: Construction of buildings in bushfire-risk areas and Section F8, South Australian Housing Code – May 2009). Undertake a bushfire risk assessment for your buildings and work sites.

Preparing your property from bushfire attack should start well before the fire danger season begins. There are measures that you can take to protect your property from ember and spark attack, radiant heat and flame contact. Preparation is an essential key throughout the year for all buildings to ensure that you, your property and your staff survive. A well prepared building is more likely to survive a bushfire than one that hasn't been prepared. Even if you leave the property there is a greater chance that your building will be saved if you have undertaken preparations.



Landscaping

Reducing the amount of available fuel on a property is one of the most critical components of preparing for bushfires. Measures that should be taken before the fire season include:

- ✓ Removing dead branches, leaves and undergrowth from around your building especially under trees.
- ✓ Pruning tree limbs that are lower than two metres above the ground or overhanging your building.
- ✓ Cutting long grass within 20 metres of your buildings, sheds or garages.
- ✓ Removing bark, heavy mulch, wood piles and any other flammable materials close to the building and sheds.

There are various other measures that can be taken in the garden to protect your building these include:

- ✓ Install a sprinkler system to wet down the vegetation and your building to reduce the impact of radiant heat, sparks and embers. All fittings should be metal as plastic melts.
- ✓ Ensure access to an independent water supply such as a tank, dam or swimming pool of at least 5000 litres for a domestic sized building. Do not rely on mains water being available during a fire.
- ✓ Install a petrol/diesel-driven water pump and make sure hoses are long enough to reach around the building.
- ✓ Construct a stone wall, earth barrier, or fence close to the building as a radiant heat shield.
- ✓ Plant lower flammability vegetation, including plants and trees with high water and salt content, low in volatile oil with little or no dead materials, with smooth bark and no overhanging branches.
- ✓ Plant trees and shrubs with space between them so they do not form a continuous canopy.



YOU NEED TO KNOW:

Make sure your fuel supplies and hazardous chemicals are stored safely and in accordance with the relevant legislation and regulations.

Ember-proofing in and around your buildings

There are various ways in which a building can burn during a bushfire – radiant heat ahead of the fire front, burning debris falling on the building and direct flame contact. Research has shown that the biggest cause, is sparks and embers landing on or near your building that can trigger a fire before, and for hours after, the bushfire has passed.

Sparks and embers can enter a building wherever there is a gap, such as under roofing tiles, under the floor in crevices, window sills and vents, and under verandahs.

Some basic measures to improve your building safety are:

Smooth surface. Paint or refurbish dried exterior timber, remove nooks or crannies where leaves and debris can gather. Try to have non flammable areas such as pathways, driveways and lawns installed around your building.

Roofing. Well-secured metal roofing is preferable. A tiled roof needs to be well fitted with fire-resistant sarking (that is, fibreglass-based aluminium foil).

Walls. Choose non-flammable wall materials such as brick, mud brick and fibre cement. Vinyl weatherboards, rough timber and other cladding can warp or catch fire. Gaps in external roof and wall cladding need to be sealed.

Skylights. Install wire-reinforced glass or a thermo plastic cover on skylights as plastic can melt and glass can break in intense heat.

Windows, crevices and vents. Spark-proof the building with metal flywire screens on windows and doors, or install fire resistant metal shutters. Cover all wall cavities and screen vents in the roof space in fine wire mesh. Enclose areas under decks and floors.

Property access. Gateways should be at least three metres wide and there should be clear access with clear through access and a turnaround point for fire-fighting vehicles.

Gutters. Regularly clean gutters and remove leaves and bark from any areas where they become trapped.

Sprinkler system. A building bushfire sprinkler system that directs water over the roof, windows, doors and underfloor areas is one of the most effective ways of protecting against radiant heat, direct flame and ember attack. Seek professional advice for design and installation.

Metal shutters Shutters provide protection from radiant heat and also prevent windborne debris from shattering glass, which can allow sparks and embers to enter the building (Be aware that although shutters increase your safety, they can prevent you from observing the progress of the fire once you have retreated inside the building).

Security mesh, metal flywire and security grade tinting. These are also suitable for protecting windows from windborne debris and may provide some protection from radiant heat.

Native Vegetation Management

Does your worksite have a defensible space with at least 20 metres cleared of flammable materials and vegetation? Depending upon the topography and type of vegetation of your site, you may need a greater clearance area than this to create a defensible space.

Use the CFS Household Bushfire Risk Assessment tool to help work out the recommended clearance and vegetation management area for your site.

HANDY HINT:

Simple and user-friendly publications about South Australia's Native Vegetation Regulations are available through the CFS website www.cfs.sa.gov.au and the Native Vegetation Council website www.nvc.sa.gov.au

Given this information, if you need to reduce fuel loads in native vegetation beyond 20 metres from your buildings, you will need to comply with the requirements of the Native Vegetation regulations. These Regulations were revised in 2009 to streamline the process of getting your property bushfire ready. Refer to the table below to help you decide whether you need to apply for authority to clear.

Do I need approval to clear native vegetation on my property?

Reason?	What can be done?	Is approval needed?
To protect a building	You can reduce, modify or remove native vegetation within 20m of a building (including overhanging limbs). Significant trees may be protected under <i>Development Act 1993</i> . Contact your local Council for further information.	NO
	You can modify or remove native vegetation further than 20m from a building to reduce fuel loads	YES
To protect a structure	You can reduce, modify or remove native vegetation within 5m of a structure (including overhanging limbs). Significant trees may be protected under <i>Development Act 1993</i> . Contact your local Council for further information.	NO
	You can modify or remove native vegetation further than 5m from a structure to reduce fuel loads	YES
To reduce fuel strategically	Fuel loads can be strategically reduced or modified on any private or public land	YES
To construct a fuel break	You can remove vegetation to construct a fuel break up to 5m wide	NO
	In some regions you can remove native vegetation to construct a fuel break up to 7.5m wide (<i>'Native Vegetation management guide reducing the impact of bushfires'</i> available at www.cfs.sa.gov.au)	NO
	On a property used for primary production, you can remove native vegetation under certain circumstances to construct a fuel break up to 20m wide	YES
	You can remove native vegetation under certain circumstances to construct fuel breaks greater than 20m wide	YES
To construct fire access tracks	You can remove native vegetation to construct fire access tracks that are consistent with the standards available from the Native Vegetation Council www.nvc.sa.gov.au	YES

Bushfire Shelters

If your buildings cannot be prepared to a satisfactory standard for bushfire protection, you may choose to include a bushfire shelter close to your facility in your preparations. A bushfire shelter, commonly known as a bunker, is a structure built adjacent to a home or building specifically to provide shelter from fire.

A personal bushfire fire shelter should be regarded as an option of last resort, and must be used in conjunction with other planned measures. Where people are planning to rely on these shelters, they should be urged to consider how they will react in the face of a life threatening bushfire.

It is essential that the shelters are designed, built and maintained in accordance with relevant Australian Standards and national recommended performance standards. It is important to note that the design, siting and construction of a suitable bunker can be complex and expensive.

The Australian Building Codes Board (ABCB) has developed a Performance Standard for Private Bushfire Shelters for the design and construction of private bushfire shelters. A copy of this Standard is available through the CFS website and the ABCB.

It must be emphasised that private bushfire shelters built to this standard are not a stand-alone solution to keeping safe during a bushfire. Technical building standards are only one way of mitigating risk and misplaced reliance on a bunker can be life threatening. However, a shelter could be a useful 'Plan B' when efforts to defend a building have failed, or when for some reason it has not been possible to leave the property.

Contact your local council regarding the application and planning process to build a bushfire shelter.

HANDY HINT:

Make sure that your Building Fire Safety Systems are adequate and up to date. Information about Building Fire Safety can be found at the Metropolitan Fire Service website at www.samfs.sa.gov.au



YOU NEED TO KNOW:

Do not rely on a Bushfire Shelter as your sole protective measure for working or living in a bushfire-prone area. Use them only as an option of last resort, in conjunction with other planned measures.

Planning and Development Regulations

Given the location and nature of your business, you may need to comply with building, planning and development regulations if you decide to extend your buildings or modify your operations in a designated Bushfire Protection Area. Further information about the planning requirements in Bushfire Protection Areas can be found at <http://www.planning.sa.gov.au/go/development-plans/bushfire-protection-areas>. The Planning SA website also has links and important information regarding the Building Code of Australia (BCA), Building Advisory Notices and the SA Housing Code.

The Bushfire Protection Areas are subject to bushfire-related planning and building requirements, depending upon the level of bushfire risk determined for the area and may include features such as having dedicated water supplies for fire fighting; buffer zones between homes and flammable or combustible vegetation; appropriate access roads; and building features which increase bushfire protection (e.g. spark and ember protection).

Please note that your buildings will also be subject to Building Fire Safety requirements, in addition to bushfire-related requirements. Complete and up to date versions of the *SA Development Act 1993* and *SA Development Regulations* can be found online on the SA Legislation website www.legislation.sa.gov.au.





Fire Fighting Equipment and Water supply

Whether or not you plan to stay and defend your worksite, if your site is in a bushfire risk area you need to ensure that you have the resources, equipment and water supply to effectively fight a fire and keep your people safe. Always maintain and regularly test your plant and equipment and ensure that an adequate water supply is available for fire fighting. Consider the general tidiness of your buildings and worksites and keep your workshops, sheds and depots neat and tidy.

Water supplies

Because the easiest, most effective way to extinguish fire is to apply water, it is important to have adequate, accessible water storage and an effective way of distributing it. If you are on a reticulated water supply, everyone in the area, including the CFS, will be using the mains water supply, causing a severe loss in water pressure.

How much water will you need?

This is a difficult question to answer. Some buildings have been saved using bucketed water from a small gravity-fed tank, while others equipped with pools and pumps have been lost. However, the CFS recommends at least 5000 litres for firefighting (using a fire pump with hoses etc) or 22,000 litres if you have installed a sprinkler system for a domestic-sized building. A commercial facility will need a much larger supply.

Ideas for water storage

- ✓ Place 200 litre drums and buckets in strategic locations and fill them at the start of the fire danger season.
- ✓ Rubbish bins and stock-feed bins can be filled on fire danger days.
- ✓ Your hot water service may have water. Make sure you know how to access it safely.
- ✓ Tanks vary in size from 1000 litres to 20,000 litres and preferred materials include galvanised iron and concrete,
- ✓ An appropriate tap fitting will enable CFS to tap into your water supply.
- ✓ If your building is on mains water you can run it through a storage tank making sure your tank is always full.

HANDY HINT:

Remember to prepare and maintain your communication equipment during the Fire Danger Season. Keep mobile phones charged and operating.

HANDY HINT:

Find more information about water supplies, pumps, sprinklers and equipment on the CFS website.
www.cfs.sa.gov.au



Water distribution options

Knapsacks Knapsack sprays are fairly heavy, but may be half-filled for greater portability.

Hoses Use a large diameter garden hose (19mm) or specialised fire fighting hose. Hoses should be fitted with an adjustable fire fighting nozzle that is capable of withstanding the pump pressure and be able to reach every point of a building.

Fire fighting Pumps

A 5 hp petrol or diesel-powered pump with manual or electric start is ideal for most situations. Test the pump regularly prior to and during summer.

Sprinkler Systems Specially designed plumbing systems of strategically placed taps and sprinklers are extremely useful in areas of extreme fire danger.

Other options Include a bucket and mop - they don't need fuel, can be relied on to function and will cope with most small fires.

Pump and water supplies should be placed in an area that is protected from the impact of fire, but is still easily accessible.

HANDY HINT:

For further information on the management of farms to mitigate the risk of bushfire refer to 'The Farming Guidelines for the Reduction of Bushfire Risk' available from the CFS website www.cfs.sa.gov.au. These Guidelines promote a planned landscape approach to bushfire protection and fuel reduction works on farms, including stubble height reduction.

Vehicles & Machinery

Work and travel in the country during the bushfire season needs to be done with extreme caution and vigilance. You need to keep your vehicles and machinery maintained, fuel tanks filled, and

- ✓ Always carry woollen blankets and a supply of water in the vehicle.
- ✓ Regularly check the exhaust system and remove any build up of flammable material caught in the vehicle's exhaust pipe, muffler or catalytic converter.
- ✓ Restrict off road driving to tracks where grass is low and park only in cleared areas.
- ✓ Always carry a knapsack spray or fire extinguisher on machinery.
- ✓ Maintain a farm fire fighting unit with its own pump, motor hoses and water tank ready to use when harvesting, burning-off, welding or conducting other farm operations (this a legislated requirement for some machinery as part of their operation during the fire danger season).
- ✓ Do not carry drums of fuel on tractors. Vibration may cause leaks.
- ✓ Never refuel any machine while the engine is running and always keep a suitable fire extinguisher on hand.

Mowers and Slashers

Rotary mowers or slashers, used in stubble retention practices, can start bushfires when the blades strike stones and generate sparks.

The CFS advises that mowers, especially rotary types should not be used in dry grass, stubble or crops on days when there is the chance of fires starting and spreading. Contact your local council Fire Prevention Officer to obtain a copy of the local Code of Practice for Mowing and Slashing in your council area. Should a fire start and escape during slashing the operator may be liable to a fine of up to \$5,000 and face possible litigation from any affected neighbour.

In compliance with the *SA Fire and Emergency Services Act*, when using a mower or slasher, chain saw, brush cutter or edger during the fire danger season you must either:

- Clear a four metre area of all flammable material right around the area to be cut, or
- Have a knapsack or extinguisher and a rake or shovel on hand.

Any tractor powered by an internal combustion engine must also have the appropriate exhaust system as listed below:

- All engine exhaust emitted by the engine or vehicle exits through the system;
- The system is designed to prevent the escape of burning material from the system;
- The system is designed to prevent heated parts of the system from coming into contact with flammable material;
- The system is in good working order;
- Engine exhaust emitted by a turbocharged engine, by means of a device commonly known as a waste gate, will be taken to exit through the exhaust system of the engine or vehicle.



Grinders and Welders

Sparks from angle grinders, welders, oxy cutting tools, and other gas fired appliances used during summer can also cause bushfires.

All operators need to observe the rules for using these appliances outdoors during the fire danger season and comply with the *SA Fire and Emergency Services Act*.

- This equipment can only be used outdoors when there is no Total Fire Ban in force and even then a four metre space must be cleared and the operator must have a knapsack or water extinguisher on hand.
- Dampen down the area with water prior to commencing work as an additional precaution.
- On Total Fire Ban days a permit is required from the local council.
- Illegal use can result in fines of up to \$5,000 for a first offence.
- Someone must be present at all times when this equipment is being used

Maintenance of Machinery

Plant operators need to take precautions to ensure that every item of equipment they operate, which generates heat in one form or another, is in good working order and is not likely to ignite dry grass, crops or other flammable substances during operations.

Check:

- All machinery and vehicle engines are free from any mechanical defects that could cause a fire.
- An efficient knapsack spray and rake or shovel is carried ready for use. A nine litre water extinguisher can be carried as an alternative.
- Stationary engines, including generators, are operated within a four metre clearance of all flammable material and a rake or shovel is at hand at all times during the operation.

Any internal combustion engine must also have an exhaust system where:

- All engine exhaust emitted by the engine or vehicle exits through the system; and
- The system is designed to prevent the escape of burning material from the system; and
- The system is designed to prevent heated parts of the system from coming into contact with flammable material; and
- The system is in good working order; and
- Engine exhaust emitted by a turbocharged engine by means of a device commonly known as a waste gate, will be taken to exit through the exhaust system of the engine or vehicle.

STEP 6.

Prepare & Practise Your Plan

STEP 6

Prepare & Practise Your Plan

Use the templates which accompany this Guide to prepare a Bushfire Safety and Survival Plan specific to your business or organisation and your needs.

The template will not suit everybody, but make sure that your version of your Plan

- addresses all the items and actions identified in the template which are relevant to your operations,
- uses a format which is appropriate to your circumstances
- presents the information in a manner which is accessible to all concerned

A written plan clarifies what actions each member of your team will take and how you will monitor and communicate fire risk and emergency warnings.

Making a choice when a bushfire threatens is too late. The majority of people in bushfires die fleeing their locations at the last moment. They place themselves at greater risk

of suffering smoke inhalation and being burnt by radiant heat. Lack of preparation and leaving late is a deadly combination.

Once your Bushfire Safety and Survival Plan and procedures are prepared, make sure you practise all aspects of your plan well before Summer. There's nothing like a practice run to highlight the potential success or failure of your procedures. If you leave the practice too late, you won't have time to communicate the hastily reviewed plans to the rest of your team, your clients and partners.



**REMEMBER, IF
IT'S NOT WRITTEN
DOWN AND
PRACTISED, IT'S
NOT A PLAN.**

To order a copy of this guide and template plan go to

www.cfs.sa.gov.au/site/business_guide.jsp

IT IS ESSENTIAL THAT YOU:

- **Practise the actions in your Bushfire Safety and Survival Plan to prepare you, your staff, your volunteers and your clients to be able to respond automatically and appropriately during a bushfire threat.**
- **Document and practise your plans and procedures.**
- **Have a plan that will work in different situations and can adapt to changing circumstances. It is important to recognise that unexpected things are likely to occur in an emergency event.**
- **Keep links to the CFS website and other key websites live to ensure that material is up-to-date, and**
- **Review policies, plans and procedures annually to reflect any changes that may have taken place.**

PREPARE. ACT. SURVIVE.

Contact the Bushfire Information Hotline on 1300 362 361 (TTY 133 677) or visit www.cfs.sa.gov.au





Government of South Australia

Is my business at risk?

All people working or travelling in bushfire risk areas, including those in the suburban fringes of Adelaide and in regional South Australia, are in danger of experiencing a bushfire. Businesses operating in and around bushfire risk areas are at risk of being impacted directly or indirectly during and after the bushfire season.

It is your responsibility to prepare yourself, your business, your staff or volunteers and your facilities to survive bushfires.

Decisions must be made before the Fire Danger Season and before a bushfire threatens so you and your people are able to respond to the conditions and circumstances in the best possible way and minimise the potential physical, social or economic impacts.

This Guide is designed to walk you through the decision making process, providing information and guidance towards developing a Bushfire Safety Plan which works for your business, organisation or service industry.



PREPARE. ACT. SURVIVE.

