

# Municipal Emergency Management Plan

## *Part 3: Planning*

Version 3.2 – April 2020

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## Document Control

### Amendment History

AMENDMENT			EFFECTED	
NO	DATE	PAGES AFFECTED	AUTHOR	RELEASE DATE
1	01/09/2014	Complete Review of MEMP following audit	Director – City Infrastructure	1 September 2014
V2.1	31/03/2016	Update contact details & gov't department changes. Item 4.3 Prevention Plans – add flood plans. Item 8 – remove Red Cross as primary agency for catering.	Neil Holland	
V2.2	10/11/2016	Amendments identified through the annual review process, endorsed by the MEMPC	Justin Hinch	20 December 2016
V3	15/2/2017	Review of entire document	Sue Rondeau	9 May 2017
V3	30/5/2017	Wannon Water review	Sally Obst	1 July 2017
V3.1	22/8/2017	3.2.6 update EMLO role, 3.1.3.1 MEMPC Sub-Committee chart updated, updated exercise attendance, updated 3.1.3.1 Figure 6, MERO financial delegation as per Procurement Policy added as per audit recommendation,	Sue Rondeau	23 August 2017
3.2	20/04/2020	Victorian Emergency Management Strategic Action Plan update #3	Mat Deans	
	20/04/2020	Testing / Exercising Update	Mat Deans	
	20/04/2020	Appendix 15 – Distribution List	Mat Deans	

### Amendment Authorisations

NAME	POSITION	DATE
Sue Rondeau	Coordinator Emergency Management	23 August 2017
Mat Deans	Emergency Management Officer	20 April 2020

### Approved By:

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer	Peter Schneider		

# PLANNING ARRANGEMENTS

## 3.1 VICTORIA'S EMERGENCY MANAGEMENT FRAMEWORK

Victoria's emergency management framework is a multi agency approach which enables the exercise of roles and responsibilities, and the capacity to adapt to new or changed circumstances, within a systematic framework. Some elements of the structure are legislated, others have been established by agreement.

### 3.1.1 *Emergency Management Act 1986*

The purpose of the Act is to provide for the organisation of emergency management in Victoria.

The *Emergency Management Act 1986* describes its objectives as being: 'to ensure that [prevention, response and recovery] are organised within a structure which facilitates planning, preparedness, operational coordination and community participation' (s.4A).

The *Emergency Management Act 1986*, has been substantially amended by the *Emergency Management Act 2013*. The 1986 Act will be repealed upon future amendments to the 2013 Act. Currently the 1986 Act and 2013 Act are to be read and construed as one

### 3.1.2 *Emergency Management Act 2013*

The commencement of the *Emergency Management Act 2013* in July 2014 implemented many of the reforms from the *Victorian Emergency Management Reform White Paper*.

The purpose of the *2013 Act* is to:

- establish new governance arrangements for emergency management in Victoria;
- repeal the Fire Services Commissioner Act 2010; and
- consequentially amend emergency management legislation and certain other acts.

The 2013 Act established:

- Emergency Management Victoria
- The Emergency Management Commissioner
- The State Crisis and Resilience Council
- The Inspector-General for Emergency Management

#### 3.1.2.1 *Emergency Management Victoria*

Emergency Management Victoria (EMV) leads emergency management in Victoria by maximising the ability of the emergency management sector to work together and to strengthen the capacity of communities to plan for, withstand, respond to and recover from emergencies.

EMV supports the Emergency Management Commissioner to lead and coordinate emergency preparedness, response and recovery across Victoria's emergency management sector in conjunction with communities, government, agencies and business. EMV is an integral part of the broader emergency management sector and shares responsibility with a range of agencies, organisations and departments for ensuring the system of emergency management in Victoria is sustainable, effective and community focussed.

Further information on EMV can be found here: <https://www.emv.vic.gov.au/>

#### **3.1.2.2 Emergency Management Commissioner**

The Emergency Management Commissioner (EMC) has overall responsibility for coordination before, during and after major emergencies including management of consequences of an emergency.

During an emergency, the EMC has an over-arching management role to ensure that the response is systematic and coordinated.

#### **3.1.2.3 State Crisis and Resilience Council**

The State Crisis and Resilience Council (SCRC) advises the Minister for Emergency Services in relation to whole of government policy and strategy for emergency management in Victoria and the implementation of that policy and strategy. (s.6)

The SCRC has developed a three-year rolling strategic action plan (approved by the Minister), which includes a work program for:

- Metropolitan Fire and Emergency Services Board (MFB)
- Country Fire Authority (CFA)
- Victoria State Emergency Services (VICSES)
- Secretary to the Department of Environment, Land, Water and Planning (DELWP)
- Emergency Services Telecommunications Authority (ESTA)

A copy of the Victorian Emergency Management Strategic Action Plan update #3 can be found here: [https://files-em.em.vic.gov.au/public/EMV-web/Publications/EMV\\_Strategic\\_Action\\_Plan\\_2018-2021.pdf](https://files-em.em.vic.gov.au/public/EMV-web/Publications/EMV_Strategic_Action_Plan_2018-2021.pdf)

#### **3.1.2.4 Emergency Management Manual Victoria (EMMV)**

The Emergency Management Manual Victoria (EMMV) contains policy and planning documents for emergency management in Victoria, and provides details about the roles different organisations play in the emergency management arrangements.

EMV maintains the Manual, in collaboration with Victoria's emergency management agencies. The Role Statements (Part 7) and the Contact Directory (Part 10) are updated annually. Other parts of the Manual are updated as emergency management arrangements change.

The Emergency Management Manual Victoria can be found here: <https://www.emv.vic.gov.au/policies/emmv>

#### **3.1.2.5 Inspector General for Emergency Management**

The Inspector General of Emergency Management provides assurances to the Government and the community in relation to Victoria's emergency management arrangements and fosters continuous improvement of emergency management.

The figure below outlines Victoria's Emergency Management Planning and Operational Structure.

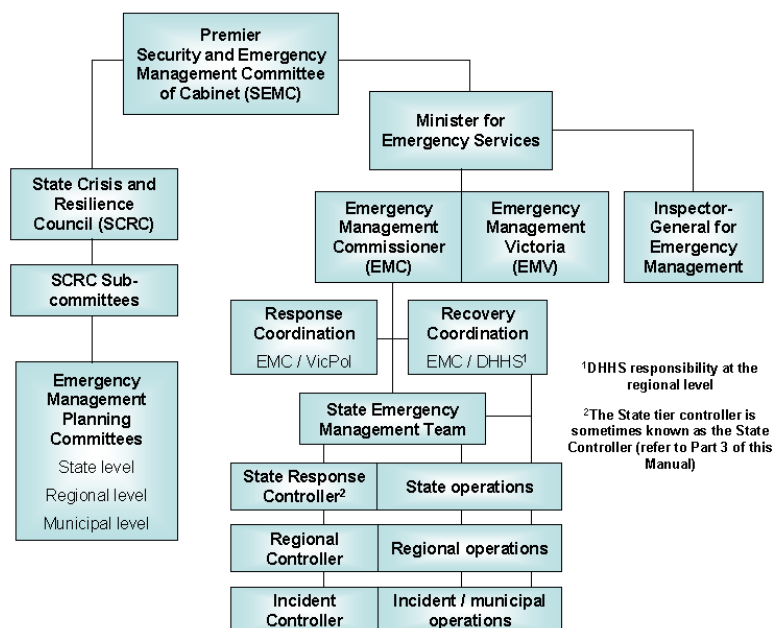


Figure 5: Victoria's Emergency Management Planning and Operational Structure.

### 3.1.3 Municipal Emergency Management Planning Committee (MEMPC)

In accordance with the Victoria Emergency Management Planning Structure, Emergency Management Planning Committees occur at the State, Regional and Municipal Level.

Warrnambool City Council and Moyne Shire have combined to develop a joint Municipal Emergency Management Planning Committee (MEMPC) pursuant to the *Emergency Management Act 1986, Sections 18, 21 (3) & (4)*.

The MEMPC enables appropriate planning, response and recovery activities and arrangements at local and regional levels, with sub-committees who are responsible for planning for emergencies including the provision of relief and recovery.

The role of the MEMPC is to:

- Develop, maintains and reviews the Municipal Emergency Management Plan (MEMPlan)
- Assist in analysing and evaluating emergency related risks
- Determine the need for a Municipal Fire Management Planning Committee in accordance with Part 6A, Emergency Management Manual Victoria (EMMV)
- Help produce risk treatment strategies; and
- Prepare risk specific response and recovery plans for the municipal district.

It is not the MEMPC's role to manage emergencies. This is the responsibility of the agencies and personnel identified under the response and recovery arrangements in the EMMV. The MEMPC is a planning committee and not merely a reporting committee.

Appendix 14: MEMPC Terms of Reference

Appendix 15: MEMPC Distribution List

#### 3.1.3.1 MEMPC Sub-Committees

The MEMPC has five joint subcommittees:

*Warrnambool City Council Municipal Emergency Management Plan: Part 3 Planning*

1. Flood Emergency Planning
2. Risk
3. Exercise
4. Emergency Relief and Recovery
5. Fire Management Planning

The figure below outlines the Chair for each subcommittee along with membership:

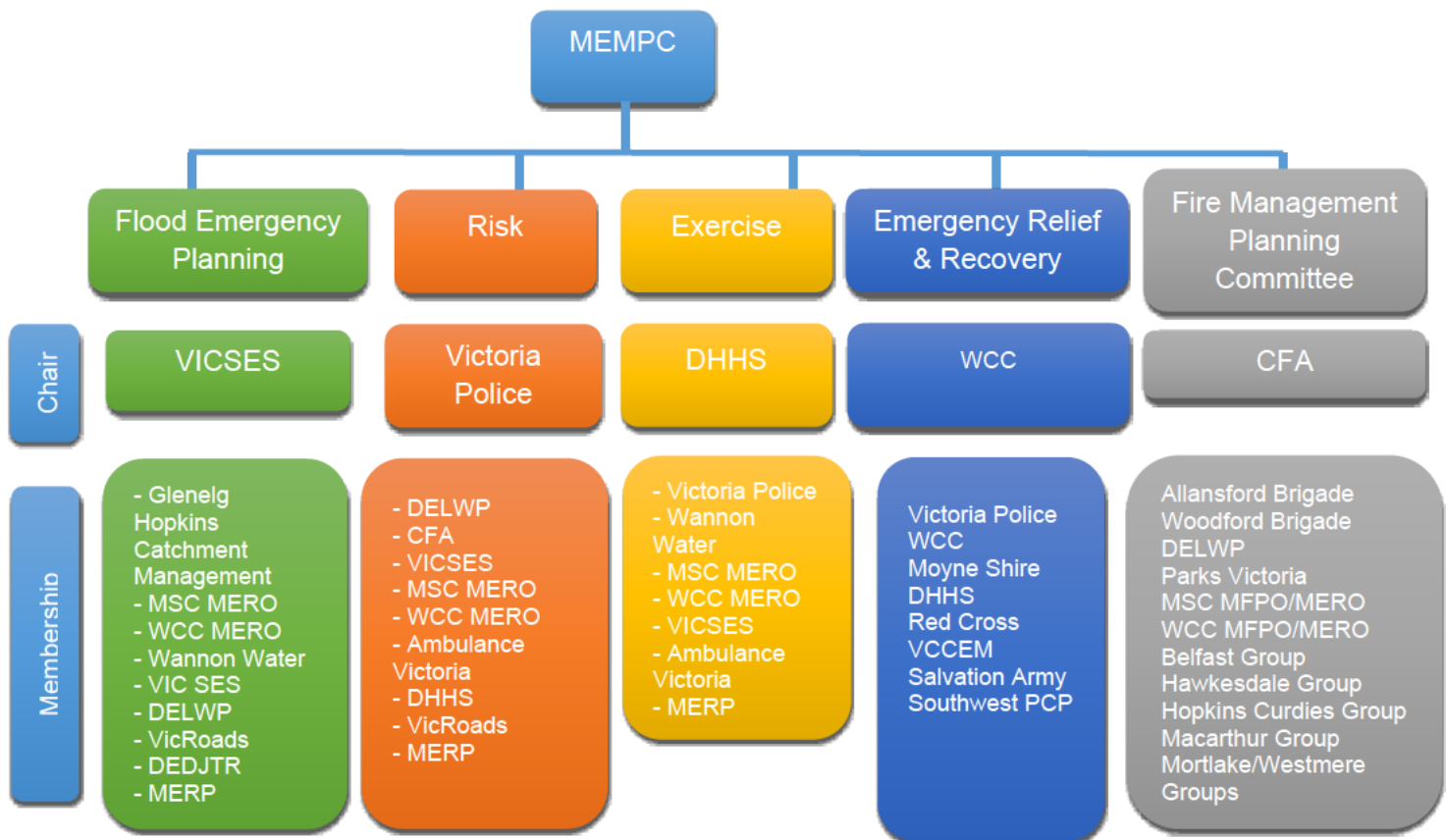


Figure 6: MEMPC Sub-Committees, Chair and Membership

### 3.1.3.2 Municipal Emergency Management Plan (MEMPlan)

The *Emergency Management Act 1986* provides legislative basis for the standing of the MEMPlan as a document that lies within the emergency management planning hierarchy in Victoria. Part 4 of the Act specifies the responsibilities of municipal councils in connection with emergency management. These responsibilities include the preparation and maintenance of municipal emergency management plans.

There are three sub-plans of the MEMP:

1. Municipal Fire Management Plan
2. Municipal Flood Emergency Plan
3. Municipal Pandemic Plan



### 3.1.3.2.1 Testing the MEMPlan

Warrnambool City will conduct a desktop or hypothetical type exercise each year with a functional exercise being conducted every three years. At least every three years one of the exercises is to be conducted jointly with Moyne Shire.

The table below provides an overview of the exercises:

Exercise	Date	Agency	Participants
<b>Emergency Relief Centre Exercise</b>	November 2017	All agencies	
<b>Airport (Functional Exercise)</b>	12 September 2017	All agencies	
<b>Pandemic Table Top Exercise</b>	24 July 2017	All agencies	
<b>GOR Exercise (Peterborough Sector)</b>	21 June 2017		Sue Rondeau
	2016	Postponed until 2017 due to resourcing issues	
<b>Exercise Tiburon (Table Top)</b>	12 November 2015	Warrnambool City Council	Peter Robertson Justin Hinch Rohan McKinnon Peter McArdle Lisa McLeod Neil Holland
		DHHS	Catherine Darken Troy Finneran Terry Murrihy
		Moyne Shire Council	Cr. Jill Parker Mathew Deans Mitchell Rowe
		Parks Victoria	Ben Hammond
		VICSES	Raleigh Vandermost Peter Wall Stephen McDowell
		CFA	Hugh Worrall
		Victoria Police	Russell Tharle Gary Coombes
		Victoria Police – Water Police	Brett Colley Shane Franke
		Coastguard	Adrian Calderwood
		DELWP	Michael Harper
		VicRoads	Richard Curwell
		Victorian Council of Churches Emergency Ministries	Netta Hill Lynne Carter
		Wannon Water	Sally Obst

<b>2019</b>  <b>Russell's Creek Flood Walls</b>		Warrnambool City Council Moyne Shire Vic Police SES Ambulance Victoria Glenelg – Hopkins CMA Wannon Water	Rohan McKinnon Scott Cavanagh Sue Rondeau Terry Malone Tony Oxford Tania Barbary Mat Deans
<b>2020</b>  <b>ERC – Opening and walk through – Arc Stadium Warrnambool</b>	16 January 2020	Warrnambool City Council & Moyne Shire Council	Peter Russell Kathleen Probert Pam Davis Xavier Dannock Sue Rondeau Alison Kemp Rod Sanderson au Clare Vaughan Vikki King Colin McKane Glenn Reddick Peter McArdle Paul Smith Helen Smith Tina McLeod Richard Stone Kim White Guy Price Jennifer Katsaros Jon Sedgley Stacy Mah Jill Wade Trudy Kelly Jodie Hill Mark Handby David Mattner Claire Sorlie Jacqueline Wilson Morag Rees Johanna Hansen Myra Murrihy Kerri-Anne Tatchell Annette Cannon Jacqui Niemand Jacob Keilar

Table 5: List of Past Exercises

#### **3.1.3.2.2 Audit Requirements of the MEMPlan**

Under Section 21 of the *Emergency Management Act 1986* each council must submit the MEMPlan for audit. The MEMPC is responsible for ensuring the MEMPlan complies with the guidelines.

Section 21A of the Emergency Management Act requires that the MEMPlan is audited every three years by the Chief Officer Operations of the Victoria State Emergency Service.

An audit report is provided to council, indicating whether or not the MEMPlan complies with the guidelines and if there are opportunities to improve the MEMPlan or planning process.

#### **3.1.3.2.3 Maintenance of the MEMPlan**

The MEMPlan is developed by the Joint Warrnambool City Council and Moyne Shire Council Municipal Emergency Management Planning Committee (MEMPC), formed under the Authority of the Warrnambool City Council, pursuant to Section 20 Part 4 of the Emergency Management Act 1986.

The MEMPlan is administered by Council's Infrastructure and Community Development Directorate.

#### **3.1.3.2.4 Frequency of Review of the MEMPlan**

The MEMPlan is reviewed annually, or after an incident of significance which has utilised any part of this MEMPlan, an organisational change or any significant "new risk" identified in the municipality. All reviews ensure linkages with Councils broader emergency, risk management and community safety framework.

Annual reviews focus on continuous improvement, changes to previously identified hazards, newly identified hazards, processes, policies and the accuracy of contact details in the Emergency Contact Directory.

Reviews conducted when the MEMPlan has been used as a result of an emergency ensure that opportunities for improvement are identified and addressed. All updates are undertaken by Council's City Infrastructure and Community Development Directorates and tabled at MEMPC meetings. Organisations and departments delegated with responsibilities in the MEMPlan are requested to notify the MERO of any changes.

Amendments are produced and distributed by Warrnambool City using the distribution list contained in Part 1.

## **3.2 MUNICIPAL ROLES AND RESPONSIBILITIES**

Council has developed an emergency management structure which outlines reporting lines and delegation.

Appendix 16: Councils Emergency Management Structure

The following roles are key positions in Council's emergency management structure and brief descriptions have been provided for each position. For more detailed descriptions please consult the following documents:

- EMMV, Part 6 – Appendix 3 – Key Municipal Emergency Management Roles.
- EMMV Part 7 also provides a comprehensive list of all the roles and responsibilities of agencies in emergency management and

### **3.2.1 Municipal Emergency Response Coordinator (MERC)**

In addition to its role as control or support agency in certain emergencies, Victoria Police has the responsibility under the *Emergency Management Act 1986* for emergency response coordination.

Municipal Emergency Response Coordinators are responsible for ensuring the coordination of the activities of agencies having roles or responsibilities in response to emergencies, with the exception of emergencies involving defence force vessels or aircraft.

The Officer in Charge at the Warrnambool Police Station, or their deputy is known as the Municipal Emergency Response Coordinator (MERC).

Any Control Agency requiring municipal support will request that support through the Municipal Emergency Response Coordinator who will pass on all requirements to the Municipal Emergency Resource Officer (MERO).

### **3.2.2 Municipal Emergency Manager (MEM)**

To establish a more coordinated approach to emergency management processes and practices across the organisation, Council has delegated the responsibility of MEM to the Manager City Amenity. The MEM has responsibility for the overall emergency management functions across Council.

### **3.2.3 Municipal Emergency Resource Officer (MERO)**

Council has appointed an officer to fulfil the function of Municipal Emergency Resource Officer (MERO) pursuant to Section 21(1) of the *Emergency Management Act 1986*.

The MERO is responsible for the co-ordination of municipal resources and contracted resources in responding to emergencies, and has full delegated powers via the CEO to deploy and manage council's resources during emergencies pursuant to *Section 21(2) of the Emergency Management Act 1986*.

The MERO will act in accordance with the Warrnambool City Council Procurement Policy regarding financial delegation.

### **3.2.4 Municipal Recovery Manager (MRM)**

Council has delegated the function of MRM to a Director to ensure a responsive and coordinated approach to the delivery of emergency relief and recovery services and activities across the municipality. The MRM works closely with the MERO to consider the emergency relief and recovery needs of the local community – in consultation with response agencies.

### **3.2.5 Municipal Fire Prevention Officer (MFPO)**

Council has appointed an officer to fulfil the function of Municipal Fire Prevention Officer to comply with the *Country Fire Authority Act 1958*. The MFPO regularly reviews council's fire prevention planning in liaison with agencies.

### **3.2.6 Emergency Management Liaison Officer (EMLO)**

Council currently has three trained Emergency Management Liaison Officers (EMLO). An EMLO is a person that acts as a go-between or link between two organisations to communicate and coordinate activities.

### **3.2.7 Mayor and Councillors**

Mayors and Councillors do not have an operational role in emergency management. The key role of mayors and Councillors during an emergency is to:

- Advocate on behalf of and represent their constituents, and
- Facilitate communication between council and the community.

The Mayor and Councillors will comment on what Council is doing, but not on other areas of responsibility, such as the control agency or police.

Council's existing media policies and protocols should be observed during an emergency or incident. Particular attention should be paid to policies and protocols regarding interaction with the media, and how and when the spokesperson role is activated.

### **3.2.8 Emergency Management Coordination Group**

The Emergency Management Coordination Group will convene when the scale of an emergency calls for a significant effort in organising and managing municipal functions or resources detailed in this Plan and or by the MERO. The team will consist of the following:

- Municipal Emergency Resource Officer (MERO);
- Municipal Emergency Manager (MEM);
- Municipal Recovery Manager (MRM);
- Manager Communications

The group works closely with the Municipal Emergency Response Coordinator (MERC).

## **3.3 MUNICIPAL MANAGEMENT FUNCTIONS**

### **3.3.1 Municipal Operations Coordination Centre (MOCC)**

In the event of a medium to large scale emergency, Council will activate the use of a Municipal Operation Coordination Centre (MOCC). The MOCC will be activated by the MERO.

The primary role of the MOCC is to coordinate the provision of Council's human and material resources used during an emergency.

The MOCC will be staffed by the MERO, MERO Support Officer, Manager Communications, MRM, MEM, MOC Manager/Crisisworks Coordinator and Crisisworks support staff.

In the event that the scale of an emergency requires the MOCC to be open for a protracted period of time, staff from other municipalities will be utilised via the MAV's Inter Council Resource Sharing Protocols and agreements with neighbouring municipalities. See Part 5 Appendix 25 for the Emergency Managing Sharing Protocol. Also refer to Part 5.3.4: Triggers to recognise capability.

The Council MOCC is located at:

PRIMARY MOCC  
**Warrnambool Civic Centre**  
**Committee Room 1, 25 Liebig Street**  
**Warrnambool**  
**Tel: 5559 4800**

No secondary MOCC location has been determined.

### **3.3.2 Financial Considerations**

Council is responsible for the costs of providing municipal resources (owned or under the direct control of council) including:

- Equipment such as heavy machinery (even where under existing contract from external suppliers)
- Personnel for response, relief and recovery activities
- Resources for relief and recovery activities

Financial accounting for Municipal resources utilised in emergencies must be authorised by the MERO or the MRM and shall be in accordance with the normal financial arrangements of Council and the *MAV Financial Management in Emergencies Protocol*. All expenditure is to be recorded and logged for cost recovery.

All expenses will be managed in Technology One.

To manage the allocation of funds Council has established a unique general ledger account for recording all costs associated with an emergency.

Council also issues credit cards to relevant officers with a realistic limit for use during emergency events.

Control agencies are responsible for all costs involved in that agency responding to an emergency. Government agencies supporting the control agency are expected to defray all costs from their normal budgets.

Depending on the magnitude of the emergency some government financial assistance may be available for prevention, response and recovery activities through The Victorian Natural Disaster Financial Assistance Program (NDFA) and/or Federal Natural Disaster Relief and Recovery Arrangements (NDRRA) both of which are accessed through the Victorian Department of Treasury and Finance.

The table below outlines eligible and ineligible events under NDFA/NDRRA:

Eligible events	Ineligible events
<ul style="list-style-type: none"> <li>♦ Bushfire</li> <li>♦ Earthquake</li> <li>♦ Flood</li> <li>♦ Storm (including hail)</li> <li>♦ Cyclone</li> <li>♦ Storm surge</li> <li>♦ Landslide</li> <li>♦ Tsunami</li> <li>♦ Meteorite strike</li> <li>♦ Tornado</li> <li>♦ Terrorism</li> </ul>	<ul style="list-style-type: none"> <li>♦ Drought</li> <li>♦ Frost</li> <li>♦ Heatwave</li> <li>♦ Epidemic</li> <li>♦ Events where human activity is a significant contributing cause (for example poor environmental planning, commercial development, personal intervention [other than arson], or accident)</li> </ul>

Table 6: Eligible and ineligible emergency relief expenditure

### 3.3.3 Assets Register

In accordance with the *MAV Financial Management in Emergencies Protocol* Council maintains an up to date assets register.

### **3.3.4 Compensation**

Under Section 27 of the Emergency Management Act 1986, compensation is payable if a volunteer emergency worker suffers personal injury (including death) or loss or damage to property belonging to the worker or in the worker's possession or control while engaged in emergency activity.

### **3.3.5 Business Continuity**

In the event of an emergency the Management Executive Group (MEG) will support the Council in determining and implementing appropriate incident management strategies to enable critical business functions to remain operational. The MEG will be responsible for the management and restoration of business activities to normal levels of operation once an emergency event has concluded.

MEG consists of the Chief Executive, Director Community Development, Director City Infrastructure, Director City Growth and Director Corporate Strategies.

## **3.4 PUBLIC HEALTH**

The Municipal Environmental Health Officer and Municipal Medical Officer of Health have been delegated the responsibility for public health matters.

The Public Health Emergency Management sub-plan describes local arrangements for public health emergency management and addresses the following risk areas:

- Food safety (including donated food);
- Safe and adequate water supply;
- Infectious disease control;
- Emergency shelter and accommodation;
- Waste collection and disposal;
- Wastewater management;
- Emergency toilets and ablution facilities;
- Vermin and vector control;
- Disposal of dead stock and other animals;
- Pollution of water, land or air; and
- Other related matters.

## **3.5 MEDICAL**

Ambulance Victoria will implement medical arrangements where people are injured or/and require medical assistance in consultation with hospitals within the municipality. Arrangements will be consistent with the State Health Emergency Response Plan (SHERP).

Medical response management at an emergency scene will be carried out by the Health Commander who is the highest ranked Ambulance Officer present.

The role of the Health Commander at the scene of an emergency is to:

- Arrange resources required;
- Provide triage (prioritise patients for treatment; and transport)
- Co-ordinate transport of patients;
- Determine destination of patients.

## **3.6 EVACUATION & RELOCATION**

In order to protect people from the risks of an emergency the incident controller in consultation with Victoria Police and available expert advice including the MERO and MRM, may recommend the evacuation of people from a specific locality such as an institution, a town or an area of the state. Evacuations will be conducted in accordance with the Evacuation Guidelines located in the EMMV, Part 8 – Appendixes and Glossary, Appendix 9.

Consideration will be given to the area which is to be evacuated, the route to be followed, the means of transport and the location to which evacuees will be asked to attend. However, in Victoria, evacuation is largely voluntary.

The MERO, MRM and EMLO will provide advice regarding the most suitable Emergency Relief Centre and other resources that may be required (e.g. public health, emergency relief considerations or requirements and special needs groups).

On the basis of warnings or other information, members of the public may voluntarily choose to remove themselves from the potential area of the emergency and to relocate to a safer area.

## **3.7 STAGING AREAS**

CFA will use the Warrnambool Fire Station as a local staging area for incidents requiring up to one strike team (4 to 5 appliances with a Field Command vehicle).

Anything larger than that or large scale ongoing operational requirement's CFA will use the Friendly Societies Park, Koroit St, Warrnambool.

## **3.8 COMMUNICATIONS**

It is important to ensure that all communications are maintained at an optimum level during an emergency. The incident controller is responsible for issuing warnings and community information.

It is appropriate for the mayor and councillors to comment on what their own council is doing, but not on other areas of responsibility, such as the control agency or police.

Council's existing media policies and protocols should be observed during an emergency or incident. Particular attention should be paid to policies and protocols regarding interaction with the media, and how and when the spokesperson role is activated.

Warrnambool City has a Media and Communications Policy and the Mayor and Councillor's are bound by the Councillor Code of Conduct.

### **3.8.1 Before**

Council also has a role in community education and participates with agencies in the areas of:

- Annual fire awareness meetings with residents in fire prone areas
- Information to Home and Support Service clients about measures to take during heat-waves and power blackouts
- Food handling education and awareness raising among food services.
- Vaccination education program



### **3.8.2 During**

Support and reiterate lead agency messages.

### **3.8.3 After**

Community information and briefings are vital components that assist in the recovery of emergency affected individuals and communities. Community information sessions will be conducted as soon as is practicable after an emergency and during the relief and recovery phase.

Releasing information will be the responsibility of the Warrnambool City Council and the Department of Human Services.

Only the Chief Executive Officer, their delegate, the Mayor and/or the Manager Communications are authorised to speak with the press. Council will release a statement to the press immediately when facts are known.

All relief and recovery communications will be coordinated through the MRM who will be responsible for:

- the allocation of communication resources;
- all news releases to the media;
- all communications to employees;
- all communications to insurance companies; and
- all communications regarding recovery strategies.

### **3.8.4 Delivery methods**

Communication from Warrnambool City will be delivered to the community via the following methods:

- Media outlets including The Warrnambool Standard
- Council website: [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)
- Council to Community – the official magazine of the Warrnambool City Council
- <https://www.facebook.com/WarrnamboolCityCouncil/>
- Twitter – Tweets by @WarrnamboolCity
- Connect Warrnambool is a website that provides residents of Warrnambool with access to emergency planning tools along with emergency information.

<http://www.connectwarrnambool.com.au/emergency-information>

The delivery methods will be proposed by the Manager Communications and approved by the Emergency Management Coordination Group.

### **3.8.5 Vulnerable or Non-English speaking Persons**

Special consideration will be given to warning vulnerable, disabled and non-English speaking groups. In the case where information or communication is required with persons unable to speak English an interpreter service such as the Commonwealth Government Telephone Interpreter Service (131 450) may be able to assist.

All agency representatives dealing with an emergency will carry a language indicator card, which can be used to establish the language in question.

Appendix 17: Language Indicator Card

## 3.9 COMMUNITY

The responsibility for planning and preparing for emergencies rests with all Victorians.

Individual community members are responsible for learning the potential risks of their environment and for actively planning and preparing to respond to the risks of emergencies. This includes taking action to protect themselves, their families, vulnerable members of the community and their interests. By doing so, individuals and community build and strengthen their own resilience to emergencies.

All Victorians and particularly people who are likely to be highly vulnerable in an emergency are encouraged to develop personal emergency plans with their family and other support networks in order to improve their safety and wellbeing during emergencies.

Information about how to prepare for an emergency can be found here:

[www.connectwarrnambool.com.au](http://www.connectwarrnambool.com.au)

## 3.10 LOCAL RESPONSE PLANS AND COMMUNITY INFORMATION GUIDES

One of the key recommendations from the interim report from the 2009 Victorian Bushfires Royal Commission (VBRC) was the development of Township Protection Plans (TPP's) for high risk communities across Victoria. These plans have "evolved to become a key source of information for the community and an important tool to emphasise the shared responsibilities and obligations between the community, the fire services and the municipalities", (*Implementing the Governments Response to the 2009 Victorian Bushfires Royal Commission, May 2011*).

These plans have now evolved further to become known as Community Information Guides (CIGs).

The Country Fire Authority has developed a Community Information Guide for the towns of Woodford and Bushfield.

Woodford and Bushfield Community Information Guide can be found at Appendix 18.

## APPENDIX 14: MEMPC TERMS OF REFERENCE



### MOYNE SHIRE and WARRNAMBOOL CITY MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

#### Terms of Reference

#### Purpose

The purpose of the Moyne Shire Council and Warrnambool City Council joint Municipal Emergency Management Planning Committee (MEMPC) is to provide information and advice to assist with planning for potential emergencies in the municipal areas of Moyne Shire and Warrnambool City.

This Committee is formed pursuant to Sections 20 of the Emergency Management Act, 1986. In particular, Sections 18, 21(3), (4) and (6) refer specifically to the Municipal Emergency Management Planning Committee.

#### Objectives

The Committee is to formulate emergency management plans for the respective Council's consideration in relation to the prevention of, response to and the recovery from emergencies within the Moyne Shire and Warrnambool City municipal areas.

#### Definitions

- **'Emergency'** is as defined in the Emergency Management Act 1986;
- **'Emergency Management'** means the organisation and management of resources for dealing with all aspects of emergencies;
- **'MEMPC'** means Municipal Emergency Management Planning Committee;
- **'MEMPlan'** means Municipal Emergency Management Plan;
- **'MEM'** means the Municipal Emergency Manager;
- **'MERC'** means the Municipal Emergency Response Coordinator, i.e. a member of Victoria Police (VicPol);
- **'MRM'** means Municipal Recovery Manager

- ‘**MERO**’ means Municipal Emergency Resource Officer;
- ‘**VICSES**’ means Victoria State Emergency Service; and

## **Membership**

Membership of the joint Moyne Shire and Warrnambool City MEMPC will comprise of:

### **Primary Members** – *Considered to be necessary to fulfil the Committee duties*

- 1 X Councillor from each Moyne & Warrnambool
- MERO from each Moyne & Warrnambool
- MRM from each Moyne & Warrnambool
- Victoria Police (MERC's)
- Ambulance Victoria
- CFA Operational Officer
- DEDJTR
- DELWP
- DHHS
- Parks Victoria
- Red Cross
- SES Regional Officer
- Vic Roads / Regional Roads Victoria
- Wannon Water

### **Secondary Members** – *Are able to participate in the Committee activities*

- Deputy MERO from each Moyne & Warrnambool
- Deputy MRM from each Moyne & Warrnambool
- MFPO from each Moyne & Warrnambool
- Coast Guard
- Moyne Health Services
- Salvation Army
- SES Unit Controller
- South West Healthcare
- Victorian Council of Churches Emergencies Ministry
- Worksafe
- Utility Companies

## **Representation**

The agencies / organisations listed above will provide representation at the appropriate level to enable decisions and commitment to be made on behalf of their agencies / organisations. The priority group will be invited to attend all meetings with the secondary tier invited to attend as necessary to discuss relevant agenda items.

The Committee may appoint new members as required.

Other members may be co-opted by the Committee, especially for Working Groups.

## **Structure**

The Committee will provide direction and support to agencies / organisations within the MEMPC.

The Committee may convene Sub-Committees or Working Groups as required. The Committee will be chaired from within its membership.

### **Chair and Deputy Chair**

The Committee will be chaired by a nominated Moyne Shire Council or Warrnambool City Council Councillor. If the Chair is unavailable, the position will be filled in following order of precedence.

- the alternative Councillor
- the MERO from the chairing municipality
- The alternative MERO

Each Council will chair for a period of 12 months. Administration of meetings will be supported by the staff of the Council nominated to chair.

### **Authority of the Committee**

Section 21(4), of the Emergency Management Act 1986, states that “The function of a municipal emergency planning committee is to prepare a draft municipal emergency management plan for consideration by the municipal council.” It shall:

- Assess and review hazards and risks facing the community;
- Produce the Municipal Emergency Management Plan for consideration by Council;
- Review and update the Plan annually, including review of risks, with responsibility to see that this task is undertaken delegated to the Municipal Emergency Resources Officer (MERO);
- Arrange regular tests/exercises of the Plan, or parts of the Plan, at least annually. This includes participation in other agency exercises.

### **Meeting Procedure**

The Municipal Emergency Management Planning Committee will meet at least three times each year and following major emergencies involving the municipalities, or as required from time to time. Nominal months in which meetings are to be held are March, July and November. All meetings will be minuted and follow the Municipal Association of Victoria rules.

### **Committees and Working Parties**

The Municipal Emergency Management Planning Committee (MEMPC) will determine the need to establish Sub-Committees / Working Groups in order to investigate and report back on specific issues that will assist the Municipal Emergency Management Planning Committee in meeting its obligations under the Emergency Management Act 1986.

The Municipal Emergency Management Planning Committee will determine the terms of reference and reporting timeframes for these committees and/or working groups. The membership of any committee/working group will consist of agencies / organisations represented on the Municipal Emergency Management Planning Committee and other representatives deemed necessary by the Municipal Emergency Management Planning Committee.

Appendix A outlines the MEMPC Sub Committee Structure

## Quorum

A quorum at a meeting of the MEMPC must consist of the following representatives:

VicPol:

- 1 MERC (or Deputy)
- Warrnambool City Council: 1 MERO (or Deputy)
- Moyne Shire Council: 1 MERO (or Deputy)
- Agencies / Organisations: 1 representative from at least 3 different Primary Member Agencies

Total of 6 representatives

## Voting

All recommendations proposed by the Committee will be voted on with the majority of votes to determine if the recommendation is carried or rescinded.

The Chair of the Committee will have the casting vote if there is a tied vote.

## Reporting

Agencies / organisations will prepare and submit reports to the MEMPC.

The MEMPC Sub-Committees and Working Groups will report to the MEMPC.

MEMPC meeting minutes are to be circulated to both Primary Members, Secondary Members, the Regional Emergency Response Coordinator (RERC) and Regional Recovery Committee via email.

## Administration

Administrative support to the Committee will be provided by the Chairing Council.

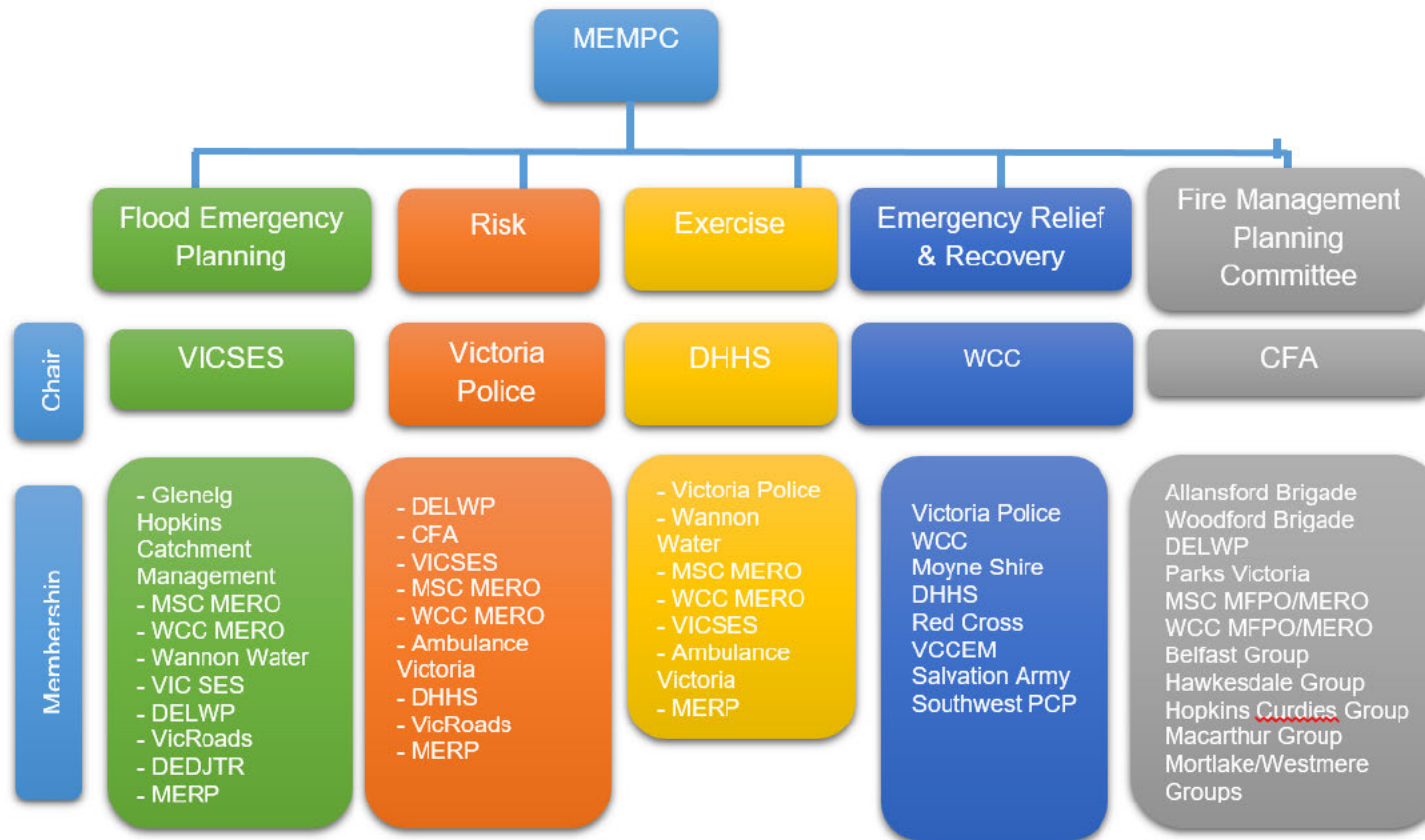
## Legislative Matters

The functions of the Committee will satisfy the obligations for MEMPC specified in Part 4 of the Emergency Management Act 1986.

This Terms of Reference is valid for the Term of the Council and will be reviewed by the MEMPC.

<b><i>Municipal Emergency Management Planning Committee</i></b>	<b><i>Approval Date:</i></b>	<b><i>July 2016 meeting</i></b>
	<b><i>Approved By:</i></b>	<b><i>MEMPC Chair</i></b>
	<b><i>Review Date:</i></b>	<b><i>March 2017</i></b>
	<b><i>Version No:</i></b>	<b><i>05</i></b>

## Appendix A: MEMPC Sub-Committee Structure



## APPENDIX 15: MEMPC DISTRIBUTION LIST

### Primary Members

<b>Ambulance Victoria</b>			
Emergency Management			
Area Manager – ASA 3			
Senior Team Manager			
Emergency Management Planning Coordinator			
Regional Support Manager			
<b>Australian Red Cross</b>			
Generic			
Hilder	Dennis	Divisional Operations Officer	
<b>Country Fire Authority</b>			
Generic			
Bourke	Richard	Operations Manager District 5	
		Commander (W/Bool Station)	
<b>Department of Jobs, Precincts and Regions</b>			
Goudy	Alex	Rural Recovery Coordinator	
Mowle	Ellie	Animal Health Officer	
<b>Department of Environment, Land, Water &amp; Planning</b>			
Davies	Michael	Senior Forest and Fire Management Officer	
<b>Department of Health &amp; Human Services</b>			
Chamberlain	Matthew	Manager, Emergency Management – BSW Region	
Murrihy	Terry	Emergency Management Officer – BSW Region	
<b>Moyne Shire Council</b>			
McKane	Colin	MERO & MFPO	
Parker	Jill	Councillor	
Handby	Mark	MRM	
<b>Parks Victoria</b>			
Livitsanis	Peter	Manager Regional Operations	
<b>SES</b>			
Generic			
Carlton	Ian	Regional Officer – Emergency Management	
Smith	Ken	Regional Officer – Emergency Management	

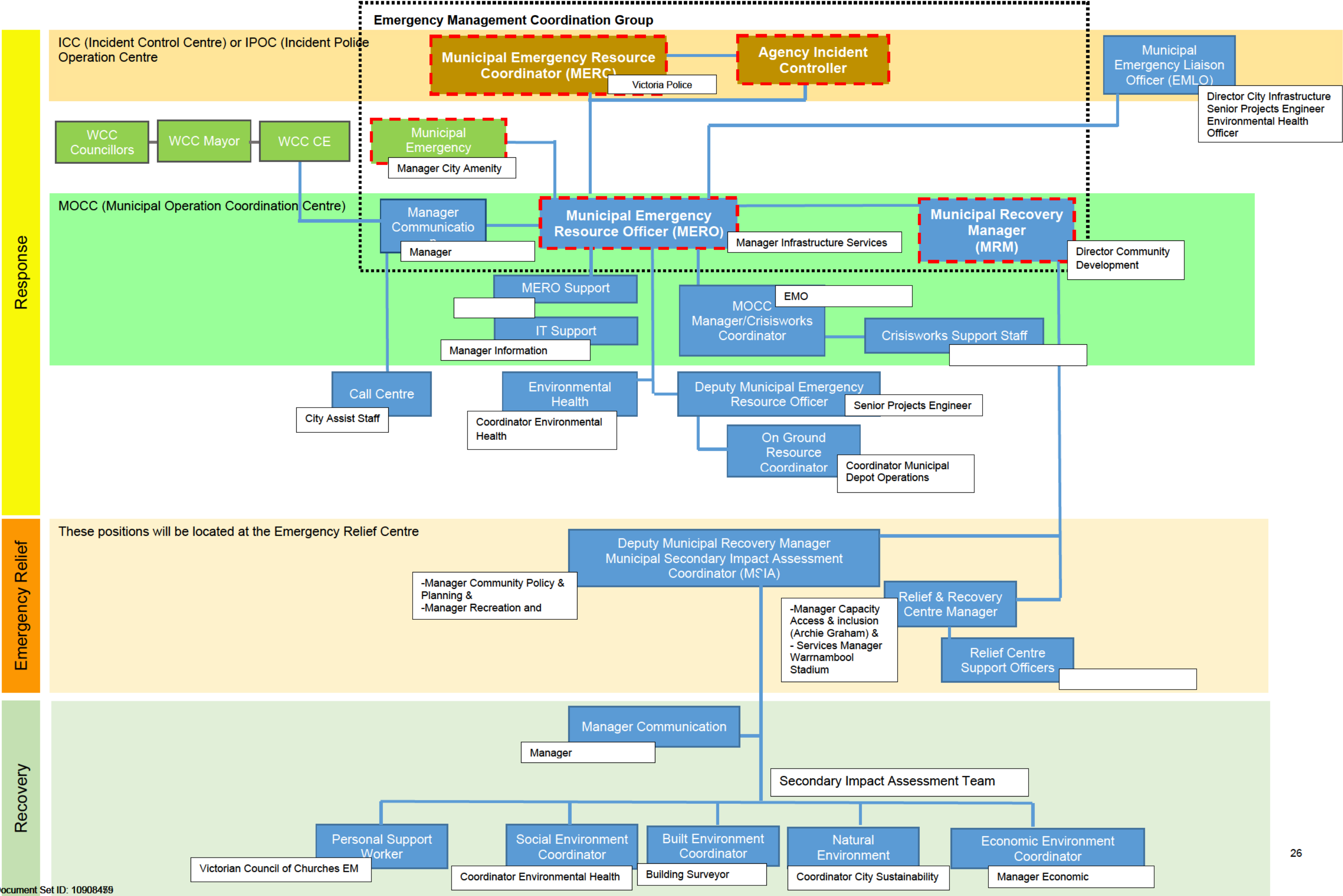


Krause	Bess	Community Resilience Coordinator	
		Unit – Port Fairy	
		Unit – Warrnambool	
		Unit – Mortlake	
<b>Regional Roads Victoria</b>			
Curwell	Richard	Emergency Management Coordinator	
<b>VCC Emergencies Ministry</b>			
Generic			
Carter	Lynne	Area Coordinator for Warrnambool	
Hill	Netta	Area Coordinator for Moyne Shire	
<b>Victoria Police</b>			
Bagally	Brenda	REMI – Barwon South West	
Barbary	Tania	MERC – Moyne	
Greenwood	Dean	MERC – Warrnambool	
Coombes	Gary	Inspector – Western Division 2	
<b>Wannon Water</b>			
Van Rooy	Sarah	Risk & Emergency Management Manager	
Smith	Brent	Emergency Management Coordinator	
<b>Warrnambool City Council</b>			
Owen	David	Councillor	
Cavanagh	Scott	MERO	
Deans	Mathew	Emergency Management Officer	
King	Vikki	MRM	
McArdle	Peter	MFPO	
Reddick	Glenn	MEM	

## **Secondary Members**

<b>The Salvation Army</b>			
Emergency and Disaster Management Communications			
Holman	Eddy		
Wood	Peter		
<b>Utility Companies</b>			
McCarthy	Simon	Downer Tenix	
Lennon	Ryan	South West Region – Powercor	
<b>Life Saving Victoria</b>			
Noter	Rebel	Western Regional Officer	
<b>Moynes Health Service</b>			
Kelly	Jackie	Acting Chief Executive Officer	
<b>Public Health</b>			
Brown	Jo	Field Emergency Management Officer	
<b>South West Healthcare</b>			
Fraser	Craig	Chief Executive Officer	
Roberts	Trevor	Safety & Security Manager	
<b>WorkSafe</b>			
Likouresis	Nikos	Program Manager Operations & Emergency Management	
<b>VF16 Warrnambool Coast Guard</b>			
Wood	Alan	Commander	

Appendix 16: WCC Emergency Management Structure



## APPENDIX 17: LANGUAGE INDICATOR CARD



Australian Government  
Department of Immigration  
and Border Protection



### Language card

#### English

Please indicate which language you speak, so that we can arrange an interpreter to help you communicate.

#### Mandarin/简体中文

请说明您说哪种语言，这样我们就能安排翻译帮助您沟通。

#### Tamil/தமிழ்

தயவுசெய்து தாங்கள் பேசும் மொழி எதுவென அறியத் தந்தால், நாம் எமக்கு உதவும் வகையில் ஒரு மொழிபெயர்ப்பாளரைப் பெற்றுக் கொள்ள முயற்சிப்போம்.

#### Korean/한국어

어떤 언어를 사용하시는지 표시해 주십시오. 그러면 저희가 귀하의 의사소통을 돕기 위한 통역사를 주선할 수 있습니다.

#### Cantonese/廣東話

請說明你說的語言，以便我們安排口譯員協助你開展溝通。

#### Spanish/Español

Por favor indique el idioma que usted habla, para organizar un intérprete que le ayudará a comunicarse.

#### Turkish/Türkçe

Hangi dili konuştuğunuzu belirtin, böylece iletişimde bulunabilmeniz için size bir tercüman ayarlayabilelim.

#### Myanmar(Burmese)/မြန်မာ

ကျေးဇူးပြု၍ သင် ပြောဆိုသောဘာသာစကားပြောဆိုလိုက် ပြောပြပါ။ ကျွန်ုပ်တို့ကူညီရန် ကောင်းပြန်တော့မို့ အေးအေးပျော်ပျော်။

#### Greek/Ελληνικά

Παρακαλούμε σημειώστε ποια γλώσσα μιλάτε, για να διακανονίσουμε διερμηνέας για να σας βοηθήσει να επικοινωνήσετε.

#### Somali/Soomaali

Fadlan tilmaan luuqadaad ku hadashid, si aan kuugu soo balamino turjumaan kaa caawiya wada hadalka.

#### Italian/Italiano

Sei pregato di indicare la lingua da te parlata, affinché si possa organizzare il servizio di un interprete che ti aiuti a comunicare.

#### Nepali/नेपाली

कृपया तपाईं कुन भाषा बोल्नुहुन्छ जनाउनुहोला, तसर्थ हामीले तपाईंलाई संग कुराकानी गर्न मद्दत गर्नको लागि दोआपेको व्यवस्था गर्न सक्नेछौं।



## APPENDIX 18 WOODFORD BUSHFIELD COMMUNITY INFORMATION GUIDE

### Making Victoria FireReady

#### In EMERGENCY dial 000 (TTY 106)

Do not call Triple Zero for information or advice. Calling Triple Zero unnecessarily may put others who are in a genuine emergency situation at risk.

#### Victorian Bushfire Information Line (VBIL): 1800 240 667 Emergency Contact Information

Tuning into your emergency broadcaster and CFA website on days of high fire danger ratings is the most reliable way of staying informed. Mains power may be unavailable, or fail, during fire and emergencies – keep a battery powered radio available.

**Emergency Broadcasters:** Sky News TV, ABC 1602 AM, ABC 774 AM, 3YB 882 AM, Coast FM 95.3 FM, 3Way FM

**Road closures:** 13 11 70 [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

**National Park, State Forest and Park closures:** 13 19 63 [www.parkweb.vic.gov.au](http://www.parkweb.vic.gov.au)

**School, early childhood services and bus route closures:** [www.education.vic.gov.au](http://www.education.vic.gov.au)

**24 Hour Wildlife Emergency:** 13 000 WILDLIFE or 1300 094 535

**24 Hour NURSE-ON-CALL:** 1300 60 60 24

#### Bushfire Information:

**CFA website:** [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

**Follow CFA on Twitter:** [www.twitter.com/cfa\\_updates](https://twitter.com/cfa_updates)

**Join the CFA Facebook page:** [www.facebook.com/cfavic](https://www.facebook.com/cfavic)

**DEPI Website (Planned burning):** [www.depi.vic.gov.au/burns](http://www.depi.vic.gov.au/burns)



#### Further Information

**Dept of Human Services:** [www.dhs.vic.gov.au/emergency](http://www.dhs.vic.gov.au/emergency)

**Dept of Environment and Primary Industries:** 13 61 86 [www.depi.vic.gov.au](http://www.depi.vic.gov.au)

**Weather:** [www.bom.gov.au](http://www.bom.gov.au)

**CFA District Office:** (03) 5551 1500 (non emergency calls only)

**Warrnambool City Council:** [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

**Fire Management Plan:** [www.tinyurl.com/Warrnambool-FMP](http://www.tinyurl.com/Warrnambool-FMP)

Deaf, hearing impaired or speech impaired? Contact the National Relay Service on 1800 555 677 if you use a TTY, 1800 555 727 if you use Speak and Listen, and then ask for: 1800 240 667

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Community Information Guide is a dynamic document which is updated regularly, please visit [www.cfa.vic.gov.au/cig](http://www.cfa.vic.gov.au/cig) to confirm the most up to date version.

### Woodford and Bushfield

Community Information Guide - Bushfire

## Prepare - Act - Survive



#### Why Woodford and Bushfield are at risk of bushfire

Fire Authorities have assessed Woodford and Bushfield as having areas of EXTREME bush fire risk. Local residents and visitors should be prepared for fire and have a plan for when the Fire Danger Rating is SEVERE, EXTREME or CODE RED.

This community information guide includes a map containing key elements of Woodford and Bushfield's bush fire risk. At the time of publication, there are NO designated Neighbourhood Safer Places – Places of Last Resort at Woodford or Bushfield.

Important community bush fire safety information is provided to help you make informed decisions about how to survive a bushfire, whether you're a local resident or a visitor to the area. Planning and preparation can save lives in a bushfire. Use this community information guide to help you and your family to prepare.



PREPARE. ACT. SURVIVE.

**FireReady** Victoria

Last updated Apr 2014 V3\_00

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# Prepare

It's important if **you** live, work and travel in this area, to plan what **you** will do if a bushfire threatens.

## Understand **your** bushfire risk

- Woodford and Bushfield have been assessed as having areas of EXTREME bushfire risk in accordance with the Victorian Fire Risk Register.
- Learn about bushfire risk.
- Assess and prepare the capability of your property to withstand a bushfire.
- Bushfires move quickly uphill, so properties on hills or ridges will be at a greater risk.
- Be aware as it is impossible for emergency services to protect every individual home or property.
- Remember your usual travel routes may be limited or blocked - know your local roads.
- In extreme wind conditions, and without any occurrence of fire in the area, roads and tracks may become blocked by falling trees, preventing residents from leaving early.
- Know the daily Fire Danger Rating in the district where you live or travel [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

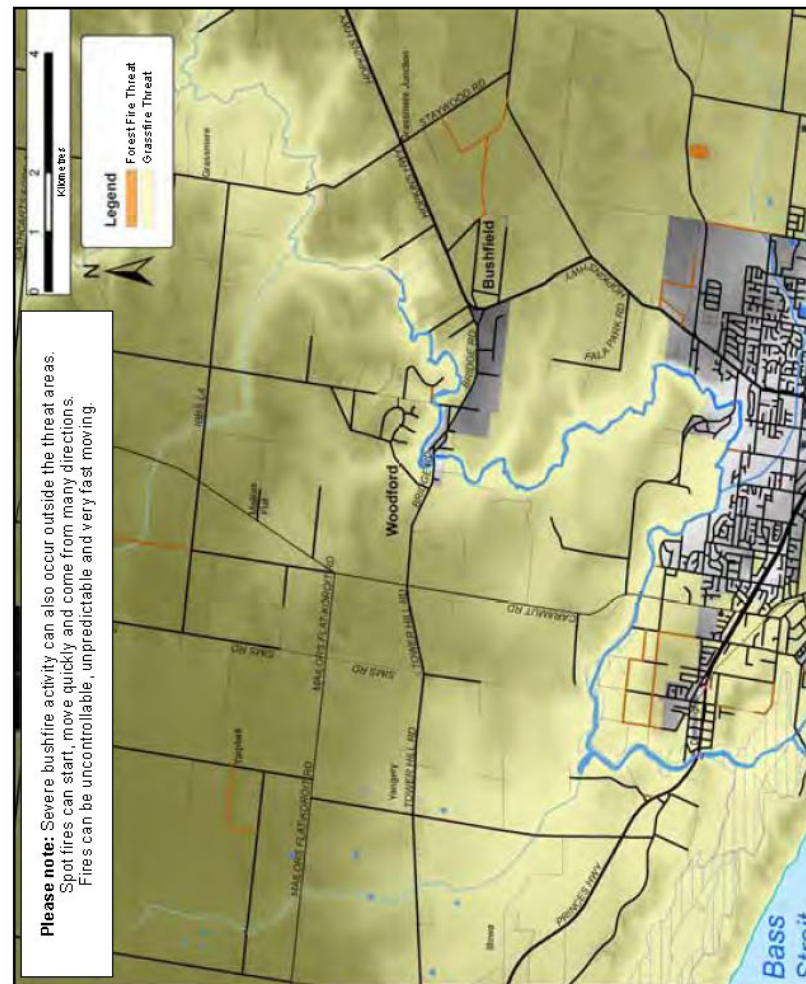
## Reduce **your** bushfire risk

- Homes with too much vegetation and other flammable materials close to them are difficult to protect from bushfires.
- Take advantage of rubbish removal and green waste disposal opportunities.
- Prepare your home and property against bushfire, burning embers and radiant heat.
- Even if your plan is to leave early, a well-prepared home has a greater chance of not being destroyed by bushfire.
- Assist your neighbours to reduce their bushfire risk as this may help make your property safer.
- **Develop and practise your Bushfire Survival Plan.**
- **You will also need to plan for your pets' safety.**
- You can attend or join:
  - A local Fire Ready Victoria meeting
  - A Bushfire Planning Workshop
  - A neighbourhood Community Fireguard Group
- **The Household Bushfire Self-Assessment Tool is available to help individuals assess the bushfire risk on their own property.**



You can download the CFA FireReady kit, containing the full Leaving Early Bushfire Survival Plan from [cfa.vic.gov.au](http://cfa.vic.gov.au), or call 1800 240 667 (TTY 1800 122 969)

## Woodford and Bushfield Bushfire Threat Map



# Prepare

**FACT**

It is your responsibility to prepare yourself, your family and your home for the threat of bushfire. You need to act decisively in accordance with your **Bushfire Survival Plan** when bushfires threaten. Your survival depends on your preparations and the decisions you make.



## Leave early

Leaving early is always the safest option.

### Leaving early is more important when:

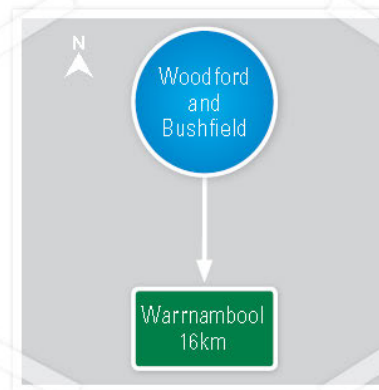
- The Fire Danger Rating is **CODE RED**. Homes aren't designed to withstand a bushfire during these conditions. Any fire that starts and takes hold will be so intense that you won't be safe to stay and defend your home – no matter how well prepared it is.
- There are children, elderly or disabled people in your home. People who are vulnerable due to age, health or any other reason, should always leave early.
- You have not prepared yourself or your property to give you and your home the best level of protection from a fire.
- Your house is not defensible. Some homes are not safe to defend because of their location or construction.

If you plan to leave, then you should leave well before a fire reaches your area and well before you are under threat. Follow the actions recommended for the Fire Danger Rating of the day (see pages 6 and 7). **Visit CFA website [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)**

### Where will you go?

- Is it a safe choice? You may choose somewhere that suits your personal needs and circumstances, e.g. a family member's house in an urban area with a backyard for your pet, or shopping centre complex, or central business district of a large regional centre.
- If you don't have any other options, you may wish to consider the following township: **Warrnambool**.

If you - or someone you care for - will need help to prepare and leave early when there is high fire risk, obtain a Red Cross **Bushfire: Preparing to leave early guide** at **[www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)** or request a copy by phoning the **Victorian Bushfire Information Line on 1800 240 667**



## PREPARE. ACT. SURVIVE.

**PREPARE.** You must make important decisions before the fire season starts.

**ACT.** The higher the Fire Danger Rating, the more dangerous the conditions.

**SURVIVE.** Fires may threaten without warning, so you need to know what you will do to survive.

- Roads may become congested and may quickly become impassable, particularly during peak periods.
- Falling trees may block roads.
- Burning roadside vegetation will create radiant heat.



## How you can stay in touch

- Bookmark the CFA incidents webpage ([www.cfa.vic.gov.au/fires](http://www.cfa.vic.gov.au/fires)).
- Follow CFA on Twitter ([www.twitter.com/cfa\\_updates](http://www.twitter.com/cfa_updates)).
- Join the CFA Facebook page ([www.facebook.com/cfavic](http://www.facebook.com/cfavic)).
- Access the CFA mobile website at [www.cfa.vic.gov.au/mobile](http://www.cfa.vic.gov.au/mobile)
- Download the FireReady app if you have a smartphone or tablet (Apple (App Store) and Android (Google play)).
- Beware, cordless home phones will NOT work if the mains power supply is cut.
- Wireless communications, internet and landlines may vary between service providers.
- Mobile phone coverage in and around Woodford and Bushfield is generally poor, may not be accessible during times of emergency and may vary between service providers.
- There are no community-alerting sirens operating in this township.
- Sirens sounding nearby are a trigger for you to seek information, as they may indicate fire activity in your area. When you hear a siren, further information may be available via ABC local radio, commercial and designated community radio stations, and SKY News TV (see page 16).



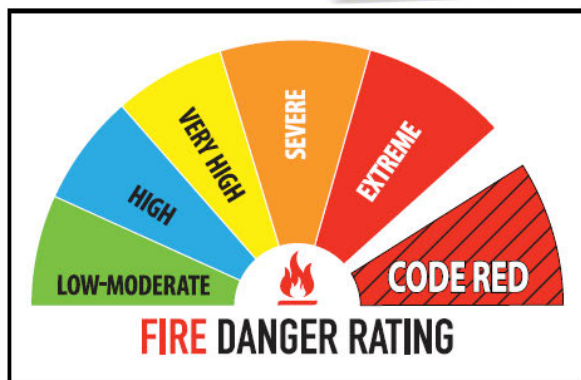
A written fire plan may save your life - would you remember a plan that's just in your head if your surrounded by smoke, heat, flame and noise?





# Act

Note *your* district's Fire Danger Rating daily as *your* trigger to act.



## Woodford and Bushfield are in the South West Fire District



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## Triggers

	What does it mean?	What should I do?
<b>CODE RED</b>	<p>These are the worst conditions for a bush or grass fire.</p> <p>Homes are not designed or constructed to withstand fires in these conditions.</p> <p>The safest place to be is away from high risk bushfire areas.</p>	<p>Leaving high risk bushfire areas the night before or early in the day is your safest option – do not wait and see.</p> <p>Avoid forested areas, thick bush and long, dry grass.</p> <p>Know your trigger.</p> <p>Make a decision about:</p> <ul style="list-style-type: none"> <li>–when you will leave</li> <li>–where you will go</li> <li>–how you will get there</li> <li>–when you will return</li> <li>–what you will do if you cannot leave</li> </ul>
<b>EXTREME</b>	<p>Expect extremely hot, dry and windy conditions.</p> <p>If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and will come from many directions.</p> <p>Homes that are situated and constructed or modified to withstand a bushfire, that are well prepared and actively defended, may provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>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.</p> <p>If you are not prepared to the highest level, leaving high risk bushfire areas early in the day is your safest option.</p> <p>Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a> or call the Victorian Bushfire Information Line on <b>1800 240 667</b>.</p>
<b>SEVERE</b>	<p>Expect hot, dry and possibly windy conditions.</p> <p>If a fire starts and takes hold, it may be uncontrollable.</p> <p>Well prepared homes that are actively defended can provide safety.</p> <p>You must be physically and mentally prepared to defend in these conditions.</p>	<p>Well prepared homes that are actively defended can provide safety – check your bushfire survival plan.</p> <p>If you are not prepared, leaving bushfire prone areas early in the day is your safest option.</p> <p>Be aware of local conditions and get information by listening to ABC Local Radio, commercial and designated community radio stations or Sky News TV, going to <a href="http://www.cfa.vic.gov.au">www.cfa.vic.gov.au</a> or call the Victorian Bushfire Information Line on <b>1800 240 667</b>.</p>
<b>VERY HIGH</b>	<p>If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.</p>	<p>Check your bushfire survival plan.</p>
<b>HIGH</b>		<p>Monitor conditions.</p>
<b>LOW-MODERATE</b>	<p>Be aware of how fires can start and minimise the risk.</p> <p>Controlled burning off may occur in these conditions if it is safe – check to see if permits apply.</p>	<p>Action may be needed.</p> <p>Leave if necessary.</p>

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# Act Planned Emergency Service Actions

## What are Bushfire Warnings and Advice?

During a bushfire, warnings and advice are used to give you an indication of the level of threat from a fire. You'll find these on the CFA website at [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) and on radio and television.

**There are three levels of bushfire warnings and advice plus a recommendation to evacuate.**

### ADVICE

- General information to keep you up-to-date with developments.

### WATCH AND ACT

- A fire is approaching you.
- Conditions are changing and you need to start taking action now to protect your life and your family.

### EMERGENCY WARNING

- You are in imminent danger and need to take action immediately.
- You will be impacted by fire.



For some fires, you may hear a warning message, such as a siren over your radio or television, or you may receive a text message or phone call.

**Other fires may start so quickly that there will be no time for any warning at all.**

Bushfire warnings and advice are not always given in the above order. As an example, the first alert you receive may be Watch and Act.

If you receive a bushfire alert, you must take it seriously. Failure to take action may result in death or injury to you or your family members.

## Evacuation

You may be advised to evacuate by police or emergency services. In fast-moving situations, you may not always receive a warning or recommendation to evacuate. Stay informed, aware of local conditions and the Fire Danger Rating, so that you can plan ahead and make the right decision in a bushfire. Leaving early is always the safest option. Refer to 'Community Evacuation Information', available at [www.police.vic.gov.au](http://www.police.vic.gov.au)

Should a recommendation to evacuate be made, the following advice would apply:

- A fire is rapidly advancing.
- If advised, travel to the evacuation destination as advised by emergency services.
- Strictly follow all instructions and advice.

### Fire Agencies

- Protecting life is the highest priority
- Issue advice and warnings via official channels (see page 16)
- Control and manage fire fighting activities
- Where safe to do so, protect:
  - Identified community assets
  - Property
  - The environment

### Victoria Police

- Keep people safe and property secure
- Control traffic in bushfire areas
- Manage evacuations
- Register people who have evacuated

### Woodford and Bushfield

- Residents and visitors, know your risk and act in accordance with the Fire Danger Rating triggers on pages 6 and 7
- Listen for warnings on your local radio station
- Check the CFA website for current updates

### Warrnambool City Council

- Activate and support the Emergency Relief Centres when required
  - Assist and support the Community to recover from the emergency
  - Council conduct fire prevention clearing on selected properties
- NOTE: On Code Red days, Council services may not be available

### VicRoads

- Manage road closures on advice from police and fire agencies
- Undertake safety inspections of roads prior to re-opening
- Provide advice to communities about road closures

### Department of Human Services

- Coordinate recovery activities for affected communities
- Coordinate interim accommodation after the emergency
- Coordinate emergency relief grants and material aid



# Bushfire Survival Options

## WHAT TO DO

### Leave Early

- When the Fire Danger Rating is Code Red, leaving early is always the safest option
- Leave early destinations could include homes of families & friends who live outside the risk area, a nearby town or built up area

**Always the safest option**

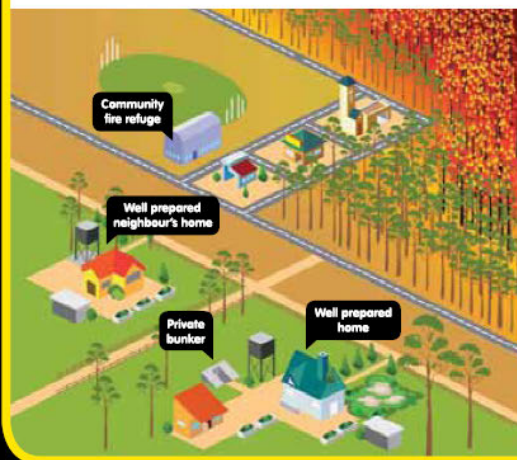


### Well Prepared

If leaving the high-risk area is no longer an option, there may be options close to where you are that could protect you. These include:

- A well prepared home (yours or your neighbours') that you can actively defend on Severe & Extreme Fire Danger Rating days only
- Private Bushfire Shelter (bunker) that meets current regulations
- Designated community fire refuge

**Your safety is not guaranteed**

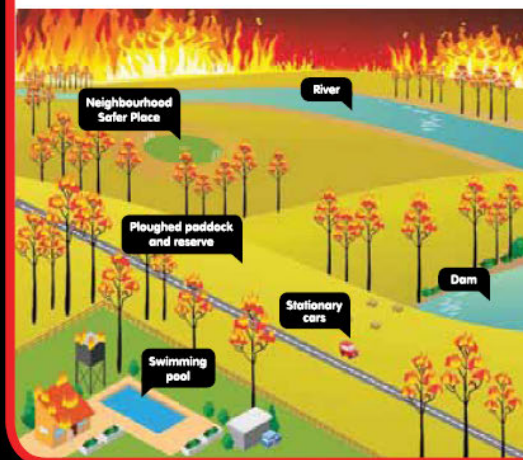


### Last Resort

In situations where no other options are available to you, taking shelter in one of the below may protect from radiant heat:

- Neighbourhood Safer Place (place of last resort)
- Stationary car in a clear area
- Ploughed paddock or reserve
- Body of water (i.e. beach, swimming pool, dam, river, etc.)

**High risk of trauma, injury or death**



**For more information on how to prepare your own Bushfire Survival Plan:**

**[www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or call the Victorian Bushfire Information Line 1800 240 667**

**PREPARE. ACT. SURVIVE.**

**FireReady** 

# Survive

Fire may threaten without warning, so you need to know what to do to survive.

## Community Fire Refuges

- A Community Fire Refuge is a place that is a building open to the public that can provide short-term shelter from immediate life-threatening effects of a bushfire event.
- There are no Community Fire Refuges located in Woodford or Bushfield.

## Activate **your** bushfire survival plan **early**

- Remember, bushfires can happen when least expected. Planning and preparation are essential.
- A last-minute decision may cost you and your family your lives.
- **You may not receive an official warning about a bushfire.**
- Do NOT expect a fire truck at your property.
- Your safety and survival depend on what decisions you make.
- Protecting people will always be more important than property.
- Always tell someone what you are planning to do.
- Observe the weather, including the direction the wind is blowing.
- Watch what is happening around you and where the bushfire may be located.

## Leaving late is **DANGEROUS**

- Travel on roads in this area during a fire is dangerous.
- You may be impacted by fire, and visibility may be poor due to smoke.
- The roads may be blocked due to falling trees, collisions or emergency vehicles.
- Usual travel routes may not be accessible.
- Don't assume you can turn back, as the road may have become blocked behind you.
- Lives are more likely to be lost when people make a last-minute decision to flee a bushfire.
- The risk of being overrun by bushfire is very real.
- People caught in the open are likely to face severe and often fatal levels of radiant heat.
- Leaving late is a DEADLY option.

## There are **no** Neighbourhood Safer Places – Places of Last Resort in Woodford or Bushfield

It is important that you plan to leave early (see page 4). Assemble a relocation kit.

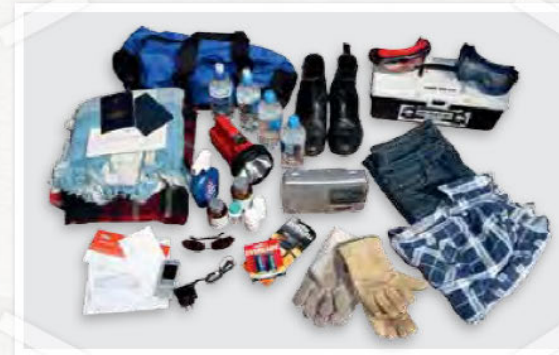
## Your relocation kit

Have a relocation kit with essential items already prepared and make sure it is stored in an easily accessible place.

Some of the things that you might like to include in your kit are:

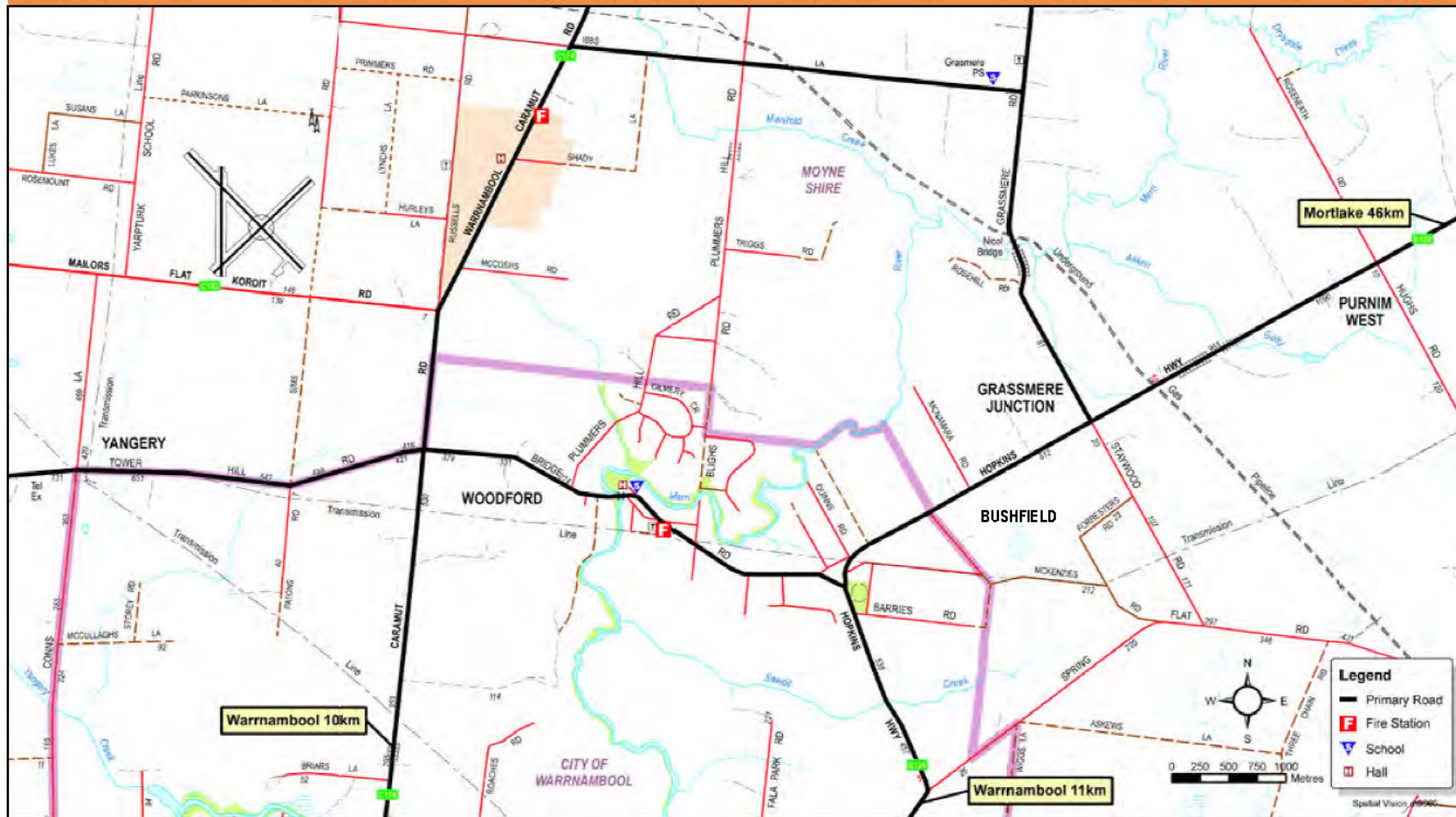
### Relocation checklist

Protective clothing made from natural fibres	<input type="checkbox"/>	Important documents	<input type="checkbox"/>
Woollen blankets	<input type="checkbox"/>	First aid kit	<input type="checkbox"/>
Water and medications	<input type="checkbox"/>	Cash, ATM/credit cards	<input type="checkbox"/>
Toiletries and sanitary supplies	<input type="checkbox"/>	Valuables and photos	<input type="checkbox"/>
Mobile phone and charger	<input type="checkbox"/>	Battery powered radio	<input type="checkbox"/>





# Woodford and Bushfield Community Map



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