

Bushfires

Preparing to leave early



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Disclaimer

Red Cross Emergency REDiPlan provides people with general information to help prepare for an emergency such as flood, fire, cyclone, storm or an interruption to utility services.

This information booklet is designed to assist people to prepare for leaving early in the event of a bushfire.

The Country Fire Authority (CFA) has contributed to this booklet, specifically providing information and advice relating to bushfires and what to do in the event of a bushfire. The Department of Human Services also contributed content to this booklet. For more information about fire, visit www.cfa.vic.gov.au.

Before taking any action, you should carefully consider for yourself if a particular action is appropriate in the light of your own personal circumstances.

Find out more about preparing your household for emergencies by visiting www.redcross.org.au/prepare.

Foreword

The 2009 Victorian bushfires serve as a tragic reminder for all of us not to be complacent. Bushfires destroy lives. If you live in a bushfire-prone area, you need to prepare for every bushfire season.

This booklet assists people who may need additional support to prepare to leave their homes early on fire risk days. If you – or someone you care for – will need help to prepare and leave early when there is a high fire risk then you should develop a bushfire leaving early plan. If you need further help with your bushfire leaving early plan, talk to your family, friends and neighbours, or your carer or service provider if you have one.

This booklet was produced jointly by the Country Fire Authority (CFA) and Australian Red Cross to guide you through the four steps to prepare to leave early on fire risk days.

The CFA has contributed the specific information and advice about bushfires and what to do in the event of a bushfire. More information can be found at www.cfa.vic.gov.au.

Red Cross has extensive experience and capacity in helping people and communities prepare for, respond to and recover from emergencies in Australia and across the globe. This booklet draws heavily on *Emergency REDiPlan – four steps to prepare your household*, an Australian Red Cross publication to help all Australians prepare for emergencies such as fire, flood, cyclone, storm or an interruption to utility services. You need to be informed and prepared for all emergencies that can occur in your area. Before taking any action, you should carefully consider for yourself if a particular action is appropriate in the light of your own personal circumstances. Further information can be found at www.redcross.org.au/prepare.



Emergencies may not be something we think about every day, but they can strike at any time. In most cases, the effects may be short term, but, in some circumstances, the effects of an emergency can last for a long time. Knowing what to do and where to go on hot, dry, windy days is your best protection against a bushfire. With a simple plan, you can help yourself and your household prepare, and cope better if a bushfire occurs.

Family, friends and neighbours are often vital in assisting you to plan for a bushfire. It is important to work out your needs with the support of family and friends before a bushfire occurs. This plan will also help family and friends to make sure you get the best help possible.

A bushfire leaving early plan will help you make decisions about when you will leave, where you will go, how you will get there, when you will return and what you will do if you can't leave.

We recommend four steps to prepare households to leave early in the event of a bushfire:

- 1. Be informed**
- 2. Make a plan**
- 3. Make a relocation kit**
- 4. Know your neighbours.**

There is also a workbook section (including a bushfire leaving early plan template) at the back of this booklet to complete and put in a safe place, such as on your fridge or at the front door.

Discuss the ideas in this booklet with your family, friends, neighbours and anyone else in your support network to help integrate emergency planning into your lives.



step 1 be informed

Step 1: Be informed

Creating a bushfire leaving early plan and involving everyone when you make it will ensure your household knows what to do on fire risk days.

Know your capabilities

- You are in the best position to plan for your own safety in the event of a bushfire, as you have the best understanding of your own abilities and needs.
- Decide what you will be able to do for yourself and what assistance you may need before, during and after an emergency. Get your support network to help you with your plan so they are aware of the best ways to assist you.

Know how to create a personal support network

A personal support network can help you to identify and get the resources you need to help you before, during and after an emergency. This network is made up of people who will check in with you and assist in the event of an emergency.

- A personal support network could include family, friends, neighbours, support services that may help you, members of local groups and any other place where you spend a lot of time.
- Do not depend on only one person. Some people in your network may also be affected by the same emergency. Include at least three people and consider speaking with as many people as possible. They should be:
 - people you trust
 - able to determine when you need assistance and understand your capabilities and needs
 - able to provide help within minutes.

Think about where you might go if you weren't able to go home, or had to leave home because of an emergency.

- Give a copy of your bushfire leaving early plan to your family, friends and services that may support you so they know your plan.

Why you should leave early

Leaving early is the only safe option.

The CFA advises that bushfires are extremely dangerous and can impact on homes and people within minutes. Sometimes there is no time to leave once a fire threatens your area and the roads out are blocked. You may not always receive a warning and it may not be possible to evacuate your township or suburb due to the location and size of the fire.

Being caught in a bushfire can be deadly, particularly for people who are isolated or are physically or emotionally vulnerable.

Why you need to be informed

Preparing in advance with your family and support network can help you cope with a bushfire. Knowing what to do and being ready for a bushfire is your best protection. It is also your responsibility and is an important part of maintaining your independence.

Victoria is one of the most fire-prone regions in the world and bushfires occur somewhere across the state every summer. If you live in a high risk bushfire area, you need to be aware of this fact. While very hot weather and the risk of a bushfire can be very unsettling and disruptive to your life, there are things you can do to minimise the inconvenience of leaving early. Being informed about the risks, developing a plan and making sure you leave early on fire risk days can ensure you avoid being trapped in a deadly situation.

Fires are noisy, confusing, stressful events. Stress may cloud your and other people's judgement. The smoke and noise will make it difficult to see or hear anything. Houses can catch fire and burn quickly. You need to be well away from the area during a fire so you are not killed, injured or traumatised by the event. Firefighters will be very busy. It is likely they will be unable to help everyone or respond to every individual call. Most people will have to face the fire without assistance. This is why you need to leave early.

Fire danger ratings – your trigger to leave early

During fire season, the Fire Danger Rating will feature in weather forecasts and be broadcast on radio and TV and appear in some newspapers.

The higher the fire danger rating the more dangerous the conditions and the more likely a bushfire is to get out of control should one start. The fire danger ratings can help you predict fire risk days and can be used as your trigger for action. On Severe and Extreme fire risk days you need to leave early in the day. Code Red is the highest fire danger rating; these are the worst conditions for a bushfire and you are advised to leave the night before or early in the day.

Refer to the inside back cover to view fire danger ratings and what you should do. The fire danger ratings information can also be found on the websites of CFA and Bureau of Meteorology, or by calling the Victorian Bushfire Information Line on 1800 240 667.



Your back-up plan

CFA advises that in the event you can't leave early, you need to have a back-up plan. If you are caught at home when a bushfire threatens you need to know what options are available.

If you have not been able to leave early and are caught in a bushfire you will need to seek shelter in the safest place. This may be a Neighbourhood Safer Place, a neighbour's well-prepared house or even your own home. Being caught by a bushfire is an extremely dangerous situation and you must seek shelter from the radiant heat in the most well-prepared building you can access safely. Last minute survival options may include places such as dams, swimming pools and cleared paddocks.

During a bushfire

If you have not been able to leave early and there is a bushfire in the area you need to remain alert, monitor the outside environment for signs of fire and actively seek information.

Know where to look for warnings (warnings occur when a fire has started)

- Be aware of all warning systems – they can provide life-saving information, but keep in mind that you may not get a warning. Fires can start and spread quickly and there may not be time for authorities to put out an official warning.
- Listen to the radio during the summer period. Local radio is often the best source of information about bushfire warnings, what is happening, and what the authorities want you to do. Find your local ABC and commercial radio station's frequency and write it in this booklet, or contact the Victorian Bushfire Information Line on 1800 240 667. Some community radio stations also broadcast alerts and warnings.
- An Emergency Alert telephone warning may also be sent to your phone based on your billing address.
- Listen for fire warnings issued for surrounding towns. Your town may not be mentioned and it could be too late to leave when it is.
- During major emergencies the Standard Emergency Warning Signal (SEWS) may be used to alert the community to an urgent safety message about to be played on radio, television, public address system or mobile siren. To listen to the tone, go to the Bureau of Meteorology website (www.bom.gov.au) and search for 'SEWS'.
- If you hear emergency information or a warning and don't understand, ask a family member, friend or neighbour for assistance.



Know how to stay calm

The practice of regularly leaving home on fire risk days can be very unsettling. Learning how to cope with the stress of leaving home on fire risk days is an important part of your leaving early plan. Talk with friends and family about some of the feelings you might experience in this situation and make a plan for dealing with these feelings. Try to alleviate some of the stress of leaving early by storing some of your treasured and important personal items away from the area during the bushfire season. Being away from your home and your neighbourhood when it is threatened by fire can cause distress and strain family relationships, and you may see behaviour changes in adults and children. It is important to remain calm during and after an emergency.

Who to contact for information and assistance

- Contact your family, friends or neighbours identified in your bushfire leaving early plan.
- Contact the Victorian Bushfire Information Line on 1800 240 667 for more information on fires that are currently burning. The line is open from 8am to 6pm Monday to Friday (or outside business hours when significant fires are occurring).
- If you are deaf, hard of hearing or have a speech impairment, contact the Victorian Bushfire Information Line through the National Relay Service: TTY users phone 1800 555 677 then ask for 1800 240 667. Speak and Listen users phone 1800 555 727 then ask for 1800 240 667. Internet relay users connect to www.iprelay.com.au/call then ask for 1800 240 667.

More information on first aid and volunteering is available at www.redcross.org.au.

Checklist

Do you know:

- ☐ where to get information about Fire Danger Ratings?
- ☐ who is in your personal support network?
- ☐ who to call for information on bushfires?
- ☐ your local ABC and commercial radio frequencies?
- ☐ what the Standard Emergency Warning Signal (SEWS) sounds like?



step 2

make a plan

Step 2:
Make a plan
Planning ahead
is the best
way to protect
yourself and
your loved ones,
possessions
and your
financial future.

Why you need a plan

Being prepared in advance can make leaving early less stressful. A bushfire leaving early plan lets everyone in your support network know what you will do when the fire danger ratings indicate that it is too dangerous for you to stay. The plan will also let them know what support you will need.

Planning ahead is the best way to protect:

- yourself, your loved ones, pets and animals
- possessions that are important to you
- your financial situation.

How to make a bushfire leaving early plan

Get together with everyone in your support network to ensure everyone understands the plan and knows what to do when it is time to use it.

If you are finding it difficult to think about or start your planning ask your family, friends or support network to help you work through the process. If you don't have a support network to help you and you are having difficulty you can contact your service provider or your local council. Your local council may be able to connect you to a local organisation that can help.

Establish an out-of-town contact for members of your household to phone if you are separated and record their number in your plan.

1. Emergency information list

List all important contacts in the back of this booklet, including:

- household members
- names and numbers of everyone in your support network
- names and number of agencies that provide a service to you (e.g. gardener, pool cleaner etc.), so you can tell them you are not going to be at home
- electricity, gas, water, local doctor/hospital and telephone emergency numbers.

If telecommunications are affected, you may not be able to contact people in your network. Establish a contact person (preferably an out-of town contact) to be the reference for family to phone if you are separated.

2. Medical information list

Record information about any medical conditions that you have, and emergency contact details for your medical providers:

- in the 'medical information list' in the back of the booklet, record the names of medications and their dosages, the condition for which you take the medication, the name of the doctor who prescribed it and the doctor's phone number. If possible, attach copies of prescriptions
- record your allergies and sensitivities
- attach copies of health insurance cards
- if you require support items like walkers, keep them in a designated place so you can find them quickly

- if you rely on medical aids such as hearing aids or spectacles, consider storing them in a container by your bedside attached to your nightstand using Velcro.

3. Financial plan

- Bushfires can cause obvious financial burden if you have to replace lost property. There might be financial assistance available from governments and other agencies after a bushfire – generally, this assistance is minor and targeted at immediate needs. It won't be enough to rebuild your home or replace valuables, so you will need to plan to cover financial losses.
- On a day-to-day basis, it makes good sense to have a personal or household financial plan. Centrelink provides financial information seminars and can be contacted on 13 63 57 for further information.
- Make sure your household insurance policy covers you for bushfires, and that it is up to date. The Insurance Council of Australia (www.insurancecouncil.com.au) has guides to help you choose household insurance.
- Seek the advice of a financial planner on how to best protect yourself. Think about life insurance to protect your family. If you receive benefits from Centrelink, talk to your customer service consultant about how they can assist if a bushfire occurs. Record all insurance details in your financial plan.

- A will is not something that people like to talk about, but having one is a sensible action that lets your family know exactly what should take place if the unforeseen happens to you or a family member. You can make a will by contacting your solicitor, a public trustee or getting a will pack from your post office or newsagency.

4. Being away for an extended period

Think about these situations when planning what you will take with you when you leave early.

- If you leave early and are unable to return home you might need somewhere to stay overnight. Talk to your support network about where you could stay if this occurred.
- If your neighbourhood is damaged by fire you will need a lot of support. Because roads, power and other infrastructure may have been destroyed, it may be several weeks or months before you can return. Think about what you might need to take with you if you cannot return home.
- If your home is destroyed by fire, you will need things such as insurance papers, financial information and you will want to have saved some precious belongings.
- If you rely on community support services to live in your home, you should talk to the coordinator or your case manager about what would happen if a bushfire occurred in your area.

Make sure your household insurance policy covers you for all the hazards you have identified.

5. Check and practise your bushfire leaving early plan

Check your bushfire leaving early plan is up-to-date and the phone numbers are still valid.

Practise with your support network at the start of every summer to ensure everyone knows what to do when you have to leave early.

Ask your support network to assist you to help keep your property clear and reduce the fuel around your home, clean gutters and drains, and cut back tree branches hanging over rooves.

Where to keep your plan

When it is completed, put a copy of your plan where it is easy to access – such as on your fridge or by the front door. Keep a copy of the plan and other important documents (e.g. wills, passports, photos, birth certificates etc.) in your relocation kit. Make sure you also give a copy to everyone in your support network.

Checklist

Consider the following:

- ☐ has everyone in the household and support network developed the plan together?
- ☐ have you developed a back-up plan or contingency options in case you get caught?
- ☐ have you included your out-of-town contacts?
- ☐ do you know where you will stay if you can't return home?
- ☐ have you included important phone numbers?
- ☐ have you completed your medical information list?
- ☐ have you checked your insurance cover?
- ☐ have you developed a household financial plan?
- ☐ have you completed your annual check-up?





step 3 make a relocation kit

Step 3: Make a relocation kit

Put together a relocation kit with items you may need when you're planning to leave early.

Why you need a kit

A ready-made relocation kit will help meet your needs when you're planning to leave early.

What your kit should contain

Make a list of what you will need. You will already have many items in your house. If you need to purchase anything, remember that you don't have to do it all at once – you can stagger it over weeks or months. Most of the things you need can be found at a supermarket, hardware store or even the \$2 shop. You will need a sturdy container for your relocation kit, preferably waterproof. You can use a box with wheels, a large sports bag or a suitcase.

1. Light

- Two torches (plus spare batteries and globes) in case the power goes off and someone needs to go outside. Don't leave the batteries in the torch; check them every six months.

2. Food and water

Include some food and water in your kit. Keep a store of water in airtight containers. This water can be stored for up to 12 months.

Recommended items to include:

- drinks
- dried and long-life food
- ready-to-eat canned or bottled food
- snack food
- health supplies.

Make a list of what you will need. You will already have many items in your house. If you need to purchase anything, remember that you don't have to do it all at once.

3. Medication and special needs

If you require medication, include at least 14 days supply. Medical needs to consider are: heart or high blood pressure supplies, insulin, prescription drugs, denture supplies and so on.

Some extra items you may need to include:

- an extra pair of glasses or contact lenses and a copy of your prescription
- a list of the style and serial numbers of medical devices such as pacemakers
- a hearing aid
- items for your pet such as food, additional water, bowls, leash, identification tags, medications, medical records, litter and litter pan.

4. Hygiene

- It's important to keep good personal hygiene. The most important times for washing and drying your hands are before preparing and eating food, and after coughing, sneezing, blowing noses, visiting the toilet or looking after sick people.
- Include soap, deodorant, sanitary pads, shaver, handy alcohol wipes, waterless hand wash gels, toilet paper, tissues, hairbrush and comb, and a toothbrush and toothpaste for each person in your household.

5. Information and communication

- Include a battery-operated radio. Mark on the dial the frequencies of your local ABC station and any other local radio services. Include spare batteries.
- Include a spare mobile phone, battery and charger.

6. Protective clothing and woollen blankets

- Keep a change of clothes in your relocation kit. Have sturdy shoes or boots handy in case you need to leave the house.
- Include sunscreen, insect repellent and wide-brimmed hats. It's also useful to have heavy-duty gardening gloves in case you need to clear away debris. Include a small backpack if you need to carry items.
- Have blankets and sleeping bags handy in case you need to leave your home for an extended time.

7. First-aid kit

Get a Red Cross household or car first-aid kit.

8. Important documents

- Keep copies of important documents in your relocation kit: passports, wills, marriage and birth certificates, insurance papers, prescriptions, land titles and mortgage papers, and medical histories. Make sure they are stored in a waterproof container.

You should also keep your important items and information in a safe place away from your home during the bushfire season. Scan important information and photos and store them on a CD or memory stick.

- It's also good to have money – both notes and coins – and a phone card in your kit.
- Consider sentimental items such as photos and videos. You can make copies and store them in another location.
- If you look after children, talk to them about what they would like to take. In a stressful and uncertain situation, they will need familiar things to help comfort them.

9. Entertainment

Include a pack of playing cards or some games to occupy time when waiting to return home.

Talk to your children about what is important to them. This is likely to be different to what you think is important to them.

10. Pets

You need to plan for your pets to leave early with you.

- Make sure your pets are identified with a collar identification tag and/or a microchip.
- Make a list of where you will house your pets when you leave early. This may include boarding kennels, a relative/ friend's place or you may decide to keep them with you.
- Practise how you will relocate your pets when you leave early, ensure you have adequate room in your car once you have packed your own relocation kit.
- Add the following items to your relocation kit so your pets are catered for:
 - food and water
 - a bowl for each pet
 - a second lead and collar
 - a carrier for cats and smaller pets
 - bedding and woollen blanket
 - a pet first aid kit – seek your vet's advice
 - a favourite toy
 - any medications your pet is taking plus a typed list of them
 - your pet's medical history including proof of vaccination
 - your vet's contact details.



Where to keep your kit and when to do a check-up

Keep your kit somewhere easily accessible – close to an escape route in your house, or in a shed. Mark your relocation kit clearly and put some reflective tape on it so it can be easily seen in the dark. Make sure its position is marked on your plan and everyone knows where it's located.

Check your relocation kit, including the first-aid kit once every six months or whenever your situation changes. Make a note of use-by dates, and replace perishable items.

Checklist

Have you got:

- ☐ two torches with spare batteries and globes?
- ☐ battery-operated radio with spare batteries?
- ☐ mobile phone charger and battery?
- ☐ first aid kit?
- ☐ valuables, including documents, mementoes and keepsakes?
- ☐ medications and toiletries?
- ☐ clothing, sunscreen, hats and blankets?
- ☐ money and phone card?
- ☐ a plan for your pet?

Keep your relocation kit somewhere easily accessible – close to an escape route in your house, or in a shed. Mark your relocation kit clearly, and put some reflective tape on it so it can be seen easily in darkness.



step 4 **know your** **neighbours**

Step 4: Know your neighbours

Getting to know your neighbours has a range of benefits, and it's an important part of preparing your household.

Why you should get to know your neighbours

Knowing your neighbours builds community. When people are better connected to their community research indicates they feel safer, there are lower levels of crime, people generally feel healthier and they live longer.

Getting to know your neighbours is also an important part of preparing your household. Neighbours can help each other by:

- helping clear each other's properties and the neighbourhood prior to bushfire season
- providing information about what is happening before and during a bushfire
- assisting you to evaluate the situation and prepare for leaving early
- assisting in identifying and obtaining the resources needed to cope effectively with a bushfire
- providing a place to shelter if you can't leave early
- helping to clean up after a bushfire
- simply sitting down, having a cup of tea and chatting about what has happened.

Your neighbours may also be able to check if you need assistance. It is important to talk to them about what you will do before a bushfire happens so they are prepared to help when you need them.

Neighbours can include people in your street or community. Try to include a minimum of three people. Complete your neighbours contact details worksheet at the back of this booklet.

Household preparedness works best when a person feels part of their community.

What information you need to give/share with your neighbours

- Your neighbours need to be aware of what your capabilities and needs are so they can offer help at short notice.
- Ask your neighbours to check that you are aware if a bushfire warning occurs. If you suffer from hearing loss, you might not hear a siren or loud speaker emergency warning.



How to build a stronger community

Getting to know your neighbours is not as daunting as you might think. Start small – knock on the doors of your neighbours, introduce yourself and leave your contact details with them. Once you've met some of your neighbours there are many things you can do together to build your community.

You could:

- organise a street party
- hold a communal garage sale
- talk to your local council about community-building initiatives they may support
- sort out a local issue – working together for a common goal can build community
- participate in Neighbour Day (www.neighbourday.org) on the last Sunday in March – the day encourages people to reduce social isolation by looking out for each other
- contact your local Red Cross to find out how you could volunteer in your area.

**Once you've met
some of your
neighbours, there are
many things you can
do together to build
your community.**

Who might need more help

Some people in the community may need more help than others to leave early. You may be in a position to help others leave early or provide a place to shelter if you can't leave early.

If you have people in your neighbourhood who might need more help and you are in a position to help, talk to them about emergency planning. With their agreement, write their names, addresses and contact numbers in your household plan. If they are happy to talk to you – and remember that many people value their privacy – you might want to ask them if they would like assistance preparing their own bushfire leaving early plan.

Checklist

Have you:

- ☐ exchanged numbers with your neighbours and written them in your bushfire leaving early plan?
- ☐ started some community building activities?



A photograph of an elderly woman with short, wavy grey hair and glasses, wearing a dark blue ribbed turtleneck sweater. She is smiling and holding a small, square, silver-framed black and white photograph of a young child. The background is a dark wooden bookshelf filled with books, including one with a red spine that says "FINDS", and several framed photographs and decorative items.

household emergency plan

Step 1: Be informed

Personal assesment record

Know your needs and capabilities.

| Daily living | Yes | No | Notes |
|---|-----|----|-------|
| Do you live alone? | | | |
| Are you reliant upon any medical equipment? | | | |
| Are you reliant upon a caregiver? | | | |

| Getting around | Yes | No | Notes |
|--|-----|----|-------|
| Do you drive and own a car? | | | |
| Do you know the number of your local taxi service? (Add number in notes.) | | | |
| Do you need assistance to get groceries, medications and medical supplies? | | | |

| Leaving early | Yes | No | Notes |
|--------------------------------------|-----|----|-------|
| Do you need help to leave your home? | | | |
| Do you need assistance in hearing? | | | |
| Are you able to hear a siren? | | | |
| Do you need assistance in seeing? | | | |

Place to stay when you leave early

| Name | Telephone | Mobile | Address |
|------|-----------|--------|---------|
| | | | |
| | | | |

Step 2: Make a plan

Emergency information list

Personal details

| Name of household member | Medicare number | Passport number | Tax file number | Driver licence number | Car registration |
|--------------------------|-----------------|-----------------|-----------------|-----------------------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Important contacts

| | Name | Telephone | Address |
|---------------------------------|------|-----------|---------|
| First emergency contact | | | |
| Support network contact | | | |
| Support network contact | | | |
| First out-of-town contact | | | |
| Second out-of-town contact | | | |
| Agency/support services contact | | | |
| Council | | | |
| Next of kin | | | |

Radio stations

| | |
|--|--|
| Our ABC local radio frequency is: | |
| Other local frequencies in our area are: | |

Utility services

| | Company | Telephone | Account number |
|---------------------|---------|-----------|----------------|
| Electricity | | | |
| Gas | | | |
| Water | | | |
| Telephone | | | |
| Roadside assistance | | | |

Medical information list

| | Name | Telephone | Mobile | Address |
|---------------------------------------|------|-----------|--------|---------|
| Doctor/GP | | | | |
| Dentist | | | | |
| Local hospital with 24-hour emergency | | | | |
| Chemist | | | | |

| Medical information list | Yes | No | | Yes | No |
|--------------------------|-----|----|---------------------|-----|----|
| Heart disorders | | | Epilepsy | | |
| Diabetes | | | High blood pressure | | |
| Asthma | | | Thyroid problems | | |
| Migraines | | | Dizziness | | |
| Fainting spells | | | | | |

Do you take any medication of any kind?

| Medications | Dosage | Times taken | Doctor who prescribed | Doctor's mobile |
|-------------|--------|-------------|-----------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | Yes | No | Details |
|---|-----|----|---------|
| Do you use any adaptive equipment? | | | |
| Allergies and sensitivities (food, drugs etc.)? | | | |

| | |
|------------|--|
| Blood type | |
|------------|--|

Alternative place to stay when you can't leave early

| Name | Telephone | Mobile | Address |
|------|-----------|--------|---------|
| | | | |
| | | | |
| | | | |

Animal or pets

| | Name/Company | Address | Telephone |
|--------|--------------|---------|-----------|
| Vet | | | |
| Kennel | | | |



Financial information list

Insurance

| | Insurer | Telephone | Policy number |
|-------------------|---------|-----------|---------------|
| Home and contents | | | |
| Health | | | |
| Car | | | |
| Income protection | | | |
| Life | | | |

Will

| | Solicitor(s) | Address | Telephone |
|---|--------------|---------|-----------|
| My will and power of attorney are located at: | | | |

Banking details (do not include your pin number here)

| Account name | Bank | BSB | Account number |
|--------------|------|-----|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Step 3: Get a relocation kit

Use this checklist to prepare your kit. If you need to keep an item elsewhere in your house make sure it's somewhere handy and mark its location on your plan.

| | Tick |
|---|------|
| Food and water | |
| Wool blankets | |
| Medicine | |
| Toiletries | |
| Mobile phone and charger | |
| Battery operated radio | |
| Torch and spare batteries | |
| Contact information, for example, doctor, council, power companies | |
| Important information, for example, passport, will, photos, jewellery | |



Other important items to consider

| | | Tick |
|--|--|------|
| If you use a wheelchair | Patch kit and can of seal-in-air product to repair flat tyres | |
| | Extra supply of inner tubes | |
| | Pair of heavy gloves to use while wheeling or making your way over glass and debris | |
| If you use a motorised wheelchair or scooter | Extra (charged) battery or a car battery | |
| | Lightweight manual wheelchair for backup | |
| For people who are blind or have a visual disability | Talking or Braille clock or large-print timepiece with extra batteries | |
| | At least one extra white cane | |
| | Fluorescent tape to mark your relocation kit | |
| | Medications (clearly labelled) | |
| | Extra magnifiers | |
| | An extra pair of glasses | |
| If you are deaf or have hearing loss | Spare batteries for your hearing aid (make sure you rotate them regularly) | |
| | An alternative hearing/listening device | |
| | Small portable battery-operated television set (emergency broadcasts may give information in Auslan or open captioning) | |
| | Pads and pencils for communication | |
| | Torch, whistle or other noisemaker | |
| | Card that indicates that you are deaf | |
| If you have a speech-related or communication disability | Power converter if you use a laptop computer to communicate. A power converter allows most laptops (12 volts or less) to be operated from the cigarette lighter on the dashboard of a vehicle. | |
| | Copies of a word or letter board and pre-printed key phrases you would use in case of an emergency | |
| Other medical needs | Heart and high blood pressure medication | |
| | Insulin, glucometer and lancet device | |
| | Denture supplies | |
| | Contact lenses and supplies | |

Check and update your relocation kit regularly, and record the dates you do it below.

| Checklist | Date checked | Date checked | Date checked | Date checked | Date checked |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|
| Relocation kit updated | | | | | |
| Emergency contact cards updated | | | | | |
| Torch and radio batteries checked | | | | | |
| Water supply replaced | | | | | |
| Food supply replaced | | | | | |
| Medications checked | | | | | |
| Insurance policies updated | | | | | |



Step 4: Know your neighbours

Neighbour contact details

Record details of people in your street or area who might be able to assist you to leave early.

| Name | Telephone | Mobile | Address |
|------|-----------|--------|---------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Other important items to consider

Include any information you think might help when planning to leave early.





Stay aware of the Fire Danger Rating and know what to do.

The Fire Danger Rating predicts how a fire would behave if one started, including how difficult it would be to put out. The higher the rating, the more dangerous the conditions. The rating is your trigger to act, so to stay safe you need to stay aware of the Fire Danger Rating in your district. During the fire season, the Fire Danger Rating will feature in weather forecasts and be broadcast on radio and TV and appear in some newspapers. It can also be found on the websites of the CFA, Department of Sustainability and Environment and Bureau of Meteorology or by calling the Victorian Bushfire Information Line on **1800 240 667**

WHAT DOES IT MEAN?

These are the worst conditions for a bush or grass fire. Homes are not designed or constructed to withstand fires in these conditions. The safest place to be is away from high risk bushfire areas.

CODE RED

WHAT SHOULD I DO?

Leaving high risk bushfire areas the night before or early in the day is your safest option – do not wait and see. Avoid forested areas, thick bush or long, dry grass. Know your trigger – make a decision about:

- when you will leave
- where you will go
- how you will get there
- when you will return
- what you will do if you cannot leave

EXTREME

Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions. Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety. You must be physically and mentally prepared to defend in these conditions.

- Consider staying with your property only if you are prepared to the highest level. This means your home needs to be situated and constructed or modified to withstand a bushfire, you are well prepared and you can actively defend your home if a fire starts.
- If you are not prepared to the highest level, leaving high risk bushfire areas early in the day is your safest option.
- Be aware of local conditions and seek information by listening to ABC Local Radio, commercial radio stations or Sky News TV, go to **cfa.vic.gov.au** or call the Victorian Bushfire Information Line on **1800 240 667**

SEVERE

Expect hot, dry and possibly windy conditions. If a fire starts and takes hold, it may be uncontrollable. Well prepared homes that are actively defended can provide safety. You must be physically and mentally prepared to defend in these conditions.

- Well prepared homes that are actively defended can provide safety – check your bushfire survival plan.
- If you are not prepared, leaving bushfire prone areas early in the day is your safest option.
- Be aware of local conditions and seek information by listening to ABC Local Radio, commercial radio stations or Sky News TV, go to **cfa.vic.gov.au** or call the Victorian Bushfire Information Line on **1800 240 667**

VERY HIGH

If a fire starts, it can most likely be controlled in these conditions and homes can provide safety. Be aware of how fires can start and minimise the risk. Controlled burning off may occur in these conditions if it is safe – check to see if permits apply.

- Check your bushfire survival plan
- Monitor conditions
- Action may be needed
- Leave if necessary

HIGH

LOW-MODERATE



PREPARE. ACT. SURVIVE.
FireReady



For more information contact: **1800 240 667** www.cfa.vic.gov.au



Australian Red Cross
THE POWER OF HUMANITY

Household emergency contacts

Emergency numbers

| | |
|-------------------------------|--------------|
| POLICE FIRE AMBULANCE: | 000 |
| VICTORIAN BUSHFIRE INFO LINE: | 1800 240 667 |
| POISONS INFORMATION LINE: | 13 11 28 |
| SES: | 132 500 |
| DOCTOR: | DENTIST: |
| GAS: | ELECTRICITY: |
| WATER: | TEL CO: |
| CRIMESTOPPERS: | |
| LOCAL RADIO FREQUENCIES: | |
| OUT-OF-TOWN CONTACT: | |

Household numbers

| | | |
|-------|-------------|--------|
| NAME: | WORK/SCHOOL | MOBILE |
| | | |
| | | |
| | | |
| | | |

Neighbours numbers

| | | |
|------|-------------|--------|
| NAME | WORK/SCHOOL | MOBILE |
| | | |
| | | |

Other numbers

| |
|----------------------|
| COUNCIL: |
| INSURER: |
| BANK: |
| ROADSIDE ASSISTANCE: |

PROUDLY SUPPORTED BY

PREPARE. ACT. SURVIVE.
FireReady 

CRISIS CARE COMMITMENT

Wallet contact cards

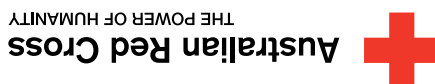
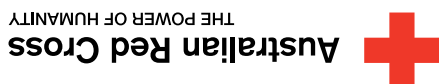
Fill in your important numbers and tear out to carry with you in case of an emergency. Additional contact cards and children's cards are available to download on the Red Cross website – www.redcross.org.au.

CRISIS CARE COMMITMENT

CRISIS CARE COMMITMENT

Key numbers

Key numbers



Cardio Pulmonary Resuscitation

Cardio Pulmonary Resuscitation

Airway open and clear, but no signs of life – give 2 breaths.

Still no signs of life, give 30 chest compressions, then further 2 breaths, continue with 30:2.

Airway open and clear, but no signs of life – give 2 breaths.

Still no signs of life, give 30 chest compressions, then further 2 breaths, continue with 30:2.

- Hand position – centre of the chest
- Depth – one third the depth of the chest
- Attach defibrillator (AED) if available and follow prompts
- Continue until signs of life return, qualified personnel take over, or physically unable to continue.

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- Depth – one third the depth of the chest
- Attach defibrillator (AED) if available and follow prompts
- Continue until signs of life return, qualified personnel take over, or physically unable to continue.

*NO SIGNS OF LIFE – No response, no breathing, no movement
30:2 – 30 compressions: 2 breaths regardless of age or number of rescuers.*

*NO SIGNS OF LIFE – No response, no breathing, no movement
30:2 – 30 compressions: 2 breaths regardless of age or number of rescuers.*

ANY ATTEMPT AT RESUSCITATION IS BETTER THAN NOTHING – DON'T JUST STAND THERE

ANY ATTEMPT AT RESUSCITATION IS BETTER THAN NOTHING – DON'T JUST STAND THERE

Basic Life Support Flow Chart



Basic Life Support Flow Chart



| | |
|---------------------|---|
| DANGER | Check for DANGER – Hazards / Risks / Safety? |
| RESPONSE | RESPONSE? Do they respond to you (or unconscious). If not, Call for help, Ring 000/112/mobile |
| AIRWAY | Open AIRWAY look for signs of life |
| BREATHING | Give 2 Initial BREATHS if not breathing normally |
| COMPRESSIONS | Give 30 chest COMPRESSIONS (almost 2 compressions/second) followed by another 2 breaths |
| DEFIBRILLATE | Attach AED as soon as available and follow its prompts Continue CPR until qualified personnel arrive or signs of life return |

*30:2 – 30 compressions: 2 breaths regardless of age or number of rescuers. AED – Automatic External Defibrillator
For First Aid information or training ring 1300 367 428 or visit www.redcrossfirstaid.org.au*

| | |
|---------------------|---|
| DANGER | Check for DANGER – Hazards / Risks / Safety? |
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*30:2 – 30 compressions: 2 breaths regardless of age or number of rescuers. AED – Automatic External Defibrillator
For First Aid information or training ring 1300 367 428 or visit www.redcrossfirstaid.org.au*

Personal details

Name: _____

Address: _____

Phone: _____

Blood type: _____

Allergies: _____

Household contacts: Work/School Mobile

Neighbours Home Mobile

Out-of-town contact: _____

In case of emergency and we can't contact each other, meet at:

Doctor: Dentist: _____

ABC local radio: _____

Local council: _____

Bank: Insurer: _____

Roadside assistance: _____



Personal details

Name: _____

Address: _____

Phone: _____

Blood type: _____

Allergies: _____

Household contacts: Work/School Mobile

Neighbours Home Mobile

Out-of-town contact: _____

In case of emergency and we can't contact each other, meet at:

Doctor: Dentist: _____

ABC local radio: _____

Local council: _____

Bank: Insurer: _____

Roadside assistance: _____



Bushfire – Leaving early plan

When leaving early you need to:

- let family, friends, neighbours and service providers know that you are leaving
- close and lock doors and windows, making sure you have your keys
- add any final relocation kit items e.g. medications, prescriptions, mobile phone etc.
- pack your car or call a taxi and take your relocation kit with you
- take your pets with you
- leave the front gate open for emergency services access.

My trigger to leave

- ☐ Fire danger rating of 'Code Red' – I will leave the night before or early in the morning.
- ☐ Fire danger rating of 'Severe' or 'Extreme' – I will leave early in the morning of that day.

Destination

I will be going to stay at...

Name:

Contact number:

Address:

Transportation

I will get there by...

- ☐ driving my car (making sure I know an alternative route, if required).
- ☐ family/friend/neighbour is picking me up (making sure I call the day/night before to confirm).
- ☐ public transport (ensuring I have access to a timetable and have a back-up plan).
- ☐ taxi (making sure I have a back-up plan).

Relocation kit (see page 25 for what you need to pack)

I will take my...

- ☐ relocation kit – my kit is located in: _____
- ☐ additional personal items – e.g. money, keys, identification, medication, glasses etc.

Pets

I will be...

- ☐ taking them with me (including taking leads, food, bedding, crate etc.).
- ☐ leaving them at home (with fresh food and water).
- ☐ leaving them with neighbours or in a kennel (including taking lead, food, bedding, vaccination certificate etc.).

If it is unsafe to leave the area, I will...

- ☐ go to the neighbours or another well prepared building at:

Name:

Contact number:

- ☐ stay at my house (in a well prepared building).

- ☐ go to a Neighbourhood Safer Place – Place of Last Resort at:

Location:

Address:

Back-up plan

I will contact my service provider(s) to let them know I am leaving...

Name:

Contact number:

National Office
155 Pelham Street
VIC 3053
Tel 03 9345 1800
Fax 03 9348 2513
www.redcross.org.au

ACT

Cnr Hindmarsh Drive
and Palmer Street
Garran ACT 2605
Tel 02 6234 7600
Fax 02 6234 7650

NSW

159 Clarence Street
Sydney NSW 2000
Tel 02 9229 4111
Fax 02 9229 4244

NT

Cnr Lambell Terrace and
Schultze Street
Larrakeyah NT 0820
Tel 08 8924 3900
Fax 08 8924 3909

QLD

49 Park Road
Milton QLD 4064
Tel 07 3367 7222
Fax 07 3367 7444

SA

207–217 Wakefield Street
Adelaide SA 5000
Tel 08 8100 4500
Fax 08 8100 4501

TAS

40 Melville Street
Hobart TAS 7000
Tel 03 6235 6077
Fax 03 6231 1250

VIC

23–47 Villiers Street
North Melbourne VIC 3051
Tel 03 8327 7700
Fax 03 8327 7711

WA

110 Goderich Street
East Perth WA 6004
Tel 08 9225 8888
Fax 08 9325 5112