



Event Bush Fire Readiness FOUR STEPS



STEP ONE – Provide your details

Event name:

Event type: (eg: Food and Wine Festival, Recreational Bike Ride, Music Festival)

Event date:

Event start and finish time:

Event backup date (if applicable):

Event contact name:

Event organisation:

Event contact mobile:

Event website:

Event location (Please provide a street address for a static event or list arterial roads for mobile events):

Is your event indoors, outdoors or both?

Total event population (participants plus spectators):

Where are the majority of participants and spectators coming from? (Melbourne, Geelong, Golden Plains, other Victoria): Please estimate the percentage breakdown of where participants and spectators are coming from.

When are the majority of participants and spectators arriving? (Day or days before; on the day)

**Know your place,
know your plan.**



STEP TWO – Record how your event will respond to forecasted Fire Danger Ratings

CODE RED

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

What will we do?

(Please mark appropriate box)

- Cancel event
- Reschedule event

How will we communicate our plans to our audience?

- Facebook
- Radio
- Website
- SMS
- Email
- Other

Agency officers we liaise with.

- CFA District 6 Duty Officer
- COS Events Officer
- Parks Victoria
- DELWP

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.

What will we do?

(Please mark appropriate box)

- Cancel event
- Reschedule event
- Modify start/finish times
- Provide additional fire fighting resources
- Restrict public entry to site
- Use alternative venue
- Use contingency course
- Apply event heat policy
- Other strategies

How will we communicate our plans to our audience?

- Facebook
- Radio
- Website
- SMS
- Email
- Other

Agency officers we liaise with.

- CFA District 6 Duty Officer
- COS Events Officer
- Parks Victoria
- DELWP

SEVERE

Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable.

What will we do?

(Please mark appropriate box)

- Cancel event
- Reschedule event
- Modify start/finish times
- Provide additional fire fighting resources
- Restrict public entry to site
- Use alternative venue
- Use contingency course
- Apply event heat policy
- Other strategies

How will we communicate our plans to our audience?

- Facebook
- Radio
- Website
- SMS
- Email
- Other

Agency officers we liaise with.

- CFA District 6 Duty Officer
- COS Events Officer
- Parks Victoria
- DELWP

VERY HIGH

HIGH

LOW - MODERATE

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.

What will we do?

(Please mark appropriate box)

- Cancel event
- Reschedule
- Modify start/finish times
- Provide additional fire fighting resources
- Restrict public entry to site
- Use alternative venue
- Use contingency course
- Apply event heat policy
- Other strategies
- Event proceeds as planned

How will we communicate our plans to our audience?

- Facebook
- Radio
- Website
- SMS
- Email
- Other

Agency officers we liaise with.

- CFA District 6 Duty Officer
- COS Events Officer
- Parks Victoria
- DELWP

STEP THREE – Record your response capabilities to bush fire threat on the day

If there are bush fires in the area on the day of the event, three types of alert messages can be distributed: Advice, Watch and Act, and Emergency Warning.

Actions we can take on the day of the event - our capabilities

Warning levels and what they mean	What actions on the day are we able to take (what are our capabilities) <i>Please mark appropriate boxes</i>
ADVICE <ul style="list-style-type: none">• An incident is occurring or has occurred in the area. There is no immediate threat• Access information and monitor conditions.	<ul style="list-style-type: none"><input type="checkbox"/> We have the capacity to receive advice and instructions from police and emergency services<input type="checkbox"/> We have access to ABC radio<input type="checkbox"/> We have access to the fire ready app<input type="checkbox"/> We have access to the internet<input type="checkbox"/> We have a landline<input type="checkbox"/> We have a mobile phone and coverage<input type="checkbox"/> We can communicate immediately and directly to our event audience
WATCH AND ACT <ul style="list-style-type: none">• An emergency is heading towards you.• Conditions are changing and you need to take action now to protect yourself and your event.	<ul style="list-style-type: none"><input type="checkbox"/> We can receive advice and instructions from police and emergency services We can activate an emergency control centre<input type="checkbox"/> We can cease or modify entertainment/activity on site if necessary<input type="checkbox"/> We can cease or modify activity on the course if necessary<input type="checkbox"/> We can hold cyclists/runners/ walkers if necessary<input type="checkbox"/> We can communicate instructions to marshals/staff on and off site<input type="checkbox"/> We have a designated sheltered area available
EMERGENCY WARNING <ul style="list-style-type: none">• You are in imminent danger and need to take action now• Your event will be impacted	<ul style="list-style-type: none"><input type="checkbox"/> We can receive advice and instructions from police and emergency services.<input type="checkbox"/> We have an evacuation plan<input type="checkbox"/> We have a chief warden<input type="checkbox"/> We can communicate immediately and directly to our event audience<input type="checkbox"/> We can SMS our event participants<input type="checkbox"/> We can evacuate to dedicated assembly areas if safe to do so<input type="checkbox"/> We have prepared announcements to communicate to our audience<input type="checkbox"/> We can provide water or access to water at evacuation points<input type="checkbox"/> We can cease or modify entertainment/activity on site if necessary<input type="checkbox"/> We can cease or modify activity on the course if necessary<input type="checkbox"/> We can hold cyclists/runners/ walkers if necessary<input type="checkbox"/> We can turn cyclists/runners/ walkers around if safe to do so<input type="checkbox"/> We can dispatch buses and vehicles to collect cyclists or runners if safe to do so<input type="checkbox"/> We can prevent more spectators coming on site<input type="checkbox"/> We can control access and egress from our parking areas<input type="checkbox"/> We have a designated sheltered area available

STEP FOUR – Contact CFA District 6 Duty Officer on 5232 1923 four days out from your event and discuss

1. Local conditions and options
2. Recent or current bush fires and impact on the event
3. Emergency response capacity at this time.

Our Event Representative who will contact the CFA Duty Officer is:

(contact no.)

