**2. Fire preparedness checklist**

**Fire preparedness checklist**

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| --- | --- | --- | --- |
| **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 |  |  |  |

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| --- | --- | --- | --- |
| **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 |  |  |  |

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| --- | --- | --- | --- |
| **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 |  |  |  |

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| --- | --- | --- | --- |
| **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**

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| --- | --- |
| 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**

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| 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**

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| 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**

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| 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**

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| 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**

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| 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**

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| 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) |