

# Fire Preparedness Toolkit

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# 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 the 'plan and prepare' section at: [cfa.vic.gov.au](https://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.

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

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: [cfa.vic.gov.au](https://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?

To find out more about fire danger ratings visit:

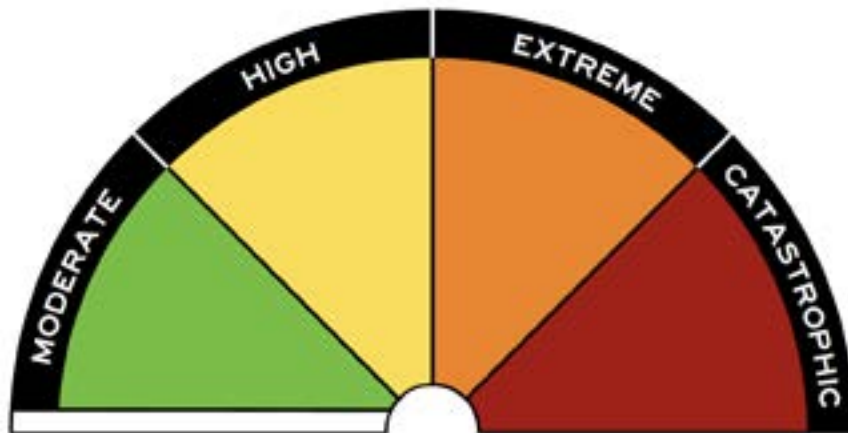
[cfa.vic.gov.au/warnings-restrictions/total-fire-bans-fire-danger-ratings/about-fire-danger-ratings](https://cfa.vic.gov.au/warnings-restrictions/total-fire-bans-fire-danger-ratings/about-fire-danger-ratings)

Scan the QR code to learn more about fire danger ratings





## The fire danger ratings



### 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 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.

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:

**[cfa.vic.gov.au/warnings-restrictions](https://cfa.vic.gov.au/warnings-restrictions)**

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](https://emergency.vic.gov.au)**



Social Media outlets:  
Twitter **[@CFA\\_Updates](https://twitter.com/CFA_Updates)** and **[facebook.com/cfavic](https://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:

**[emv.vic.gov.au/responsibilities/victorias-warning-system/emergency-broadcasters/list](https://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:

**[cfa.vic.gov.au](https://cfa.vic.gov.au)**

# 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:

[agriculture.vic.gov.au/\\_\\_data/assets/pdf\\_file/0007/613519/Recovery-After-Fire-Guide.pdf](http://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.



Scan the QR code to download  
a copy of the Recovery After Fire  
Guide

## 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:  
[feedinglivestock.vic.gov.au/wp-content/uploads/2022/10/Emergency-feed-water-table.pdf](https://feedinglivestock.vic.gov.au/wp-content/uploads/2022/10/Emergency-feed-water-table.pdf)



Scan the QR code to download a copy of the Emergency Feed and Water Budget

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

Meat and Livestock Australia also provides an online stocking rate calculator:  
[etools.mla.com.au/src](https://etools.mla.com.au/src)

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

Visit [agriculture.vic.gov.au/bushfires](https://agriculture.vic.gov.au/bushfires) for information on:

- Preparing your farm for bushfire
- What to do during a bushfire
- What to do after a bushfire
- Emergency contacts

## CFA website

Visit the CFA website at [cfa.vic.gov.au](https://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			

## 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)
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	<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/pic">agriculture.vic.gov.au/pic</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://cfa.vic.gov.au">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://apple.com/au/app-store/">apple.com/au/app-store/</a></li> <li>Android app download: <a href="https://play.google.com/store/apps">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://cfa.vic.gov.au">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://cfa.vic.gov.au">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://cfa.vic.gov.au/plan-prepare/how-to-prepare-your-property/farms">cfa.vic.gov.au/plan-prepare/how-to-prepare-your-property/farms</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://agriculture.vic.gov.au/biosecurity/animal-diseases/emergency-animal-diseases/farm-biosecurity-planning-and-templates">agriculture.vic.gov.au/biosecurity/animal-diseases/emergency-animal-diseases/farm-biosecurity-planning-and-templates</a> or <a href="https://farmbiosecurity.com.au/toolkit/gate-signs/">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://cfa.vic.gov.au/plan-prepare/how-to-prepare-your-property">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://cfa.vic.gov.au">cfa.vic.gov.au</a></p>

## Building/vegetation maintenance (Cont'd)

**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 [cfa.vic.gov.au](http://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>

Livestock management	
Refuge paddock/stock containment area identified and prepared for livestock (with adequate water)	<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>
All livestock fitted with electronic ear tags or management tags	<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://nlis.com.au/">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>

### 3. Fire preparedness action plan

[illegible]



## 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
	Name	Contact No
	Name	Contact No
	Name	Contact No
	Name	Contact No
Employees	Name	Contact No
	Name	Contact No
	Name	Contact No
	Name	Contact No
Neighbours	Name	Contact No
	Name	Contact No
	Name	Contact No
CFA/Fire Station	Name	Contact No
SES	Name	Contact No
Electricity Company	Name	Contact No
Telephone Company	Name	Contact No

## Farm emergency contact list (Cont'd)

Farm Name		
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	
	Eye protection/ smoke goggles	
	Smoke/particle masks, P2 mask or cotton scarf for face	
	Overalls or long-sleeved collared shirt and pants made from a natural fibre	
	Leather work gloves	
	Wool or cotton socks	
	Sturdy leather boots	
Other Essential Items	Comprehensive first aid kit	
	Pure wool blankets/fire blankets	
	Battery powered radios	
	Torches & battery powered lights	
	Spare batteries and chargers	
	Wire cutters	
	Farm Emergency Contact List	
	Drinking water and food for at least 2 days	
	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	
	House and car/vehicle keys	
	Underwear	
	Toiletries and sanitary supplies	
	Any medications (+copies of prescriptions) & first aid kit	
	Phone, laptop and chargers	
	Battery powered radio/spare batteries	
	Torch/spare batteries	
	Pure wool blanket	
Copy of important documents/records	Photo ID or passport	
	Copy of rates notice	
	USB with copy of important digital files (including insurance, farm inventory, personal records and livestock records)	
	Copy of Farm Emergency Contact List	
Valuables	Precious photos/personal items	
	Wallet/purse	
	Jewellery	
	Other:	
Food and water	For family members travelling with you (enough supplies for a couple of days)	
	Take supplies for pets	

## 7. Farm asset inventory

[illegible]

## Farm asset/inventory (Cont'd)

## 8. Fire impact assessment form

[illegible]

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

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?		

# SHORT TERM (14 day)

# Emergency Feed & Water Budget

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HAY NEEDED BY ANIMALS						HAY AVAILABLE			FEED REQUIRED
TYPE OF ANIMAL e.g. Beef cow, sheep etc	CLASS e.g. Lactating, dry etc	NUMBER OF HEAD	HAY NEEDED PER HEAD (KG) Refer to table 1	TONNES REQUIRED PER DAY	TONNES REQUIRED PER FORTNIGHT	NUMBER BALES ON HAND e.g. Beef cow, sheep etc	WEIGHT OF BALES (KG)	TONNES ON HAND	ADDITIONAL FEED REQUIRED PER FORTNIGHT (TONNES)
a	b	c	d	e e = (c x d) / 1000	f f = e x 14	g	h	i i = (g x h) /1000	j j = f – i

TABLE 1 — DAILY FEED REQUIREMENTS (AS FED WEIGHTS):

Based on pasture hay average 9 MJME/kgDM, 9% CP and 60% NDF

SHEEP, GOATS, ALPACAS	Dry	1.0 kg
	Late Pregnancy	1.0 kg Hay + 0.5 kg Grain/pellets
	Lactating Single	0.5 kg Hay + 1.5 kg Grain/pellets
	Lactating Twin	0.5 kg Hay + 2.0 kg Grain/pellets
BEEF CATTLE	Dry	11 kg
	Point of calving	15 kg
	Lactating	18 kg** Grain/pellets required to supplement hay
DAIRY CATTLE	Dry Friesian	11 kg
	Dry Jersey	9.5 kg
	Lactating Friesian	24 kg** Grain/pellets required to supplement hay
	Lactating Jersey	20 kg** Grain/pellets required to supplement hay
HORSE		11 kg
PONY		6 kg

Note: These are very basic feeding guidelines for short-term feeding based on average weight adult livestock. They account for 20% wastage when feeding out. \*\*Hay alone will not provide appropriate levels of protein nor meet energy needs for lactating stock, grain/pellets will need to be added into the diet. Milk production and body condition will be compromised if grain/pellets are not fed to lactating stock. Please consider feed quality before calculating feed budget.

TABLE 2 — WEIGHT OF HAY BALES (as fed weights)

SMALL SQUARE	25 kg
LARGE SQUARE	8x3x3 300 kg 8x4x3 600 kg 8x4x4 750 kg
ROUND BALES	4x4 250 kg 5x4 350 kg 5x6 500 kg

TABLE 3 — WATER REQUIREMENTS

CATTLE	50–120 litres/day
SHEEP	5–10 litres/day
HORSES	50–100 litres/day
ALPACAS/GOATS	5–10 litres/day

Note: Stock may drink more in hotter weather and when lactating.

WATER CALCULATIONS

Type of animal	=	Water Requirements L/day	=	$\times 14 =$	L/fortnight
				$\times 14 =$	
				$\times 14 =$	
				$\times 14 =$	
				$\times 14 =$	

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