



CHECKLIST

Surviving Bushfire

This Checklist is designed to help church organisations prepare for bushfire and minimise the associated risks. This is not an exhaustive list and should be considered in conjunction with the recommendations of emergency services, local councils and others. Where the response to a question is 'no', further investigation and analysis may be required.

(A) Before bushfire season

	Yes	No	N/A	If No, actions required	Date
1. Have you identified whether your property is located in a high-risk bushfire area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Do you understand the fire rating system in your state or territory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Have you checked your fire cover with your insurer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. Do you have Bushfire Preparedness plans in place to minimise the potential impact of a bushfire on your property? <i>This could include managing vegetation on your property, sealing gaps, vents and roof spaces to prevent embers entering, clearing gutters, removing combustible items from around the building and safely storing fuels and chemicals.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
5. If your building is on a slope have you implemented specific controls to address the heightened risk? <i>This could include ensuring leaves, bark or grass are cleared around the building, keeping shrubs and trees well-trimmed, and removing overhanging branches.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
6. If your building does not meet relevant standards, have you implemented specific controls to address the heightened risk? <i>This could include clearing the gutter of leaves and rubbish, sealing gaps to prevent flying embers from entering the building, and enclosing or screening underfloor areas.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
7. Have Evacuation Diagrams been developed for your buildings and are they on display?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
8. Are the Evacuation Diagrams documented in your Emergency Management Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
9. Do you have an Emergency Management Plan that includes Bushfire Emergencies? <i>Included in the plan should be Bushfire preparedness plans and Bushfire Emergency Response Procedures</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
10. Is a copy of your Emergency Management Plan stored offsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

(B) When a bushfire is imminent

Does your Emergency Management Plan include:

1. A procedure for monitoring weather and fire condition updates from emergency services and local council?
2. A process to follow to determine whether you should remain on your premises or evacuate?
3. An early evacuation plan and early evacuation trigger?
This might include fire danger ratings, weather forecast or advice from emergency services.
4. Details of evacuation routes, transportation and assembly sites?
5. Allowances for people with special needs, visitors or tourists (who may be from a non-English speaking background)?
6. A procedure for communicating with people, both within and external to the organisation, and advising them that you are activating your Emergency Management Plan?
7. Procedures to minimise damage to your property?
This could include closing all doors and windows, moving outdoor furniture away from buildings, blocking downpipes, partially filling gutters with water and turning off gas and electricity supplies.

Yes No N/A If No, actions required Date

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

(C) During a bushfire

Does your Emergency Management Plan include:

1. A procedure for monitoring when and if it is safe to evacuate?
2. An evacuation plan including routes, transportation and assembly sites? *This will be different to an early evacuation plan.*
3. A procedure to follow if you are unable to evacuate?
4. A procedure to ensure head counts are conducted regularly?
5. A procedure to ensure everyone in your care is aware of what is happening and is able to follow instructions?
6. A procedure for monitoring the health and safety of people in your care? *This could include ensuring adequate, safe drinking water is available and food safe handling practices are implemented.*
7. A procedure to ensure appropriate first aid is administered and preventative health strategies are implemented? *This could include wearing protective clothing like long-sleeved shirts, goggles and sturdy footwear.*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

(D) After a bushfire

Does your Emergency Management Plan include a procedure:

1. To ascertain when it's safe to return to your premises?
2. To ensure health and safety standards are maintained during any clean up?
3. To support people in your care who may be suffering from psychological trauma?
4. For reporting the incident to your insurer?

E. Other

	Yes	No	N/A	If No, actions required	Date
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

If you would like further information about Bushfire Planning, please contact Synod Risk Management: (03) 9251 5924

For further information about surviving bushfires visit: cfa.vic.gov.au (Victoria) or fire.tas.gov.au (Tasmania).

Email: riskmanagement@victas.uca.org.au

Website: www.victas.uca.org.au/resources/insurance

After hours emergencies: Malcom Motiwalla | 0499 303 494



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

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