

## Fire preparedness checklist

Business Preparedness	Who	When	Date completed
Insurance reviewed and updated			
Review and update farm asset list			
Scan or copy important documents and store off farm. Record where they are stored			
Update Property Identification Code (PIC)			
Review and update emergency contact list			
Update farm map			
Review the rules around burning off in your municipality			
Family/staff briefing	Who	When	Date completed
Family members/staff/contractors are aware of the Fire Preparedness Plan and their roles			
Family members/staff briefed on use of 000, VicFire and mobile phone emergency apps			
Family members and staff know the address/ location of the property to relay to emergency services in the event of a fire			
Communications equipment used on farm is in good working order and family members/ staff are trained in its use			
Family members/staff/contractors are aware of fire danger periods declared in your municipality (and associated restrictions)			
Family members/staff/contractors are aware of daily fire danger ratings and total fire bans when declared			
Harvest machinery operators are familiar with harvest related fire dangers and know how to undertake assessments using the CFA Grain Harvesting Guide			

## Fire preparedness checklist

Farm Preparedness	Who	When	Date completed
Property access is clear and well maintained			
Roadside property number is clearly visible from both directions at property entry			
Farm biosecurity sign at farm entrance with mobile phone number displayed			
Contents of all personal emergency and evacuation kits (including personal protective equipment) checked and updated			
Building/Vegetation Maintenance	Who	When	Date completed
Undertake routine maintenance of house and farm buildings ensuring all doors can be easily closed during periods of high fire danger			
Clear vegetation and other flammable materials from around the home and farm buildings including gutters			
Establish fire breaks			
Monitor hay that may be at risk			
Equipment and Asset Maintenance	Who	When	Date completed
Knapsack and fire extinguishers are regularly serviced			
Fire extinguishers (or knapsacks) are fitted to tractors, harvesters and other relevant machinery			
Farm vehicles are supplied with a fire extinguisher, pure wool blanket, first aid kit, UHF radio and mobile phone charger (and 12 volt adaptor if required)			
Firefighting unit is set up, serviced, tested and fitted with appropriate hand tools including wire cutters			
Electric fences checked for faults and kept clear of long grass – switch off on fire risk days			
All farm machinery and equipment maintained in good working order (to avoid starting a fire)			
Assemble firefighting equipment for protecting your home residence			

## Fire preparedness checklist

Water Supply	Who	When	Date completed
Tank holding a minimum of 22,000 litres of water for firefighting purposes fitted with appropriate CFA couplings			
Dams suitable for filling fire units are marked on farm map			
Livestock Management	Who	When	Date completed
Refuge area (paddock/stock containment area identified and prepared for livestock with adequate water)			
All livestock fitted with electronic ear tags or management tags			
Feed sources for livestock kept at two locations on property			

High Risk Day Ratings	Who is leaving	Who is staying?	Destination? (include route and backup route)
<b>HIGH</b>			
<b>EXTREME</b>			
<b>CATASTROPHIC</b>	<b>All personnel should leave on catastrophic days</b>		

## Further information and tips for filling out your fire preparedness checklist

Business preparedness	
Insurance reviewed and updated	<ul style="list-style-type: none"> <li>• Check to ensure clean up, permits, contractor fees and increased replacement costs (including fencing) are included in your policy</li> <li>• Develop a good relationship with your broker or insurance provider, so they know your business, needs and risk profile</li> <li>• Stock can be insured on a gross value or a per head allocation. Expensive stock like herd or stud bulls or rams will require proof of value/purchase price</li> <li>• Keep detailed records of dead and injured livestock (including photos)</li> <li>• If existing residential buildings are in a bushfire management overlay base valuation of buildings on what it will cost to rebuild to higher bushfire building standards.</li> </ul>
Review and update farm asset list	<ul style="list-style-type: none"> <li>• If you purchase, or dispose of any equipment throughout the year, ensure your asset inventory is updated</li> <li>• Scan, photocopy or take photos of all important documents including but not limited to:                             <ul style="list-style-type: none"> <li>- asset list (home/farm assets and personal valuables)</li> <li>- rates notice, drivers' licence, passport, will, insurance papers (home, contents, vehicles/machinery, farm)</li> </ul> </li> <li>• Store copies of important documents at another site as a hard copy, on an external drive or electronically (in cloud or off-site server).</li> </ul>
Update your Property Identification Code (PIC)	<ul style="list-style-type: none"> <li>• PICs are used to locate properties and owners that have livestock when emergency events such as fires occur. An up-to-date PIC enables Agriculture Victoria to contact and support impacted farmers after natural disasters</li> <li>• If you own livestock and don't have a PIC, you need to obtain one. Please call the Agriculture Victoria NLIS Helpline on <b>1800 678 779</b> or visit: <a href="https://agriculture.vic.gov.au/farm-management/property-identification-codes">https://agriculture.vic.gov.au/farm-management/property-identification-codes</a></li> </ul>
Review and update emergency contact list	<ul style="list-style-type: none"> <li>• Ensure there is a copy in a location that all family members/employees can access</li> <li>• Update the list on an annual basis</li> <li>• Keep a copy in your emergency/evacuation kit</li> </ul>
Update farm map	<ul style="list-style-type: none"> <li>• Include any new dams, yards, fences, roads and other farm infrastructure</li> <li>• Include recently purchased blocks of land or properties.</li> </ul>
Review the rules around burning off in your local municipality	<ul style="list-style-type: none"> <li>• Contact your local council or fire brigade</li> <li>• For information on burning off or total fire ban restrictions visit CFA <a href="https://www.cfa.vic.gov.au">https://www.cfa.vic.gov.au</a></li> </ul>
Family/staff briefing	
Communications equipment used on farm is in good working order and family members/staff are trained in its use	<ul style="list-style-type: none"> <li>• Do you have a backup battery/charger or cigarette lighter connector for your phone or other devices?</li> <li>• Do you have spare batteries for a radio?</li> <li>• Is your UHF in good working order?</li> <li>• Are all vital apps installed properly on phones and tablets:                             <ul style="list-style-type: none"> <li>- Vic Emergency – set up a home zone so you get alerts within a set radius of your property (Link to the <a href="https://www.emv.vic.gov.au/responsibilities/victorias-warning-system/vicemergency">https://www.emv.vic.gov.au/responsibilities/victorias-warning-system/vicemergency</a> website for instructions on how to download the Vic Emergency app onto your phone and set up an alert radius)</li> <li>- Find friends app: For piece-of-mind share your location with friends/family if you get separated</li> <li>- EmergencyPlus.</li> </ul> </li> <li>• Apple iOS app download: <a href="https://www.apple.com/au/app-store/">https://www.apple.com/au/app-store/</a></li> <li>• Android app download: <a href="https://play.google.com/store/apps">https://play.google.com/store/apps</a></li> </ul>

## Family/staff briefing (Cont'd)

Family members/staff/contractors are aware of fire danger periods declared in your municipality (and associated restrictions)	Guidelines can be found at: <a href="https://www.cfa.vic.gov.au">https://www.cfa.vic.gov.au</a>
Family members/staff/contractors are aware of daily fire danger ratings and total fire bans when declared	Guidelines can be found at: <a href="https://www.cfa.vic.gov.au">https://www.cfa.vic.gov.au</a>
Harvest machinery operators are familiar with harvest related fire dangers and know how to undertake assessments using the Grain Harvesting Guide	This guide can be found at: <a href="https://www.cfa.vic.gov.au/ArticleDocuments/534/grain_harvesting_CFA_A4_Land_V8_Jan_2017.pdf">https://www.cfa.vic.gov.au/ArticleDocuments/534/grain_harvesting_CFA_A4_Land_V8_Jan_2017.pdf</a>

## Farm preparedness

Property access is clear and well maintained	<ul style="list-style-type: none"> <li>Gates are operational/maintained in good working order</li> <li>Clear vegetation around entry/exits, culverts, and bridges</li> <li>Clear any low hanging branches that may impact vehicles/trucks.</li> </ul>
Roadside property number is clearly visible from both directions at property entry	<ul style="list-style-type: none"> <li>Your roadside property number (or rural road number) is determined by measuring the distance, in metres, from the start of the road to the primary entrance point of your property. The distance is divided by 10 and rounded down. Odd numbers are on the left side of the road and even numbers are on the right</li> <li>For example: if your property is located 880 metres from the start of the road and on the left side, you will be assigned a rural roadside number of 87.</li> </ul>
Farm biosecurity sign at farm entrance with mobile phone number displayed	For more information visit: <a href="https://www.farmbiosecurity.com.au/toolkit/gate-signs/">https://www.farmbiosecurity.com.au/toolkit/gate-signs/</a>
Contents of all personal emergency and evacuation kits (including personal protective equipment) checked and updated	<ul style="list-style-type: none"> <li>Stocktake and replace any items required</li> <li>Checklists for emergency and evacuation kits found in Appendices 5 and 6.</li> </ul>

## Building/vegetation maintenance

Undertake routine maintenance of house and farm buildings ensuring all doors can be easily closed during periods of high fire danger	<ul style="list-style-type: none"> <li>Check and seal gaps, vents and roof spaces, replace broken tiles and ridge capping, to prevent entry of burning embers</li> <li>Clear gutters of leaves and twigs</li> <li>Ensure underfloor areas are enclosed/screened</li> <li>Move wood piles away from the house and sheds</li> </ul> <p>For more information read Your Guide to Property Preparation found at: <a href="https://www.cfa.vic.gov.au/plan-prepare/how-to-prepare-your-property">https://www.cfa.vic.gov.au/plan-prepare/how-to-prepare-your-property</a></p>
Clear vegetation and other flammable materials from around the home and farm buildings including gutters	<ul style="list-style-type: none"> <li>Clear grass, bark, twigs, branches</li> <li>Mow/spray grass around buildings</li> <li>Remove mulch from around your house (especially under windows)</li> <li>Trim shrubs around house. There should be no shrubs over one metre next to or below windows</li> <li>Remove/trim trees and branches within 10 metres of house or buildings.</li> </ul>
Establish fire breaks	<ul style="list-style-type: none"> <li>Firebreaks a minimum of 15 metres wide can prevent fire escaping onto neighbouring land and reduce the likelihood of fires entering your farm.</li> </ul>
Monitor hay that may be at risk	<ul style="list-style-type: none"> <li>Ensure hay is fully cured before baling. Moisture content should be no more than 20 per cent (12–18 per cent is recommended as a precaution)</li> <li>Monitor hay with a correctly calibrated moisture meter.</li> </ul> <p>See CFA fact sheet Preventing Haystack Fires: <a href="https://www.cfa.vic.gov.au">https://www.cfa.vic.gov.au</a></p>

## Building/vegetation maintenance (Cont'd)

<p><b>Farm vehicles are fitted out with a fire extinguisher, fire blanket, first aid kit, UHF radio and mobile phone charger (and 12 volt adaptor if required)</b></p>	<ul style="list-style-type: none"> <li>• All farm vehicles and machinery should be fitted with a 9-litre water extinguisher</li> <li>• Ensure that first aid kits in vehicles are maintained with adequate and up-to-date supplies, ie, not out of date</li> <li>• People operating vehicles and machinery have access to a UHF radio and/or phone, so communication is maintained between family members and employees.</li> </ul>
--	---

## Equipment and asset maintenance

<p><b>Firefighting unit is set up, serviced, tested and fitted with appropriate hand tools including wire cutters</b></p>	<ul style="list-style-type: none"> <li>• Is the load including tank, pump and fittings properly secured?</li> <li>• Are the vehicle and pump mechanically sound and are serviced regularly?</li> <li>• Is the vehicle fitted with a UHF radio?</li> </ul>
<p><b>Fire pumps serviced, regularly tested and filled with fresh fuel</b></p>	<ul style="list-style-type: none"> <li>• Check pull cords</li> <li>• Check all fittings and hoses to ensure they aren't leaking or worn.</li> </ul>
<p><b>Electric fences checked for faults and kept clear of long grass</b></p>	<ul style="list-style-type: none"> <li>• Switch off the energiser where extreme fire danger is expected.</li> </ul>
<p><b>All farm machinery and equipment maintained in good working order (to avoid starting a fire)</b></p>	<ul style="list-style-type: none"> <li>• All equipment is regularly serviced and kept clean</li> <li>• Regularly check for faults and ensure spark arrestors are fitted</li> <li>• Complete service on generator.</li> </ul>
<p><b>Assemble firefighting equipment for protecting your home residence</b></p>	<ul style="list-style-type: none"> <li>• Ensure you have all the equipment you need including but not limited to buckets, ladders, hoses and fittings, mops.</li> </ul> <p>See CFA publications on defending your property and private firefighting equipment at <a href="https://www.cfa.vic.gov.au">https://www.cfa.vic.gov.au</a></p>

## Water supply

<p><b>Tank holding a minimum of 22,000 litres of water for firefighting purposes fitted with appropriate CFA couplings</b></p>	<ul style="list-style-type: none"> <li>• Bores and standpipes may also be suitable if flow rates are sufficient</li> <li>• Your firefighting water supply must be independent of the reticulated water supply (water main)</li> <li>• Pumps should be operated by either solar power or generator or be powered by petrol/diesel and not be dependent on mains electricity supply</li> <li>• To assist emergency services, farmers and landowners are strongly encouraged to have adequate water supplies available and accessible. Water supplies should:             <ul style="list-style-type: none"> <li>- be obvious or known to CFA or other agencies (i.e., through signs or property plans)</li> <li>- located in an open, flat area with a hard standing area that allows a fire suppression pump to be within 4 metres of the water supply</li> <li>- able to be accessed even when water levels are low during summer months</li> <li>- have a turning circle loop or turn-around point</li> <li>- be fitted with pipes that are flame-resistant and heat-resistant</li> </ul> </li> <li>• Where tanks are used, have couplings or adaptors that enable the filling of farm firefighting equipment and CFA tankers</li> <li>• CFA trucks use a special fitting to connect to tanks. To ensure CFA can access water there needs to be at least one 64 mm, 3 thread/25 mm x 50 British Standard Pipe round male coupling (CFA Male End, Pt. No. SE.03.074). Consider using a 'tee' to allow the CFA fitting on one side of the branch and personal firefighting fittings on the other side of the pipe.</li> </ul> <p>For more information on this, please visit <a href="https://www.cfa.vic.gov.au/ArticleDocuments/392/FSG006-LUP-BMO-Water-Tank-Connections-Outlet-Pipe-Work-aug14.pdf">https://www.cfa.vic.gov.au/ArticleDocuments/392/FSG006-LUP-BMO-Water-Tank-Connections-Outlet-Pipe-Work-aug14.pdf</a></p>
--	--

Livestock management	
<p><b>Refuge paddock/stock containment area identified and prepared for livestock (with adequate water)</b></p>	<ul style="list-style-type: none"> <li>• Select or create a heavily grazed area, cultivated, slashed or 'green' area where stock can be moved to during a bush fire with access to water and extra protection from adjacent laneways or firebreaks</li> <li>• Stock containment areas are often utilised as a fire refuge.</li> </ul>
<p><b>All livestock fitted with electronic ear tags or management tags</b></p>	<ul style="list-style-type: none"> <li>• Properly identified animals and livestock can be identified and returned to their owners quickly post a fire event. For cattle and sheep and non-exempt goats, NLIS tags are an excellent form of identification</li> <li>• Ensure the NLIS database details for your property are up to date</li> </ul> <p>For more information on the National Livestock Identification System (NLIS) visit <a href="https://www.nlis.com.au/">https://www.nlis.com.au/</a></p> <ul style="list-style-type: none"> <li>• Dogs and cats should be microchipped for ease of identification in the event of a natural disaster</li> <li>• If leaving your property with your pets, have suitable transport crates for dogs and cats. These are important for travelling in vehicles and if you have to stay at a relief centre or other accommodation</li> <li>• Some animals may refuse to be loaded into a float or trailer – have an alternative plan for these animals.</li> </ul> <p>Link to useful resources: <a href="https://kb.rspca.org.au/knowledge-base/what-should-i-consider-if-i-need-to-evacuate-my-animal-in-a-natural-disaster">https://kb.rspca.org.au/knowledge-base/what-should-i-consider-if-i-need-to-evacuate-my-animal-in-a-natural-disaster</a></p>