

# **PREPARING FOR BUSHFIRE SEASON: CHECKLIST**


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# How to Contact Us

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# Checklist

This checklist is designed to help you prepare your business ahead of bushfire season.

Having a checklist and plan in place may help minimise disruption, maintain business continuity make recovery faster.

There is no one-size-fits-all for reducing bushfire risk or exposure. This checklist provides a starting point to consider what actions you might take or are suitable for your business, location, and circumstance. A personalised and more detailed bushfire plan may form part of your Business Continuity Plan.

In the event of a bushfire remember to follow the directions and recommendations of your local Emergency Services.

## People

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- Develop a task list for your people to follow in the event of a bushfire. Ensure this is reviewed and communicated across the business.
- Communicate emergency procedures and key contacts across the business.
- Consult with your people to develop an evacuation plan in the event of a bushfire and conduct a drill.
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- If the threat of a bushfire is current, ensure the safety and whereabouts of the people in the impacted area and devise alternative driving routes to avoid high risk zones.
- Establish a staff check-in process to confirm safety and location during an incident.
- Ensure availability of appropriate PPE (e.g. masks, gloves, eye protection).

## Business Continuity

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- If you don't already have a Business Continuity Plan, consider creating one; otherwise review your existing plan and ensure its up-to-date.
- Have a hard & soft copy key contacts list (e.g. *customers and suppliers*) to keep informed if you experience business disruption.
- Consider a back-up location to temporarily move/store assets and cargo offsite.
- Subscribe to relevant state/territory bushfire warning services.

## Property

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- Review any past bushfire incidents in your area and their impact on your premises and/or operations.
- Remove, or try to reduce, the amount of accumulated rubbish, foliage and shrubs close to your building.
- Maintain a clear access road for the premises.
- Keep flammable materials such as wood, gas, petrol and paint stored away from buildings.
- Keep a ladder handy for roof access.
- Audit fire alarms. Check fire extinguishers and first aid kits; ensure they are easily located and accessible.
- Check to see if your hoses reach all parts of your building/s and gardens.
- If mains pressure water is not connected, consider obtaining a high- pressure pump.
- Identify and document procedures to safely shut down utilities (gas, electricity etc).



# Additional Resources

This checklist is a basic guide for what might be included in your more detailed Emergency Management Plan and larger Business Continuity Plan. The Australian Government and state-based government websites provide further guidance and tools on developing these plans for your business.

## **Australian Government:**

- [Developing an Emergency Management Plan](#)
- [Guide to continuing your business](#)

Please remember to refer to your local SES and Fire Departments for up-to-date warnings. Subscription services are also available from some state first response teams:

- [Queensland Fire Department Current Bushfire Warnings](#)
- [New South Wales Rural Fire Service Fires Near Me](#)
- [Vic Emergency Incidents & Warnings](#)
- [ACT Emergency Services Incident Updates](#)
- [South Australian Country Fire Service Incidents & Warnings](#)
- [Emergency WA Warnings](#)
- [TAS Alert](#)
- [Secure NT Bushfire Alerts](#)

## **Australian Bureau of Meteorology State Based Fire Danger Ratings**

- [Queensland Fire Danger Ratings](#)
- [New South Wales Fire Danger Ratings](#)
- [Victoria Fire Danger Ratings](#)
- [Australian Capital Territory Fire Danger Ratings](#)
- [South Australia Fire Danger Ratings](#)
- [Western Australia Fire Danger Ratings](#)
- [Tasmanian Fire Danger Ratings](#)
- [Northern Territory Fire Danger Ratings](#)