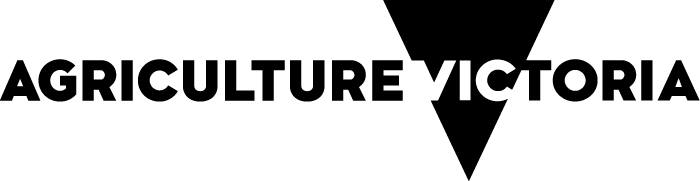
Fire Preparedness Toolkit



Published by Agriculture Victoria, Department of Energy, Environment and Climate Action

1 Spring Street Melbourne, Victoria 3000  
Telephone 136 186

December 2022

© Copyright State Government of Victoria

This publication is copyright. No part may be reproduced by any process except in accordance with provisions of the *Copyright Act 1968.* No part may be reproduced by any process except in accordance with the provisions of the Copyright Act 1968. For more information contact the DJPR Customer Service Centre 136 186

ISSN 2205-8214 (print) ISSN 2205-8214 (online)

Authorised by the Victorian Government, Melbourne.

**Disclaimer**

This publication may be of assistance to you, but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

**Accessibility**

If you would like to receive this publication in an accessible format, such as large print or audio, please telephone 136 186. Deaf, hearing impaired or speech impaired? Call us via the National Relay Service on 133 677 or visit [www.relayservice.com.au](http://www.relayservice.com.au) This document is also available in PDF format on the internet at: [vic.gov.au/bushfire-recovery-victoria](http://vic.gov.au/bushfire-recovery-victoria)

[Introduction 2](#_Toc133919539)

[Fire planning for farmers 2](#_Toc133919540)

[Prepare 2](#_Toc133919541)

[Create a farm map 2](#_Toc133919542)

[Fire preparedness checklist 5](#_Toc133919543)

[Fire preparedness action plan 5](#_Toc133919544)

[Emergency contact list 5](#_Toc133919545)

[Fire Danger Ratings and Total Fire Ban days 5](#_Toc133919546)

[Emergency and evacuation kits 7](#_Toc133919547)

[Farm asset inventory 7](#_Toc133919548)

[Response 8](#_Toc133919549)

[Planning for high-risk days 8](#_Toc133919550)

[Recovery 8](#_Toc133919551)

[After the fire 8](#_Toc133919552)

[Fire impact assessment 9](#_Toc133919553)

[Emergency feed and water budget table 9](#_Toc133919554)

[For more information 9](#_Toc133919555)

[Agriculture Victoria website 9](#_Toc133919556)

[CFA website 10](#_Toc133919557)

[Appendices 10](#_Toc133919558)

[1. Create a farm map 10](#_Toc133919559)

[2. Fire preparedness checklist 11](#_Toc133919560)

[3. Fire preparedness action plan 19](#_Toc133919561)

[4. Emergency contact list 20](#_Toc133919562)

[5. Emergency kit 22](#_Toc133919563)

[6. Evacuation Kit 23](#_Toc133919564)

[7. Farm asset inventory 24](#_Toc133919565)

[8. Fire impact assessment form 25](#_Toc133919566)

[9. Emergency feed and water budget table 29](#_Toc133919567)

# Introduction

## Fire planning for farmers

**The characteristics of every farm and farming business are different and each farm requires a unique approach to fire preparedness. Fire can affect properties rapidly and cause devastating impacts.**

Developing a fire plan and undertaking the tasks identified within it, will assist farmers and land managers to be better prepared and recover faster, should their property be affected by fire.

A fire plan can help to protect your home, livestock and vital farm infrastructure. A plan will also help identify the timing of activities so they can be undertaken at the appropriate time.

It is important to review the plan on an annual basis and again during periods of high fire risk. All members of the family and employees should be aware of the plan and how to implement it. Agriculture Victoria’s Fire Preparedness Toolkit includes checklists and templates, that once complete can help form a fire preparedness plan.

The checklists and templates have been developed with input from landholders. The Fire Preparedness Toolkit should be used in conjunction with existing information and resources provided by the Country Fire Authority (CFA) and your local council.

For more information visit go to the publications section at: [**https://www.cfa.vic.gov.au**](https://www.cfa.vic.gov.au/)

# Prepare

## Create a farm map

A farm map can be a useful tool in the development of a fire plan. It can clearly identify critical assets, water sources, assembly/evacuation and exit points and stock refuge areas. Consider making multiple copies of the map to share with family and employees and place copies in visible and easily accessed areas. The farm map can be hand drawn, an existing aerial photo or developed using custom made mapping software.

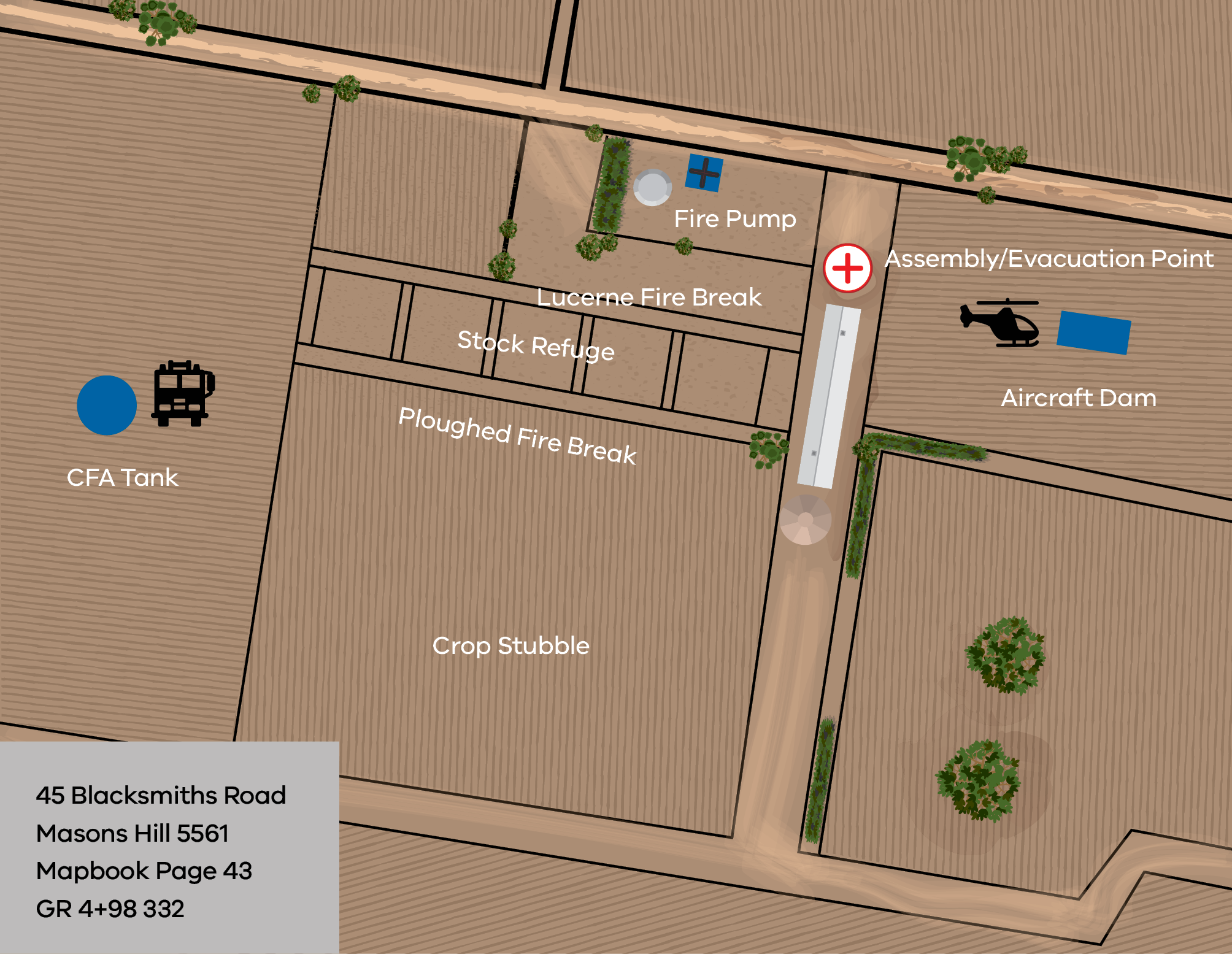
### Tips for preparing a farm map:

Use coloured markers to highlight infrastructure, vegetation, water and hazards. Below is a summary of suggested colour coding.

|  |  |
| --- | --- |
|  | Farm assets and infrastructure (houses, machinery, sheds, fences, yards, powerlines, roads, gates) |
|  | Vegetation |
|  | Water sources (dams, bores, rivers, creeks, tanks, swimming pools, pumps and hydrant points) |
|  | Hazards |

Features can be mapped as points, lines or polygons (or a combination of all three). Symbols, colours, hatching and text can be used to highlight more important parts of your plan. If you have internet access, use a satellite view map (such as Google Maps©) as a guide to creating your property map.

A template for preparing a map of your farm can be found in Appendix 1.



Picture 1: Example of aerial farm map.

Examples of features to map include:

* Internal fences
* Farm gates
* Evacuation point
* Property access/exit points
* Buildings and infrastructure
* Fire breaks
* Pipelines and powerlines
* Water points
* Water ways (creeks, crossing points/bridges)
* Water pumps
* Stock refuges
* Stock yards

Areas of high fire risk

## Fire preparedness checklist

Your fire preparedness plan should be reviewed on an annual basis, ideally before the start of the fire season. The review should involve all family members and employees. The discussion should clearly identify individual responsibilities, their roles, equipment and what to do during periods of high fire danger. This review may also be a good time to undertake a refresher on the use of pumps and other firefighting equipment.

The fire preparedness checklist has been developed to help you establish a fire preparedness plan and it is divided into key sections to ensure you consider business preparedness, a family/staff briefing, farm preparedness, building and vegetation maintenance, equipment and asset maintenance, water supply, stock management and high risk day considerations. A copy of the template can be found in Appendix 2.

## Fire preparedness action plan

After working through the fire preparedness checklist, note any urgent repairs or actions that need to occur prior to the upcoming fire season. A blank copy of an action plan template can be found in Appendix 3.

## Emergency contact list

An emergency contact list is an essential part of a fire plan. It should list the phone numbers of emergency services, state and local government contacts, veterinary clinic, local hospital, family members, employees and your neighbours. A copy of an emergency contact list template can be found in Appendix 4. To contact your local CFA region, visit: <https://www.cfa.vic.gov.au>

## Fire Danger Ratings and Total Fire Ban days

Fire Danger Ratings tell you how dangerous a fire could be if one started. The higher the rating, the more dangerous the conditions. Make it part of your plan to check the Fire Danger Rating every day. Fire Danger Ratings can be used as a trigger for various fire plan actions including when different personnel will leave or whether you activate a ‘leave early’ or ‘stay and defend’ plan. Your plan might use forecast fire danger ratings to trigger activities like relocating stock or laying out fire hoses. During the fire season check your local warnings regularly to keep safe.

Give consideration to:

* Who will be responsible for checking weather and fire warnings on a regular basis?

How will you stay up to date with fire restrictions?

The new Fire Danger Ratings diagram showing:
Moderate: Plan and prepare
High: Be ready to act
Extreme: Take action now to protect life and property
Catastrophic: For your survival, leave bushfire risk areas

Diagram 1: The new Fire Danger Ratings

Check fire ratings regularly and use your local knowledge and observations to assess your level of risk. Do not wait to receive a warning before activating your plan. A fire may start on a nearby property and fires can threaten lives and farms within minutes.

Your fire plan should clearly identify the actions required based on predicted fire danger ratings. Depending on the forecast Fire Danger Rating these actions may include:

* Leaving the property early in the morning or on the previous day
* Staying and defending your farm
* Personal emergency/evacuation kits are ready and keys placed in vehicles
* Having your personal protective equipment, drinking water and wire  
  cutters readily available
* Moving your stock into a containment area, laneway or grazed out paddock
* Laying out hoses, priming and testing fire pumps

Setting up equipment to grade/cultivate emergency fire breaks.

To find out more about fire danger ratings visit: <https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-fire-danger-ratings/about-fire-danger-ratings>

Total Fire Bans are declared by CFA’s Chief Officer on days of heightened fire danger to reduce the risk of a fire starting.

A Total Fire Ban sets legal restrictions on what activities can or cannot occur in a particular district for that day. It aims to reduce the activities that may start a fire.

For more information on what you can or can’t do, visit: [https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-fire-danger-ratings/can-i-or-cant-iWarnings and updates](https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-fire-danger-ratings/can-i-or-cant-i)

When a bushfire starts, things can change in a matter of minutes. You need to keep connected and updated regularly during bushfire season. By being alert and following official warnings closely, you and your family have the best chance to act early and leave for a safer place.

### Where to find warnings and updates

* Listen to ABC Local Radio commercial and designated community radio stations and watch Sky News TV
* VicEmergency website: VicEmergency app or [emergency.vic.gov.au](http://emergency.vic.gov.au/)
* Social Media outlets: Twitter @CFA\_Updates and [facebook.com/cfavic](http://facebook.com/cfavic)
* 1800 226 226 – The VicEmergency Hotline is a freecall
* 1800 555 677 – Callers who are deaf, hard to hearing, or have a speech/communication impairment can contact VicEmergency via the National Relay Service on this number
* 131 450 – If you do not speak English, call the Translating and Interpreting Service for translated information from VicEmergency. If you know someone who cannot speak English, give them this number
* In some circumstances you may receive an SMS to your mobile phone

You may receive a call to your landline phone

A complete list of official emergency broadcasters can be downloaded from the Emergency Management Victoria website, visit: <https://www.emv.vic.gov.au/responsibilities/victorias-warning-system/emergency-broadcasters/list>

## Emergency and evacuation kits

When a bushfire is likely to impact your property, staying to defend it or preparing to shelter in place can be extremely dangerous. You must be mentally and physically fit, have all the necessary personal protective equipment, have an ample supply of food and water and an emergency and evacuation kit packed and ready to go. Landholders should prepare an emergency and evacuation kit even if your plan is to leave early.

A handy checklist for preparing an emergency kit and an evacuation kit can be found in Appendix 5 and 6.

## Farm asset inventory

A list of all significant assets, (plant, machinery, tools, infrastructure, fences, gates, fodder/grain, chemicals and stock) is a vital part of being prepared for a natural disaster such as a fire, storm or flood. Having an up-to-date asset list will expediate the payment of insurance or other assistance.

A simple way to prepare a list is to take photographs, noting down model/serial numbers, purchase date, cost and current valuation of all assets. It is recommended that photos and associated information be kept in both hard copy and digital format at an off farm location. Secure ‘cloud’ storage is an excellent idea. In addition to specific items, general photos of workshop bench and storage areas, machinery and shearing sheds can help identify missing items.

Refer to Appendix 7 for a handy template of a farm asset inventory.

# Response

## Planning for high-risk days

Your fire plan should include a “high risk day action plan”. The action plan should include agreed trigger points for various actions and responses; when to leave, who will leave, where will they go? You may need to stay for several days so this needs to be taken into consideration.

There are a number of CFA templates that guide you through developing a plan for high-risk days. The bushfire survival planning templates – leaving early and defending your property can be found in the publications section of the CFA website.

If planning to defend your property it is highly recommended that you have a discussion about it with your local CFA fire brigade. CFA will be able to offer advice about how to reduce the risks of planning to defend your property.

For more information go to: [https://www.cfa.vic.gov.au](https://www.cfa.vic.gov.a/)

# Recovery

## After the fire

It is important to consider the dangers associated with returning to a fire affected property. These dangers can include fallen powerlines, dangerous trees, burning stump holes and ground contaminated with asbestos or chemical residues. A careful and methodical assessment should be carried out to make the farm as safe as possible before recovery work commences.

Your fire plan should include a section on recovery. How will you look after yourself, your family, employees and neighbours? What are the priority actions that need to be taken once the fire has been extinguished?

Agriculture Victoria’s “Recovery after fire – practical steps for farmers” booklet will help you plan your recovery and get you back to business as soon as possible. It contains suggested actions in the critical areas of:

* Personal health and wellbeing
* Livestock management (animal health, welfare, feed and water)
* Water management
* Soil and pasture recovery
* Fencing and property planning
* Pest control and;

Financial support.

This handy guide can be found online: <https://agriculture.vic.gov.au/__data/assets/pdf_file/0007/613519/Recovery-After-Fire-Guide.pdf>

## Fire impact assessment

Included in Appendix 8 is a simple fire impact assessment form to help you document any losses and consider the priority steps you need to action after a fire event.

## Emergency feed and water budget table

Completing an emergency feed and water budget following a fire will help you determine your livestock’s short term needs which is important if you have lost a significant amount of pasture or supplementary feed and water supplies are impacted. Refer to Appendix 9 for a copy of a template to calculate your short term (14 days) emergency livestock feed and water requirements.

For a downloadable copy of the emergency feed and water budget table visit: <https://www.feedinglivestock.vic.gov.au/wp-content/uploads/2022/10/Emergency-feed-water-table.pdf>

For further information and advice on feeding livestock visit Agriculture Victoria’s feeding livestock website: [https://www.feedinglivestock.vic.gov.au](https://www.feedinglivestock.vic.gov.au/)

Meat and Livestock Australia also provides an online stocking rate calculator: <https://etools.mla.com.au/src/#/Home>

Agriculture Victoria offers information and advice on recovery services and programs offered by the Government and other agencies following fire.

Please contact Agriculture Victoria on 136 186 for more information.

# For more information

## Agriculture Victoria website

Emergency management: <https://agriculture.vic.gov.au/farm-management/emergency-management>

How to prepare for a bushfire: <https://agriculture.vic.gov.au/farm-management/emergency-management/bushfires/how-to-prepare-for-a-bushfire>

Bushfires: <https://agriculture.vic.gov.au/farm-management/emergency-management/bushfires/bushfire-factsheets-and-resources>

Recovery after fire: <https://agriculture.vic.gov.au/__data/assets/pdf_file/0007/613519/Recovery-After-Fire-Guide.pdf>

On farm bushfire recovery resources: <https://agriculture.vic.gov.au/farm-management/emergency-management/bushfires/bushfire-factsheets-and-resources>

## CFA website

Visit the CFA website at [https://www.cfa.vic.gov.au](https://www.cfa.vic.gov.au/) to access publications on topics such as:

* Before and during a fire
* How to prepare your property
* Fire safety on the farm
* Hay and harvest fire safety (including the grain harvesting guide)
* Restrictions and permits for farming activities
* Operating farming machinery, equipment and vehicles
* Firefighting equipment
* Electric fences and powerlines
* Livestock

Horses and bushfires.

# Appendices

## 1. Create a farm map

**STEP 1:** Use a **BLACK** marker to map assets and infrastructure on your property (houses, machinery, shed, fences, powerlines etc)

**STEP 2:** Use a **GREEN** marker to map all the vegetation

**STEP 3:** Use a **BLUE** marker to map any water sources (dams, bores, rivers, creeks, tanks, swimming pools, pumps and hydrant points)

**STEP 4:** Use a **RED** marker to map any hazards

|  |
| --- |
| Date Map Created: / / |

## 2. Fire preparedness checklist

### 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 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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) |
| --- | --- | --- | --- |
| **HIGH** |  |  |  |
| **EXTREME** |  |  |  |
| **CATASTROPHIC** | All personnel should leave on catastrophic days |  |  |

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

#### Business preparedness

|  |  |
| --- | --- |
| Insurance reviewed and updated | * Check to ensure clean up, permits, contractor fees and increased replacement costs (including fencing) are included in your policy * Develop a good relationship with your broker or insurance provider, so they know your business, needs and risk profile * 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 * Keep detailed records of dead and injured livestock (including photos) * 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. |
| Review and update farm asset list | * If you purchase, or dispose of any equipment throughout the year, ensure your asset inventory is updated * Scan, photocopy or take photos of all important documents including but not limited to: * asset list (home/farm assets and personal valuables) * rates notice, drivers’ licence, passport, will, insurance papers (home, contents, vehicles/machinery, farm) * Store copies of important documents at another site as a hard copy, on an external drive or electronically (in cloud or off-site server). |
| Update your Property Identification Code (PIC) | * 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 * If you own livestock and don’t have a PIC, you need to obtain one. Please call the Agriculture Victoria NLIS Helpline on 1800 678 779 or visit: <https://agriculture.vic.gov.au/farm-management/property-identification-codes> |
| Review and update emergency contact list | * Ensure there is a copy in a location that all family members/employees can- access * Update the list on an annual basis * Keep a copy in your emergency/evacuation kit |
| Update farm map | * Include any new dams, yards, fences, roads and other farm infrastructure * Include recently purchased blocks of land or properties. |
| Review the rules around burning off in your local municipality | * Contact your local council or fire brigade * For information on burning off or total fire ban restrictions visit CFA [https://www.cfa.vic.gov.au](https://www.cfa.vic.gov.au/) |

#### Family/staff briefing

|  |  |
| --- | --- |
| Communications equipment used on farm is in good working order and family members/staff are trained in its use | * Do you have a backup battery/charger or cigarette lighter connector for your phone or other devices? * Do you have spare batteries for a radio? * Is your UHF in good working order? * Are all vital apps installed properly on phones and tablets: * Vic Emergency – set up a home zone so you get alerts within a set radius of your property (Link to the <https://www.emv.vic.gov.au/responsibilities/victorias-warning-system/vicemergency> website for instructions on how to download the Vic Emergency app onto your phone and set up an alert radius) * Find friends app: For piece-of-mind share your location with friends/family if you get separated * EmergencyPlus. * Apple iOS app download: <https://www.apple.com/au/app-store/> * Android app download: <https://play.google.com/store/apps> |
| Family members/staff/contractors are aware of fire danger periods declared in your municipality (and associated restrictions) | Guidelines can be found at: [https://www.cfa.vic.gov.au](https://www.cfa.vic.gov.au/) |
| Family members/staff/ contractors are aware of daily fire danger ratings and total fire bans when declared | Guidelines can be found at: [https://www.cfa.vic.gov.au](https://www.cfa.vic.gov.au/) |
| 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: <https://www.cfa.vic.gov.au/ArticleDocuments/534/grain_harvesting_CFA_A4_Land_V8_Jan_2017.pdf> |

#### Farm preparedness

|  |  |
| --- | --- |
| Property access is clear and well maintained | * Gates are operational/maintained in good working order * Clear vegetation around entry/exits, culverts, and bridges * Clear any low hanging branches that may impact vehicles/trucks. |
| Roadside property number is clearly visible from both directions at property entry | * 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 * 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. |
| Farm biosecurity sign at farm entrance with mobile phone number displayed | For more information visit: <https://www.farmbiosecurity.com.au/toolkit/gate-signs/> |
| Contents of all personal emergency and evacuation kits (including personal protective equipment) checked and updated | * Stocktake and replace any items required * Checklists for emergency and evacuation kits found in Appendices 5 and 6. |

#### Building/vegetation maintenance

|  |  |
| --- | --- |
| Undertake routine maintenance of house and farm buildings ensuring all doors can be easily closed during periods of high fire danger | * Check and seal gaps, vents and roof spaces, replace broken tiles and ridge capping, to prevent entry of burning embers * Clear gutters of leaves and twigs * Ensure underfloor areas are enclosed/screened * Move wood piles away from the house and sheds   For more information read Your Guide to Property Preparation found at: <https://www.cfa.vic.gov.au/plan-prepare/how-to-prepare-your-property> |
| Clear vegetation and other flammable materials from around the home and farm buildings including gutters | * Clear grass, bark, twigs, branches * Mow/spray grass around buildings * Remove mulch from around your house (especially under windows) * Trim shrubs around house. There should be no shrubs over one metre next to or below windows * Remove/trim trees and branches within 10 metres of house or buildings. |
| Establish fire breaks | * Firebreaks a minimum of 15 metres wide can prevent fire escaping onto neighbouring land and reduce the likelihood of fires entering your farm. |
| Monitor hay that may be at risk | * 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) * Monitor hay with a correctly calibrated moisture meter.   See CFA fact sheet Preventing Haystack Fires: [https://www.cfa.vic.gov.au](https://www.cfa.vic.gov.au/) |
| 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) | * All farm vehicles and machinery should be fitted with a 9-litre water extinguisher * Ensure that first aid kits in vehicles are maintained with adequate and up-to-date supplies, ie, not out of date * People operating vehicles and machinery have access to a UHF radio and/or phone, so communication is maintained between family members and employees. |

#### Equipment and asset maintenance

|  |  |
| --- | --- |
| Firefighting unit is set up, serviced, tested and fitted with appropriate hand tools including wire cutters | * Is the load including tank, pump and fittings properly secured? * Are the vehicle and pump mechanically sound and are serviced regularly? * Is the vehicle fitted with a UHF radio? |
| Fire pumps serviced, regularly tested and filled with fresh fuel | * Check pull cords * Check all fittings and hoses to ensure they aren’t leaking or worn. |
| Electric fences checked for faults and kept clear of long grass | * Switch off the energiser where extreme fire danger is expected. |
| All farm machinery and equipment maintained in good working order (to avoid starting a fire) | * All equipment is regularly serviced and kept clean * Regularly check for faults and ensure spark arrestors are fitted * Complete service on generator. |
| Assemble firefighting equipment for protecting your home residence | * Ensure you have all the equipment you need including but not limited to buckets, ladders, hoses and fittings, mops.   See CFA publications on defending your property and private firefighting equipment at [https://www.cfa.vic.gov.au](https://www.cfa.vic.gov.au/) |

#### Water supply

|  |  |
| --- | --- |
| Tank holding a minimum of 22,000 litres of water for firefighting purposes fitted with appropriate CFA couplings | * Bores and standpipes may also be suitable if flow rates are sufficient * Your firefighting water supply must be independent of the reticulated water supply (water main) * Pumps should be operated by either solar power or generator or be powered by petrol/diesel and not be dependent on mains electricity supply * To assist emergency services, farmers and landowners are strongly encouraged to have adequate water supplies available and accessible. Water supplies should: * be obvious or known to CFA or other agencies (i.e., through signs or property plans) * 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 * able to be accessed even when water levels are low during summer months * have a turning circle loop or turn-around point * be fitted with pipes that are flame-resistant and heat-resistant * Where tanks are used, have couplings or adaptors that enable the filling of farm firefighting equipment and CFA tankers * 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.   For more information on this, please visit <https://www.cfa.vic.gov.au/articledocuments/392/FSG006-LUP-BMO-Water-Tank-Connections-Outlet-Pipe-Work-aug14.pdf.aspx> |

#### Livestock management

|  |  |
| --- | --- |
| Refuge paddock/stock containment area identified and prepared for livestock (with adequate water) | * 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   Stock containment areas are often utilised as a fire refuge. |
| All livestock fitted with electronic ear tags or management tags | * 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 * Ensure the NLIS database details for your property are up to date   For more information on the National Livestock Identification System (NLIS) visit <https://www.nlis.com.au/>   * Dogs and cats should be microchipped for ease of identification in the event of a natural disaster * 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 * Some animals may refuse to be loaded into a float or trailer – have an alternative plan for these animals.   Link to useful resources: [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-n) |

## 3. Fire preparedness action plan

| Risk | Action required | Who | When | Date completed |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 4. Emergency contact list

#### Farm emergency contact list

| Farm Name |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address |  |  |  |  |
| Owner/Manager | Name |  | Contact No |  |
| Owner/Manager | Name |  | Contact No |  |
| Children | Name |  | Contact No |  |
| Children | Name |  | Contact No |  |
| Children | Name |  | Contact No |  |
| Children | Name |  | Contact No |  |
| Children | Name |  | Contact No |  |
| Employees | Name |  | Contact No |  |
| Employees | Name |  | Contact No |  |
| Employees | Name |  | Contact No |  |
| Employees | Name |  | Contact No |  |
| Neighbours | Name |  | Contact No |  |
| Neighbours | Name |  | Contact No |  |
| Neighbours | Name |  | Contact No |  |
| CFA/Fire Station | Name |  | Contact No |  |
| SES | Name |  | Contact No |  |
| Electricity Company | Name |  | Contact No |  |
| Telephone Company | Name |  | Contact No |  |
| Police Station | Name |  | Mobile |  |
| Hospital | Name |  | Mobile |  |
| Doctor | Name |  | Mobile |  |
| Dentist | Name |  | Mobile |  |
| Insurance Agent | Name |  | Mobile |  |
| Livestock Agent | Name |  | Mobile |  |
| Local Shire – Municipality | Name |  | Mobile |  |
| Veterinarian | Name |  | Mobile |  |
| Livestock Transport | Name |  | Mobile |  |
| Plumber | Name |  | Mobile |  |
| Electrician | Name |  | Mobile |  |
| Local Merchandise Store | Name |  | Contact No |  |
| Fuel/Chemical Supplier | Name |  | Contact No |  |
| Local Water Carter | Name |  | Contact No |  |
| Equipment Dealer | Name |  | Contact No |  |
| Plant Supplier | Name |  | Contact No |  |
| Agriculture Victoria | Name |  | Contact No |  |
| Local Catchment Management Authority | Name |  | Contact No |  |
| Other | Name |  | Contact No |  |
| Other | Name |  | Contact No |  |

## 5. Emergency kit

Your emergency kit should be stored in a crate or tub and kept in an accessible spot that everyone knows about. Items you will need in your kit to help you survive during and after a bushfire are listed below:

#### Fire emergency kit

|  | Items | Checkbox (tick when included) |
| --- | --- | --- |
| Protective Clothing | Wide brimmed hat |  |
| Protective Clothing | Eye protection/ smoke googles |  |
| Protective Clothing | Smoke/particle masks, P2 mask or cotton scarf for face |  |
| Protective Clothing | Overalls or long-sleeved collared shirt and pants made from a natural fibre |  |
| Protective Clothing | Leather work gloves |  |
| Protective Clothing | Wool or cotton socks |  |
| Protective Clothing | Sturdy leather boots |  |
| Other Essential Items | Comprehensive first aid kit |  |
| Other Essential Items | Pure wool blankets/fire blankets |  |
| Other Essential Items | Battery powered radios |  |
| Other Essential Items | Torches and battery powered lights |  |
| Other Essential Items | Spare batteries and chargers |  |
| Other Essential Items | Wire cutters |  |
| Other Essential Items | Farm Emergency Contact List |  |
| Other Essential Items | Drinking water and food for at least 2 days |  |
| Other Essential Items | Medication and copies of prescriptions |  |

## 6. Evacuation Kit

Prepare your evacuation kit before the bushfire season and keep it in an accessible spot. Prepare a checklist of things you will need to include and take with you when you leave is vital. Your evacuation kit should include the items listed below:

#### Fire Evacuation Kit

| Item | Details | Checkbox (tick when included) |
| --- | --- | --- |
| Personal Protective Equipment | Make sure everyone leaving is wearing protective equipment (long pants and shirts (cotton, denim, or wool) and sturdy leather boots/shoes |  |
| Clothing, personal items and equipment | Change of clothing for all family members |  |
| Clothing, personal items and equipment | House and car/vehicle keys |  |
| Clothing, personal items and equipment | Underwear |  |
| Clothing, personal items and equipment | Toiletries and sanitary supplies |  |
| Clothing, personal items and equipment | Any medications (+copies of prescriptions) and first aid kit |  |
| Clothing, personal items and equipment | Phone, laptop and chargers |  |
| Clothing, personal items and equipment | Battery powered radio/spare batteries |  |
| Clothing, personal items and equipment | Torch/spare batteries |  |
| Clothing, personal items and equipment | Pure wool blanket |  |
| Copy of important documents/records | Photo ID or passport |  |
| Copy of important documents/records | Copy of rates notice |  |
| Copy of important documents/records | USB with copy of important digital files (including insurance, farm inventory, personal records and livestock records) |  |
| Copy of important documents/records | Copy of Farm Emergency Contact List |  |
| Valuables | Precious photos/personal items |  |
| Valuables | Wallet/purse |  |
| Valuables | Jewellery |  |
| Valuables | Other: |  |
| Food and water | For family members travelling with you (enough supplies for a couple of days) |  |
| Food and water | Take supplies for pets |  |

## 7. Farm asset inventory

#### Farm asset/inventory

| Item name | Description | Serial number | Date purchased | Other comments |
| --- | --- | --- | --- | --- |
| Example: Ford tractor | 1570 Ford 2wd (roll bar) | 675-oli- 8942- big-wheels | 20/02/1995 | *Very good condition, photos taken and emailed* |
| Eample: Toyota land cruiser and LDK tray | Grey Series 70 | VIN-Pol-9075-89 | 25/12/2010 | *Current (19/10/2021) 260,000kms. Regular service, some panel damage – see photos.* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 8. Fire impact assessment form

#### Fire impact assessment form

|  |  |
| --- | --- |
| Property details |  |
| Name |  |
| Trading name |  |
| Farm address |  |
| Total farm size |  |
| Area affected (%) by event |  |

#### Livestock

| Type of livestock | Total number prior | Need assessing | Missing | Deceased |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Grains, crops and feed

| Species | Lost, damaged or destroyed (ha/bales, etc.) | Remaining (ha/bales) |
| --- | --- | --- |
| Field Crop Standing |  |  |
| Stubble |  |  |
| Stored Grain |  |  |
| Pasture |  |  |
| Silage |  |  |
| Hay |  |  |
| Other |  |  |
| Other |  |  |

#### Infrastructure

| Items | Comments |
| --- | --- |
| Water, power and communication infrastructure (generators, pipes, solar panels, phones, powerlines) |  |
| External fencing (adjoining crown land) |  |
| External fencing (other) |  |
| Internal fencing |  |
| Gates |  |
| Sheds |  |
| Pumps |  |
| Tanks |  |
| Yards |  |
| Reticulation/irrigation (centre pivot, pipes, troughs) |  |
| Silos |  |
| Machinery |  |
| Vehicles/bikes |  |
| Tree belts/remnant vegetation |  |
| House |  |
| Carport |  |
| Other |  |

#### Horticulture

| Species | Lost, damaged or plants destroyed (ha/tonnes/ha) | Remaining (plants/ha) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Other impacts | Notes | Photos taken (Y/N) |
| --- | --- | --- |
| Containment lines that need rehabilitating (metres/km) |  |  |
| Water removed from dams for fire fighting |  |  |
| Erosion on waterways sediment in dams and paddocks |  |  |

**Based on the remaining stock on the property**

|  |  |  |
| --- | --- | --- |
| How much feed do I need? |  |  |
| How much water do I need? |  |  |
| What are my critical fencing requirements? |  |  |

## 9. Emergency feed and water budget table

