



**Aged & Community Services
SA & NT Inc**

Bush Fire Risk Management Plan

Basic Guidelines for Community Care Providers



TABLE OF CONTENTS

Introduction.....	3
Roles and Responsibilities	4
Duty of Care of Service Providers	5
Bushfire Risk in South Australia.....	5
Fire Danger Rating.....	6
Fire Danger Rating (FDR) System	6
CFS Recommendations based on the Fire Danger Rating System	7
Bushfire Risk Management Strategy	8
Prepare / Prevent Phase.....	9
Prepare/Prevent Phase – Strategies and Actions.....	10
1. Write a Fire Safety Plan For Your Service	10
2. Staff Education.....	12
3. Communication of information.....	13
4. Decision to recall staff from an area	14
5. When to stop service	15
6. Move to Respond Phase.....	15
Respond Phase	16
Respond Phase – Strategies and Actions	16
1. Monitoring	16
2. Establishing a central control site	17
3. Activate Fire Plan	18
4. Closure of services	19
Recovery Phase.....	20
Recovery Phase – Strategies and Actions.....	20
1. Commence recovery operations.....	20
2. Allocation of available resources.....	21
3. Initiate support services	22
Bushfire Risk Management Strategies Checklist.....	23
Prepare/Prevent Phase.....	23
Respond Phase	24
Recovery Phase.....	25
Appendices.....	26
Appendix 1 – Prepare/Prevent Phase Flowchart.....	26
Appendix 2 – Respond Phase Flowchart	27
Appendix 3 – Recovery Phase Flowchart.....	28
Appendix 4 – Identifying clients at risk or vulnerable during a bushfire event	29
Appendix 5 – Procedures after client has been identified to be at risk during a bushfire event.....	31
Appendix 6 – Sample Client Information Sheet.....	32
Appendix 7 – Bushfire Plan Phone List.....	33
Appendix 8 – Driving during bushfires	34
Appendix 9 – Relocation Advice for Severe, Extreme and Catastrophic Days.....	36
Appendix 10 – Schedule of Safer Settlements in South Australia.....	37
Appendix 11 – Schedule of Bushfire Safer Precincts in South Australia.....	39
Other Useful Resources:.....	40
Acknowledgements:	40
References:.....	40

Introduction

Aged & Community Services SA & NT (ACS) has developed the “**Bushfire Risk Management Plan: Basic Guidelines for Community Care Providers**” to support community care service providers in identifying, assessing and managing potential bushfire risks and threats to services and the health and well-being of staff members and clients. Service providers are encouraged to consider all possible options unique to their organisation when developing these plans. Plans should be a realistic assessment, written down, communicated to, agreed to and understood by all. Plans should also be both comprehensive and flexible as there may be a need to modify accordingly.

The plan presents a series of templates for community care providers in developing their own risk management and business continuity plans in light of a bushfire emergency in their area.

- The Bushfire Risk Management Planning Framework – provides information and ideas on how to develop your own organisation’s bushfire risk management plan. It also contains suggested strategies and actions to enable organisations to be prepared during a bushfire event.
- The Bushfire Risk Management Checklist – this is a shortened form of the planning framework and allows organisations to easily monitor and report on the progress of their bushfire preparedness to clients, Board, funding bodies and all relevant stakeholders.
- The Bushfire Risk Management Flowchart – provides a short summary on the essential steps needed to be taken on each phase of the planning framework.
- Information sheets on:
 - Identifying vulnerable clients
 - Bushfire Phone List
 - Driving during bushfires
 - CFS resource materials on safer locations
 - Other relevant links to useful information

The information contained in this document has been prepared for the purpose of assisting community care providers in developing their Bushfire Risk Management Plans. The information is not intended to cover all situations. Details relevant to the particular circumstances of some organisations may have been omitted.

Further work is being undertaken and consequently changes, including deletions or additions, to the information are likely to be required from time to time. As such, the ACS Bushfire Risk Management Plan will be a “living” document and updates will be provided to align with new information obtained from relevant bodies.

Aged and Community Services SA & NT therefore makes no representation and gives no warranty, expressed or implied, as to the completeness, accuracy or currency of the information contained in this document and disclaims all responsibility or liability to any person for any loss, cost or damage arising directly or indirectly as a result of use or reliance on all or any part of it.

Roles and Responsibilities

Emergency management involves partnership between all levels of government. Each level of government assumes varying roles and responsibilities:

- Commonwealth Responsibility
 - The Australian Government has no constitutional responsibility for local safety and emergency services. The Commonwealth supports emergency management in the states and territories through:
 - Funding organisations or programs such as Emergency Management Australia, the Bushfire Mitigation Programme and the Natural Disaster Mitigation Programme
 - Additional operational resources such as defence force
 - Advice through agencies like the Bureau of Meteorology
 - Policy development and manuals, e.g. Emergency Management Australia publications
- State Responsibility
 - Prime responsibility for the protection of life, property and the environment rests with the States and Territories.
 - In South Australia, the Premier is responsible for emergency management and the Emergency Management Act 2004 establishes a framework for the management of emergencies including:
 - the establishment, membership, functions and powers of the State Emergency Management Committee (SEMC); and
 - the management of emergencies, including:
 - their classification as identified major incidents, major emergencies or disasters and recovery operations
- Local Government
 - The Local Government Act establishes the role of Local Government in protecting its area from natural and other hazards and to mitigate the effects of such hazards.
 - Providers also need to identify if the relevant Councils have policies and procedures around Bushfire Safety. They should refer to their Local Council's Bushfire Risk Management Plan with regard to:
 - Reducing the risk of bushfire damage to property;
 - Bushfire protection measures; and
 - Land owner/occupier's bushfire management responsibilities.
 - For information on the procedures for the management of Council workforces and services during an emergency, a draft document – [Working Guidelines for Local Government During Emergencies](#) is available from the LGA website.

Duty of Care of Service Providers

Service providers have a duty of care under common law to clients and staff which is still applicable under crisis situations such as bushfires. *Duty of care* is a term that refers to the legal requirement that places responsibility on **everyone**—employers, employees and others—to follow healthy, safe and considerate work practices.

Duty of care is a legal term and describes a duty to work responsibly where your action(s) may **foreseeably** affect someone else. Duty of care is often established by an agreement between the organisation and clients or by the position description of the community worker providing the service.

Duty of care should take into account the nature of the relationship between a community care service provider and a client, where a greater client reliance or dependence with the service would be associated with an increased level of duty of care. It is recommended that community care service providers make their clients aware of the level and nature of the support they are providing and that there is clear communication to the client of the provision of the support in terms of disaster and/or emergency management. There may be situations where it is difficult to decide what is reasonable; in such circumstances, providers should review their operational policies, client agreements or contracts or contact their relevant funding body.

Bushfire Risk in South Australia

The Country Fire Service (CFS) – South Australia indicates that the risk of bushfires applies not only to those living, working and travelling in the bush but also includes those in the suburban fringe areas of Adelaide and in regional South Australia. Planning SA has identified 39 councils in South Australia with designated Bushfire Protection Areas within their council boundaries. These include:

- **Eyre Peninsula Councils:** Lower Eyre Peninsula (DC), Port Lincoln (City), Tumby Bay (DC), Streaky Bay (DC), Elliston (DC)
- **South East Councils:** Robe (DC), Naracoorte Lucindale Council, Grant (DC), Tatiara (DC), Kingston (DC), Wattle Range Council, Mt Gambier (City)
- **Yorke Peninsula Councils:** Yorke Peninsula (DC)
- **Kangaroo Island Councils:** Kangaroo Island Council
- **Mid-North Councils:** Clare and Gilbert Valleys Council, Mt Remarkable (DC), Northern Areas Council, Port Pirie (RC), Wakefield Regional Council, Light Regional Council, Mallala (DC)
- **Riverland Councils:** Berri Barmera Council, Renmark Paringa (DC)
- **Murray Bridge:** Murray Bridge (RC)
- **Mt Lofty Ranges:** Adelaide Hills Council, Alexandrina Council, The Barossa Council, Mid Murray Council, Mount Barker (DC), Victor Harbor (DC), Yankalilla (DC)
- **Metropolitan Councils:** Burnside (City), Campbelltown (City), Gawler (CT), Mitcham (City), Onkaparinga (City), Playford (City), Salisbury (City), Tea Tree Gully (City)

A Bushfire Risk Level Mapping tool can be accessed on the [Planning SA website](#).

Fire Danger Rating

A new national Fire Danger Rating (FDR) system is in place to provide the community with relevant information in order to prepare and respond to bushfires. The rating is forecast by the Bureau of Meteorology for the following day and serves as an early indicator for any potential danger. The Australian Fire and Emergency Service Authorities Council (AFAC) advises that people reconsider any travelling to bushfire areas when the FDR is from high to extreme. Do not attempt travelling to a bushfire area when the FDR is catastrophic. The FDR Chart should be used to guide you to understand the predicted bushfire behaviours, potential impacts and the recommended action you should take for each level.

Fire Danger Rating (FDR) System

Fire Danger Rating	Recommended Action and Potential Fire Behaviour and Impact
CATASTROPHIC FDI 100+ Total Fire Ban	ACTION: For your survival, leaving early is the best option. <ul style="list-style-type: none"> Fires will be uncontrollable, unpredictable and fast moving. Flames will be higher than roof tops. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. There is a very high likelihood that people in the path of the fire will die or be injured. Thousands of homes and businesses will be destroyed. House construction standards do not go beyond a Fire Danger Index (FDI) of 100. Well prepared, constructed and actively defended homes may not be safe during a fire.
EXTREME FDI 75-99 Total Fire Ban	ACTION: Leaving early is the safest option for your survival. <ul style="list-style-type: none"> Fires will be uncontrollable, unpredictable and fast moving. Flames will be higher than roof tops. Thousands of embers will be blown around. Spot fires will move quickly and come from many directions, up to 6 km ahead of the fire. There is a likelihood that people in the path of the fire will die or be injured. Hundreds of homes will be destroyed. Only well prepared, well constructed and actively defended houses are likely to offer safety during a fire.
SEVERE FDI 50-74 Total Fire Ban	ACTION: Leaving early is the safest option for your survival. Only stay if you and your home are well prepared and you can actively defend it during a fire. <ul style="list-style-type: none"> Fires will be uncontrollable and move quickly. Flames may be higher than roof tops. Expect embers to be blown around. Spot fires may occur up to 4 km ahead of the fire. There is a chance people may die or be injured. Some homes and businesses will be destroyed. Well prepared and actively defended houses can offer safety during a fire.
VERY HIGH FDI 25-49	ACTION: Only stay if you and your home are well prepared and you can actively defend it. <ul style="list-style-type: none"> Fires can be difficult to control. Flames may burn into the tree tops. Expect embers to be blown ahead of the fire. Spot fires may occur up to 2 km ahead of the fire. There is a low chance people may die or be injured. Some homes and businesses may be damaged or destroyed. Well prepared and actively defended houses can offer safety during a fire.
HIGH FDI 12-24	ACTION: Know where to get more information and monitor the situation for any changes. <ul style="list-style-type: none"> Fires can be controlled. Expect embers to be blown ahead of the fire. Spot fires can occur close to the main fire. Loss of life is highly unlikely and damage to property will be limited. Well prepared and actively defended houses can offer safety during a fire.
LOW – MODERATE FDI 0-11	ACTION: Know where to get more information and monitor the situation for any changes. <ul style="list-style-type: none"> Fires can be easily controlled. Little to no risk to life and property.

CFS Recommendations based on the Fire Danger Rating System

Fire Danger Rating	What Should I Do?
<p style="text-align: center;">Catastrophic <i>Total Fire Ban Day</i></p>	<p>YOU NEED TO ACT NOW</p> <ul style="list-style-type: none"> • Put your survival first and leave bushfire prone areas the night before or early in the day - this is your safest option. • Act immediately - do not wait and see • Avoid forested areas, thick bush or long, dry grass; • Prepare, know and practise a plan for: <ul style="list-style-type: none"> - When you will leave - How you will get there - What you will do if you cannot leave - Where you will go - When you will return
<p style="text-align: center;">Extreme <i>Total Fire Ban Day</i></p>	<p>YOU NEED TO GET READY TO ACT</p> <ul style="list-style-type: none"> • Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection levels e.g.; enclosed eaves, covers over external air conditioners, metal flyscreens etc. • You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home e.g.; enough water supply, petrol/diesel portable pump, generator, protective clothing etc. • If you are not prepared to the highest level, leaving bushfire prone areas early in the day is your safest option.
<p style="text-align: center;">Severe <i>Total Fire Ban Day</i></p>	<p>YOU NEED TO BE AWARE</p> <ul style="list-style-type: none"> • Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home e.g.; enough water supply, petrol/diesel portable pump, generator, protective clothing etc. • If you are not prepared, leaving bushfire prone areas early in the day is your safest option.
<p style="text-align: center;">Very High</p>	<ul style="list-style-type: none"> • Check your Bushfire Survival Plan. • Monitor conditions. • Action may be needed. • Leave if necessary.
<p style="text-align: center;">High</p>	
<p style="text-align: center;">Low - Moderate</p>	

Bushfire Risk Management Strategy

Organisations need to make important decisions in response to circumstances surrounding an emergency such as a bushfire. An active risk management and continuity plan will enable organisations to minimise service disruption, reduce the impacts of an emergency situation, as well as hasten the recovery process. The South Australian Country Fire Service (CFS) has prepared information materials that would be a useful resource for staff education sessions and for communicating bushfire education to clients. These include:

- [Bushfire Survival Plan](#)
- [Organisational Bushfire Safety Plan](#)
- Relocation Advice for Severe, Extreme and Catastrophic days (Appendix 9)
- Schedule of Safer Settlements in South Australia (Appendix 10)
- Schedule for Bushfire Safer Precincts in South Australia (Appendix 11)
- [Other Fact Sheets](#)

These can all be accessed and downloaded from the [CFS website](#). The CFS has also developed the [Bushfire Safer Places](#), a hierarchy of places that can offer relative safety from bushfire. They are broken into three categories, and are called Bushfire Safer Settlements, Bushfire Safer Precincts and Last Resort Refuges.

An essential step in developing your bushfire risk management plan is to identify whether you are the key organisation in providing services to a client. This will assist in establishing the extent of your duty of care. It is recommended that service providers conduct an audit of the level of service they provide to their clients and identify any other agencies that provide services to the same client. This will enable organisations to establish whether they are the key service provider for that client. If the organisation is not the key service provider for a particular client, they should seek consent from the client to record their details and pass on the information to the relevant agency.

If the organisation is the key service provider for a client, they should consider their role in developing that client's personal bushfire survival plan. ACS has developed a planning framework that service providers can incorporate into their own bushfire management plans, taking into consideration service delivery, staffing issues and client involvement. The framework presents strategies and actions to assist organisations in preparing for a bushfire event. The three key phases to consider in developing your plan are:

- Prepare/Prevent
- Respond
- Recover

These principles are based on emergency management approaches suggested by the Emergency Management Australia program. The suggested strategies and actions are directed at identifying and addressing the risks to staff and clients and give service providers a template to develop their own comprehensive policies and procedures tailored towards their specific situation and needs during a bushfire emergency.

Prepare / Prevent Phase

Fire is a natural periodic occurrence in bushland. As an employer, community care service providers have a duty of care to protect staff members in the daily performance of their duties to clients as well as encourage their clients to initiate measures in preparation for a bushfire event.

During the prepare/prevent phase, service providers should conduct a thorough assessment of their premises to identify potential risks (leaves in gutters, unmanaged vegetation, site maintenance issues) and ensure the site is prepared for bushfire season.

Communication and consultation are integral at this phase of the plan. Service providers should initiate a strategy that would encourage staff members to become aware of practical steps to prepare for the bushfire season as well as take steps to prevent bushfire risks. Key elements to planning for this phase include:

- Developing a Fire Safety Plan
- Staff Education
- Communication of Information
- Decision to recall staff from an area
- Decision on when to stop providing service
- When to commence Active Bushfire Response Phase

Prepare/Prevent Phase – Strategies and Actions

1. Write a Fire Safety Plan For Your Service

STRATEGY	ACTIONS	STATUS
a. Identify sources of relevant information: i.e. bushfire prone areas, warning updates.	<ul style="list-style-type: none"> • Assign staff member/s to develop a Fire Safety Plan based on information from relevant agencies (Bureau of Meteorology, CFS, MFS, Local Council). • Assign key staff to monitor sources of information (Bureau of Meteorology, CFS, MFS, Local Council). • Identify key staff members who should be given this information to respond appropriately according to the bushfire management plan. 	
b. Identify and train essential staff to carry out fire safety plan	<ul style="list-style-type: none"> • Identify staff to act as fire/emergency wardens during a bushfire event. • Identify training required for personnel. • Check if staff have responsibilities under their personal bushfire survival plan. 	
c. Identify essential services needed to support community care clients.	<ul style="list-style-type: none"> • Identify minimum level of services required to maintain support to community care clients in a bushfire event. • Identify possible external supports for community care clients (i.e. family). • Identify essential supplies needed. • Establish and communicate the organisation’s duty of care to clients, their families and all stakeholders during a bushfire event. 	
d. Plan for the likely event of altering services delivered by your	<ul style="list-style-type: none"> • Identify essential services for all aspects of operations. • Identify current staffing levels. 	

organisation.	<ul style="list-style-type: none"> • Commence staff skills audit to identify back-up personnel for essential services. • Identify what operational activities can be maintained if staffing levels have decreased (30%, 60%, 90%). • Identify implications to stakeholders if operations are reduced or ceased. • Define at what point operations need to cease for each service provision. • Communicate decision to all stakeholders. • Identify alternative support for community care clients. • Identify service demands that need to be considered in modifying bushfire management plan. 	
e. Develop a client information sheet and database	<ul style="list-style-type: none"> • Identify key client information needed should services be modified or stopped (Appendix 6). • Develop a database containing key information regarding a client. • Identify storage and delivery method. • Identify key personnel responsible for storing, retrieving and accessing information. 	
f. Develop a vulnerable clients' register.	<ul style="list-style-type: none"> • Inform staff of the register of vulnerable clients. • Develop a spreadsheet to be used as the vulnerable clients register. • Instruct staff to list down details of clients identified to be vulnerable. 	
g. Test the plan and revise accordingly.	<ul style="list-style-type: none"> • Review plan and revise procedures in response to results of the test. 	

2. Staff Education

STRATEGY	ACTIONS	STATUS
a. Educate staff members in bushfire risks, fire danger rating, safety measures and other relevant information.	<ul style="list-style-type: none"> • Bushfire education is part of staff induction process. • Bushfire education is part of annual training plan (ensure timing is pre-bushfire season). 	
b. Educate staff in identifying clients who are at risk and vulnerable during bushfire season and providing them with relevant information.	<p>Staff should be trained to:</p> <ul style="list-style-type: none"> • Identify clients who are vulnerable during bushfire season and record details in the register of vulnerable clients. • Establish plan for clients who have support available during a bushfire event (i.e. Emergency RediPlan, CFS Bushfire Survival Plan). • Establish plan for clients who do not have support available during a bushfire event (Bushfire Survival Plan). 	
c. Identify and train essential staff to carry on service delivery during and after a bushfire event.	<ul style="list-style-type: none"> • Undertake staff skills audit to identify staff to back up essential services. • Identify training required for back-up personnel. • Identify capacity of staff to increase work hours. • Prepare staff profiles to identify which staff are likely to be unavailable due to family commitments. • Check if staff have responsibilities under their own bushfire survival plan. 	

3. Communication of information

STRATEGY	ACTIONS	STATUS
a. Monitor relevant sources of information.	<ul style="list-style-type: none"> • Assign staff to monitor Bureau of Meteorology and CFS website and local radio for alerts and warnings. • Develop a list of emergency numbers to contact to get relevant information. • Ensure that field staff carry mobile phones to receive emergency alerts. • Ensure that all staff are aware that bushfire may occur without warning and that they personally monitor their local conditions and report the presence of smoke or fire to 000. 	
b. Establish a plan to communicate information regarding bushfire, alerts and warnings.	<ul style="list-style-type: none"> • Develop tools such as brochures, posters, kits about bushfire to be given to staff and clients (utilise CFS materials where available) • Identify staff that can be part of your emergency response team. • Identify chain of communication before, during and after a bushfire event. • Distribute your organisation’s bushfire management plan to all staff. • Identify communication tool to be used to inform staff and clients on information gathered from relevant agencies (phone message, sms, email). • Ensure that the information sent is relevant and up to date. • Document key contacts within and external to the organisation. 	
c. Network with relevant agencies and other service providers.	<ul style="list-style-type: none"> • Develop links with relevant Federal, State or Local government body and other organisations (i.e. Local police, CFS) to foster cooperation before, during and after a bushfire event. • Develop a community care network list. 	

4. Decision to recall staff from an area

STRATEGY	ACTIONS	STATUS
a. Assign key staff members who will act upon the implementation of the bushfire risk management plan.	<ul style="list-style-type: none"> • Identify the member of the organisation who will make a decision on recalling staff from an area in response to a FDR or Bushfire Warning message. • Identify the chain of successors should the key decision maker be unavailable. 	
b. Develop policies on when to recall staff from bushfire prone areas.	<ul style="list-style-type: none"> • Organisations to closely monitor alerts, warnings and local conditions. • Staff to only travel by safe route. If safe route is unavailable, staff to return home or to base and report to the manager immediately. • Determine at which Fire Danger Rating (FDR) level to recall staff from bushfire prone areas. • Organisation to consider not sending staff members to bushfire areas when the FDR level is very high to catastrophic or when there is an active bushfire event. 	
c. Develop a communications plan to inform staff and clients about recall.	<ul style="list-style-type: none"> • Create an emergency response team, with back ups, who will be responsible for the dissemination of information and act as the official point of contact. 	

5. When to stop service

STRATEGY	ACTIONS	STATUS
a. Assign key staff members who will act upon the implementation of the bushfire risk management plan.	<ul style="list-style-type: none"> • Identify the member of the organisation who will make a decision on when to stop service in an area during a bushfire event, given the advice issued by the Emergency Services. • Key staff to take advice from SAPOL and the CFS regarding road closures and restriction of access to areas subject to an incident warning. • Identify the chain of successors should the key decision maker be unavailable. 	
b. Develop policies on when to consider modifying or stopping services in response to predicted dangerous fire weather.	<ul style="list-style-type: none"> • Determine at which Fire Danger Rating (FDR) level organisations to stop service. • If FDR level is catastrophic around business premises and surrounding areas, organisation to consider stopping service. • If FDR level is catastrophic in the client area, organisation to consider stopping service. 	
c. Develop a communications plan to inform staff and clients about modification or stopping of service.	<ul style="list-style-type: none"> • Create an emergency response team, with back ups, who will disseminate information and act as the official point of contact. 	

6. Move to Respond Phase

- If the Fire Danger Rating level is from “Extreme” to “Catastrophic” or when there is an active fire, organisations should consider moving to the Active Bushfire Phase.

Respond Phase

During this phase, the Fire Danger Rating levels can be extreme or catastrophic, or there could be an active fire surrounding the business premises. In some instances, community care workers may be faced with an active bushfire in the course of visiting clients in their homes. The key elements of this phase include:

- Monitoring
- Establishing a central control site
- Activate fire plan
- Closure of services

Respond Phase – Strategies and Actions

1. Monitoring

STRATEGY	ACTIONS	STATUS
a. Monitor reliable and up-to-date sources of information.	<ul style="list-style-type: none">• Identify key sources of information – CFS, MFS, Bureau of Meteorology, Local Council, staff at or near the fire incident.• Emergency response team to monitor, collect and disseminate current information, alerts and warnings.	
b. Disseminate relevant and current updates to staff and clients.	<ul style="list-style-type: none">• Identify strategies to best inform staff and clients of current bushfire alerts and warnings.• Provide staff and clients a point of contact and a list of reliable sources of information to get up-to-date information.• Develop a standard message to inform staff and clients regarding the state of operation (stopping of services or closure of premises).	

2. Establishing a central control site

STRATEGY	ACTIONS	STATUS
<p>a. Ensure policy is in place on when to have central control site remain within premises.</p>	<p>Policy should consider:</p> <ul style="list-style-type: none"> • Key staff who will make the decision to remain on site. • Information on which to base decision to remain onsite. • Emergency response team, assigned to handle all calls from staff and clients. • Where possible, a dedicated number be assigned for all staff and clients to contact. 	
<p>b. Ensure policy is in place on when to establish central control site outside the premises.</p>	<p>Policy should consider:</p> <ul style="list-style-type: none"> • Key staff member who will make the decision to move to alternate site. • Management to consider when to move to an alternate site based on advice from CFS and or Local authorities. • Identify alternate site as central control. • Identify key staff member who will inform emergency response team of new location. • Emergency response team, to report to this other site when informed. • Information regarding alternate site to be communicated to all staff and clients and included in plans and information materials. • Identify key staff who will retrieve stored client information data base to access in the new location. 	

3. Activate Fire Plan

STRATEGY	ACTIONS	STATUS
a. Develop policy on when to activate fire plan in a bushfire event,	<ul style="list-style-type: none"> • Define an FDR level on which to consider activating the fire plan. • Fire warden to be responsible for directing the fire plan. • Key staff assigned to be assistant wardens or back ups in situations where the fire warden is unavailable. 	
b. Establish when to deactivate fire plan.	<ul style="list-style-type: none"> • Define a level when fire plan to be deactivated (based on FDR level or advice from CFS or local authorities). • Emergency response team to coordinate with CFS or local authorities if it is safe to go back to premises. • Emergency response team to inform all staff on the status of the fire plan. • Emergency response team to begin contacting clients who were at risk during the bushfire event. • Coordinate with local authorities or the CFS in mop up operations. 	
c. Ongoing review of fire plan.	<ul style="list-style-type: none"> • Ensure that fire plan considers bushfire events, vehicle safety and alternative scenarios. • Coordinate with CFS or local authorities with updating fire plan in line with bushfire risk management. • Review training of fire wardens to take into consideration bushfire events. 	

4. Closure of services

STRATEGY	ACTIONS	STATUS
a. Assign key staff members who will make the decision of stopping all services and leaving the business premises.	<ul style="list-style-type: none"> • Monitor advice from SAPOL or the CFS regarding the necessity of relocation. • Identify the member of the organisation who will make a decision on stopping services and leaving the premises in response to a Bushfire Advice or Warning Message or in the event of a bushfire. • Identify the chain of successors should the key decision maker be unavailable. 	
b. Develop policy on when to stop all services during a bushfire event.	<ul style="list-style-type: none"> • Consider the FDR level and local bushfire risk conditions definitions when developing policy. • In considering ceasing or modifying operations, organisations should take into account advice and warning from the CFS, SES and local authorities. • Assign an FDR level on which to consider when services to clients are to cease. • Assign an FDR level on which to consider operational services on the business premises are to cease. • If staff are travelling to a client and the FDR level is raised from very high to catastrophic, organisation to consider withdrawing staff from area and client informed of the decision. 	
c. Develop policy on when to leave the business premises during a bushfire event.	<ul style="list-style-type: none"> • If FDR level is very high to catastrophic or there is an active fire surrounding the organisation's premises, it is best to activate fire plan. • Emergency response team to coordinate with CFS or the local authorities on the best course of action. In cases where there is already thick smoke and fire around the premises, it may be safer to shelter in place in a well-prepared building or solid structure. 	

Recovery Phase

Operations during the post bushfire phase should focus on commencing cleaning up, allocation of resources to commence service delivery and initiate support services such as counselling for staff affected by the bushfire event.

Recovery Phase – Strategies and Actions

1. Commence recovery operations

STRATEGY	ACTIONS	STATUS
a. Identify policies to be implemented post bushfire event.	<ul style="list-style-type: none"> • Establish policy for staff leave / absences if they were affected by the bushfire. • Establish policy for flexible working conditions. • Establish debriefing plan for all staff members. • Establish policy to provide community care services to clients in a different location. • In the event that the premises were affected by the bushfire event, develop policies and procedures for working in another location. 	
b. Continue monitoring reliable and up to date information.	<ul style="list-style-type: none"> • Assign staff member who will continue to monitor sources of information regarding bushfire alerts or warnings. • Coordinate with CFS or local authorities if it is safe to return to affected areas. 	
c. Implement guidelines for return to work.	<ul style="list-style-type: none"> • Develop return to work policies and procedures after a bushfire event. • Consult with CFS and local authorities if it is safe to return and travel to affected areas. • Consider obligations under OH&S Act. • Develop plan for cleaning up if allowed to return to premises. 	

2. Allocation of available resources

STRATEGY	ACTIONS	STATUS
a. Determine potential impact of a bushfire event on the organisation's financial situation.	<ul style="list-style-type: none"> • Negotiate agreements with funding bodies. • Have back-up process in place to pay staff in the event that premises were affected by the bushfire event. • Review finances and ensure ready access to sufficient cash reserves. • Review corporate insurance policies. • Prepare for impact of interruption of services due to the recovery process in bushfire affected areas. 	
b. Outline organisational structure post bushfire event.	<ul style="list-style-type: none"> • Identify key staff who will monitor staff absences and implement staff support services. • Identify core staff members required to undertake identified essential services. • Contact identified back-up personnel to deliver essential services. 	

3. Initiate support services

STRATEGY	ACTIONS	STATUS
a. Consideration for the health and well-being of staff and clients.	<ul style="list-style-type: none"> • Identify counselling services that can be made available to staff and clients. • Develop a list of counselling services for staff and clients to contact if they need to. • Acknowledgement strategy for staff contributions during and post bushfire event. 	
b. Coordinate with external organisations for support.	<ul style="list-style-type: none"> • Identify role of federal, state and local government in the recovery process post bushfire event. • Identify relevant agencies or persons to contact for additional support. • Initiate coordination with other providers in your area to assist each other. • Communicate all decisions and actions to relevant agencies or persons. 	

Bushfire Risk Management Strategies Checklist

Prepare/Prevent Phase

Strategies – <i>Prepare Bushfire Safety Policy, Plan and Procedures</i>	Completed	In Progress	Not Started
Identify sources of relevant information: i.e. bushfire prone areas, warning updates.			
Monitor relevant sources of information.			
Write a fire safety plan to communicate information regarding bushfire, alerts and warnings.			
Identify essential services needed to support community care clients.			
Plan for the likely event of altering services delivered by your organisation.			
Develop a client information sheet and database.			
Develop a vulnerable client's register.			
Develop storage, retrieval and access procedures for client information.			
Test the plan and revise accordingly.			

Strategies – <i>Staff Education</i>	Completed	In Progress	Not Started
Educate staff members in bushfire risks, fire danger rating, safety measures and other relevant information.			
Educate staff in identifying clients who are at risk during bushfire season and providing them with relevant information.			
Identify and train essential staff to carry on service delivery during a bushfire event.			

Strategies – <i>Communication and Information</i>	Completed	In Progress	Not Started
Monitor relevant sources of information.			
Establish a plan to communicate information regarding bushfire, alerts and warnings.			
Network with relevant agencies and other service providers.			

Strategies – <i>Decision to recall staff from an area</i>	Completed	In Progress	Not Started
Assign key staff members who will act upon the implementation of the bushfire risk management plan.			
Develop policies on when to recall staff from bushfire prone areas.			
Develop a communications plan to inform staff and clients about recall.			

Strategies – <i>When to stop service</i>	Completed	In Progress	Not Started
Assign key staff members who will act upon the implementation of the bushfire risk management plan.			
Develop policies on when to consider stopping service during a bushfire event.			
Develop a communications plan to inform staff and clients about stopping of service.			

Respond Phase

Strategies – <i>Monitoring</i>	Completed	In Progress	Not Started
Monitor reliable and up-to-date sources of information.			
Disseminate relevant and current updates to staff and clients.			

Strategies – <i>Establishing a central control site</i>	Completed	In Progress	Not Started
Establish central control site within premises.			
Establish central control site outside the premises (when active fire is in the area near or around business premises).			

Strategies – <i>Activate Fire Plan</i>	Completed	In Progress	Not Started
Activate fire plan in a bushfire event.			
Establish when to deactivate fire plan.			
Ongoing review current fire plan.			

Strategies – Closure of service	Completed	In Progress	Not Started
Assign key staff members who will make the decision of stopping all services and leaving the business premises.			
Stopping all services during a bushfire event.			
Deciding to leave the business premises.			

Recovery Phase

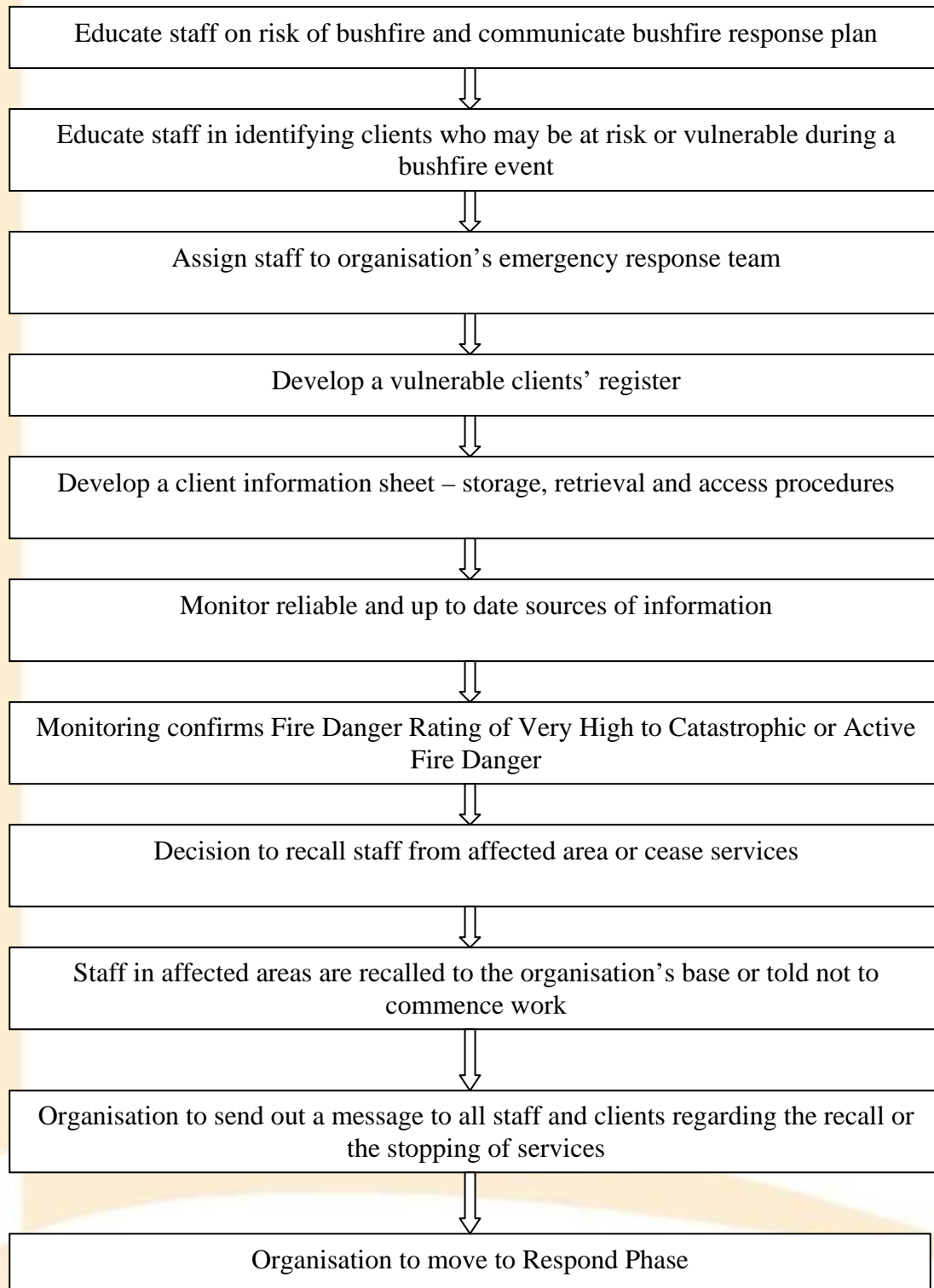
Strategies – Commence recovery operations	Completed	In Progress	Not Started
Identify policies to be implemented post bushfire event.			
Continue monitoring reliable and up to date information.			
Guidelines for return to work after a bushfire event.			

Strategies – Allocation of services	Completed	In Progress	Not Started
Determine potential impact of a bushfire event on the organisation's financial situation.			
Outline organisational structure post bushfire event.			
Identify essential services needed to support community care clients.			
Plan for the likely event of altering services delivered by your organisation.			

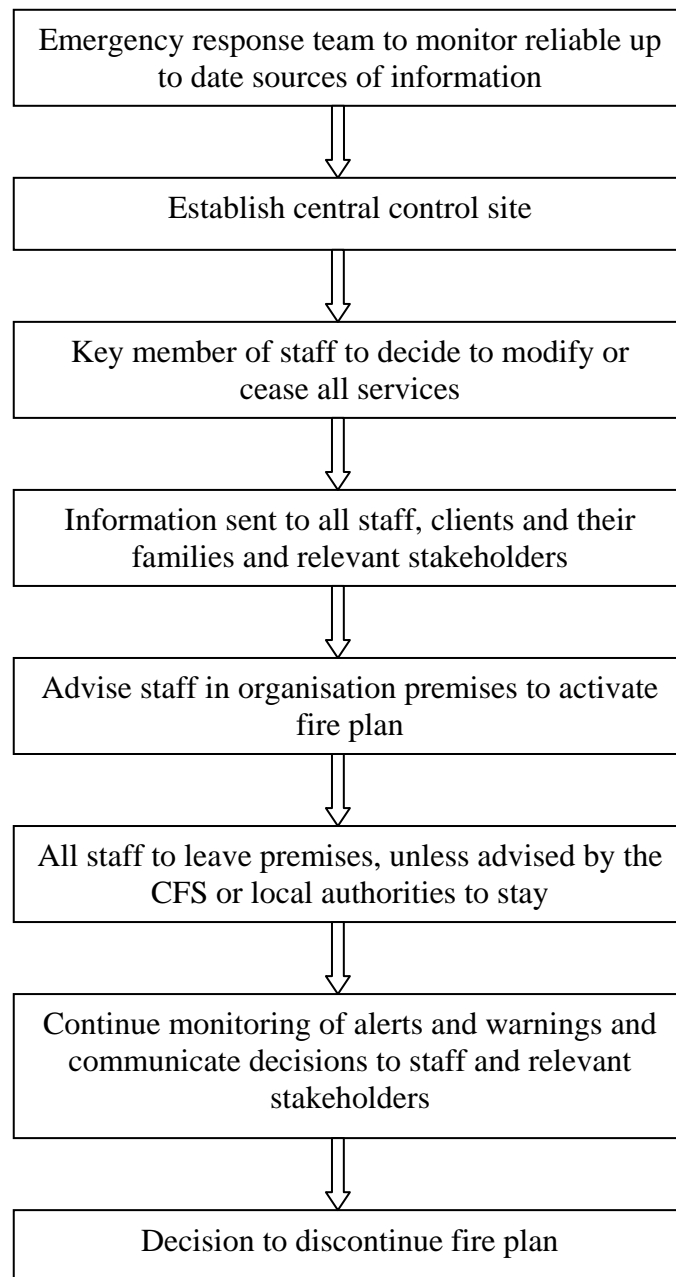
Strategies – Initiate support services	Completed	In Progress	Not Started
Consideration for the health and well-being of staff and clients.			
Coordinate with external organisations for support.			

Appendices

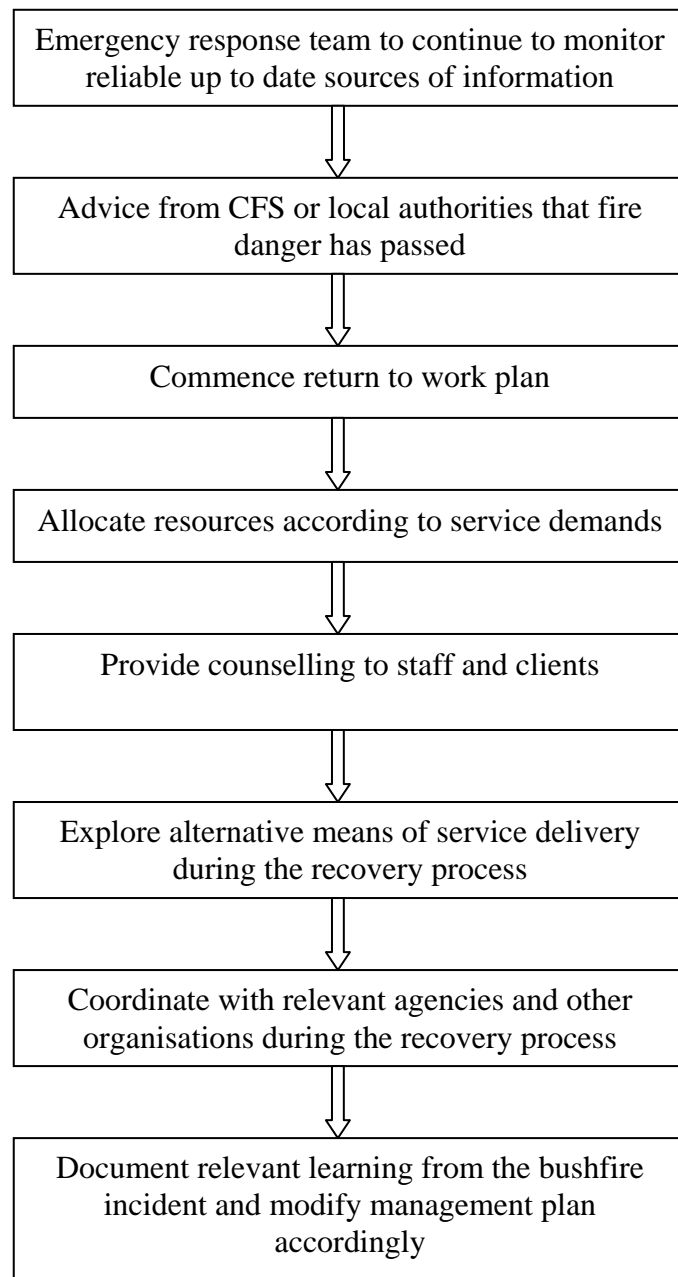
Appendix 1 – Prepare/Prevent Phase Flowchart



Appendix 2 – Respond Phase Flowchart



Appendix 3 – Recovery Phase Flowchart



Appendix 4 – Identifying clients at risk or vulnerable during a bushfire event

Early identification of older people who are at risk or vulnerable during a bushfire will help minimise risks and prevent casualty. It is important for community care workers to provide their clients with appropriate information regarding bushfire management and response and refer their clients on to relevant local authorities. Clients should also be encouraged to seek assistance from relatives, friends or neighbours in developing their personal bushfire management plan.

The Victorian Department of Health of Human Services have developed guidelines for identifying vulnerable clients on community care. Similarly, the Australian Red Cross have developed a heatwave vulnerability assessment tool that is available for organisations to use to assess their client's level of vulnerability. The assessment of vulnerability may be out of the scope of a community care worker's duties; however, organisations can educate staff on how to recognise personal and environmental characteristics that may influence a person's level of vulnerability. Organisations can inform staff members when visiting clients to look out for these indicators and initiate the discussion for developing an emergency management plan and referral to the proper local authorities. Key indicators of vulnerability to consider include:

- Social isolation
- Some degree of cognitive impairment
- Living in a high-risk area

Characteristics of social isolation may include:

- Living alone with no co-resident carer
- Restricted personal mobility
- No next of kin identified in client record
- Needing an interpreter
- No family/friends or social network nearby
- No near neighbours or no neighbours they have a social connection with
- Limited access to media or communication

Cognitive impairment may need a more formal assessment to identify, however, there would be some key characteristics that a client may exhibit or information available on the client files. These may include:

- Inability to change and adapt normal behaviour – people who insist on continuing with normal patterns or routines
- Presence of mental health issues
- History of traumatic stress
- State of personal health – diseases and some medication can affect a person's decision making ability
- Refusal or resistance to assistance or support

Environmental factors also play a major part in risk assessment in the event of a bushfire. Councils in bushfire prone areas usually have bushfire plans developed and can be a good source of information. Community workers through their regular visits to clients would have an insight to the bushfire risks of the client's property and surrounding areas. It is not the role of the community care worker to conduct a

thorough bushfire risk assessment of a client's premises. However, community care workers can prompt clients to consider contacting local authorities in assisting them with a bushfire risk assessment of their property and develop an emergency management plan. Community care workers should encourage clients to monitor alerts and warnings from the CFS or local authorities and follow their advice on when to relocate to a safe area during an active bushfire event.

Community care workers can consider the following environmental factors when visiting their clients:

Is your client living in a bushfire prone area?

- Your client will be considered to be living in a bushfire prone area if their property is either within, or within 100 m of, unmanaged bushland, grassland or plantation, which cover more than one hectare in area.

Level of bushfire threat

- Consider the vegetation surrounding the property and how close it is – Different types of vegetation would produce a fuel source that can burn and threaten property.
- Fire approach – fires burning down a slope generally have a lower intensity than fires burning up a slope. If a house is at the bottom of a slope, it will usually face a less intense fire than if it is on top of a long, steep and forested slope.

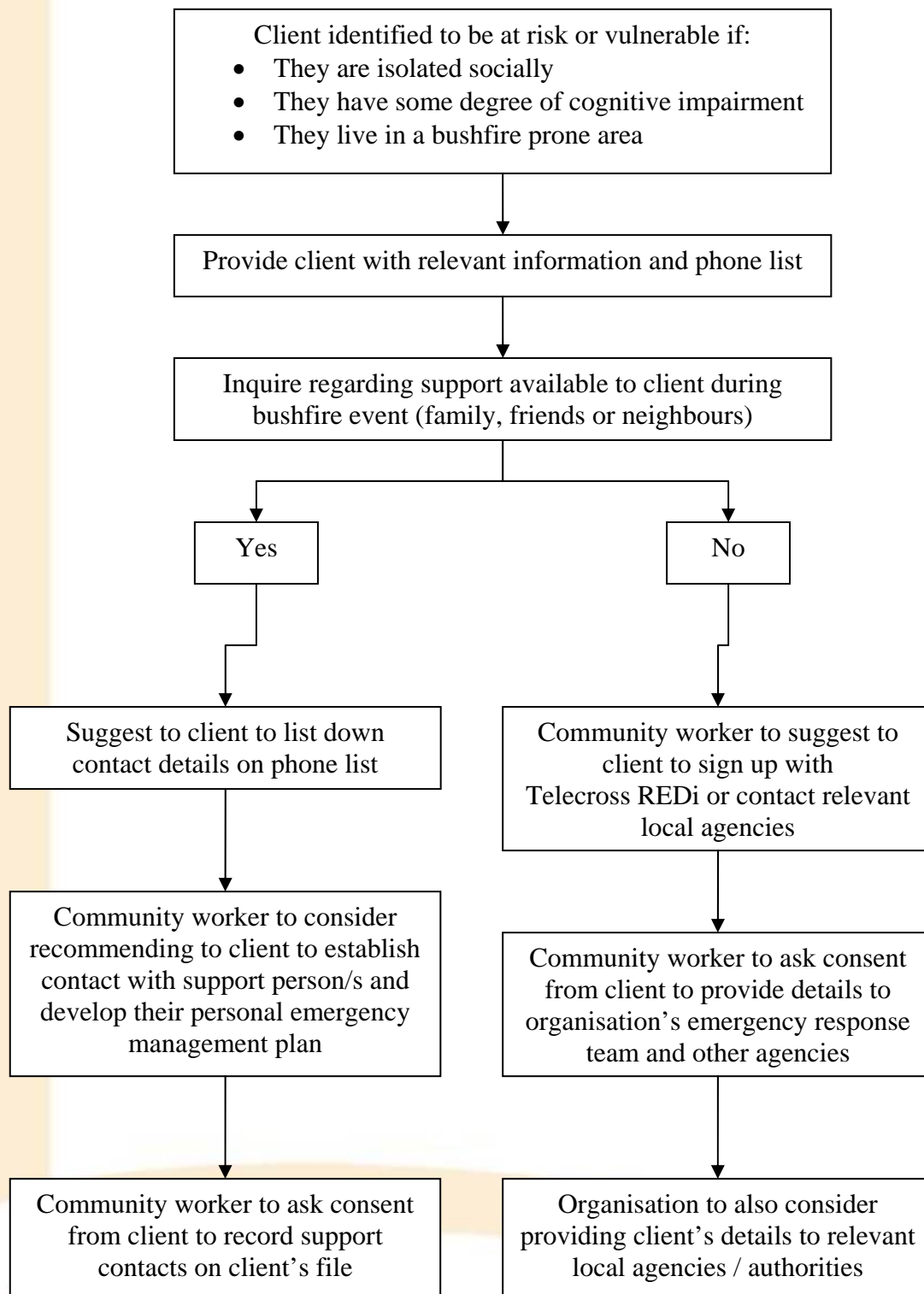
Vehicle access

- If your client's property is a long way from a public through road and the access runs through bushland, there is increased risk that access may be cut off during a bushfire event.

Where to get information

- Most local councils will have a bushfire management plan available. Inform clients to look into this.
- Provide clients with a phone list of relevant contacts for information and support during a bushfire event (Appendix 7).

Appendix 5 – Procedures after client has been identified to be at risk during a bushfire event



Appendix 6 – Sample Client Information Sheet

Client Details

Name	
Date of birth	
Address	
Phone number	
Mobile number	
Next of kin	
Medical condition / diagnosis	
Medication	

Service Information

Community Care Worker Assigned	
Services accessed	

Other Contact Information

Doctor:	
Family:	
Friends:	

Appendix 7 – Bushfire Plan Phone List

BUSHFIRE SURVIVAL PLAN - PHONE LIST*

Important Phone Numbers

- **Emergency:** 000 or 106 Text Emergency Call
- **Ambulance:** 000 or 106 Text Emergency Call
- **Police:** 000 or 106 Text Emergency Call
- **Telecross REDI:** 1800 180 071
- **BUSHFIRE INFORMATION HOTLINE: 1300 362 361 TTY: 133 677**

Family	Phone No.

Friends	Phone No.

Other Numbers:

Local Council:	
HACC Service Provider:	
Doctor:	
Insurance Company:	
Gas Supplier:	
Water Supplier	
Electricity Supplier:	

Other sources of information:

- Monitor your local ABC radio station or FIVEaa for information on bushfires on a battery powered radio.
- Monitor the CFS website: www.cfs.sa.gov.au
- Contact the Bushfire Information Hotline: 1300 362 361
- The Emergency Alert System can also be activated by the State Government and warnings can be sent via the landline or through mobile phones (at present only to billing address).

**Adapted from the CFS Bushfire Survival Plan.*

Appendix 8 – Driving during bushfires

Bushfire Risk Management Planning – Driving During Bushfires*

Basic Guidelines

- People should reconsider travelling when fire danger is high to extreme.
- Avoid travelling to areas where bushfires are burning.
- What to carry when travelling during bushfire season:
 - Carry a supply of water
 - Keep woollen blankets (at least one for each passenger)
 - Dress in suitable non-synthetic clothing and shoes are advisable
- Consider postponing your trip or if you have to travel find alternative safe routes.
- If you find yourself on the road during a bushfire, you stand a better chance of survival when sheltering inside the car than fleeing on foot.
- Driving through thick smoke or flames is extremely risky due to the likelihood of having an accident. Stopping the car in a clearing is the safer course of action.

Encountering smoke or flame

- Where possible and safe to do so, driving away from danger is preferable.
- If smoke is in the distance, or can be smelt in the air – if it is safe to do so, take a u-turn and drive away from the danger.
- If confronted with smoke or flames while on the road – stop as soon as it is safe to do so, immediately turn on the headlights and the hazard warning lights.
- If the fire front is getting too close, it is better to look for the safest place to park the car.

Positioning the car

- Find a clearing away from dense bush, overhanging branches and high ground fuel loads (leaf litter, twigs).
- When possible, park behind a natural barrier such as a rocky outcrop to minimise exposure to radiant heat.
- Position car facing towards the oncoming fire front.
- Park the car off the roadway to avoid collision in poor visibility.
- Park the car on a non-combustible surface such as gravel or a dirt track.
- Avoid parking too close to other vehicles.

Inside the car

- Stay inside your car – your car will offer the best level of protection from the radiant heat as the fire front passes.
- Turn headlights and hazard warning lights to make your car visible.
- Tightly close all doors and windows.
- Shut all air vents and turn off the air conditioning.
- Turn off the engine.
- Get down below the window level and into the foot wells and shelter under woollen blankets.
- Drink water to minimise dehydration.

As the fire front passes

- Stay in the car until the fire front has passed and the temperature has dropped outside.
- Fuel tanks are very unlikely to explode.
- As the fire front approaches, the intensity of the heat will increase along with the amount of smoke and embers.
- Smoke gradually gets inside the car and fumes will be released from the interior of the car. Stay as close to the floor as possible to minimise inhalation and cover mouth with a moist cloth.
- Tyres and external plastic body parts may catch alight. In more extreme cases the car interior may catch on fire.
- Once the fire front has passed and the temperature has dropped cautiously exit the car. (Be careful – internal parts will be extremely hot.)
- Move to a safe area such as a strip of land that has already burnt.
- Stay covered in woollen blankets, continue to drink water and await assistance.

**AFAC Guidelines for People in Cars During Bushfires, January 2008*

The CFS has also prepared information on [Bushfire Safety for Travellers](#) during the bushfire season.

Appendix 9 – Relocation Advice for Severe, Extreme and Catastrophic Days

If you live, work or travel in an area where bushfires can occur, and your Bushfire Survival Plan is to leave early, on or before a bad fire day, you need to be aware of where you can relocate to. CFS has developed a hierarchy of places that can offer relative safety from bushfire. They are broken into three categories, and are called Safer Settlements, Bushfire Safer Precincts and Refuges of Last Resort. It is important that you know what each of these are, where they are, and what risk you may be exposed to if you use one of these options during a bushfire.

Hierarchy of [Bushfire Safer Places](#) in SA

SAFEST ↓ LEAST SAFE	SAFER SETTLEMENT	Adelaide Metropolitan area and urban precincts of rural cities.	Suitable for use during forecast bad fire weather or during bushfire.
	BUSHFIRE SAFER PRECINCT	Outer suburbs and rural settlements.	Suitable for use during forecast bad fire weather or during bushfire. May be subject to spark and ember attack and smoke.
	REFUGE OF LAST RESORT	Ovals, buildings in rural areas.	Not suitable for extended use and may provide only limited protection during bushfire.

The CFS Factsheet on Relocation Advice for Severe, Extreme and Catastrophic Days is available for download from the [CFS website](#).

Appendix 10 – Schedule of Safer Settlements in South Australia

The following list of suburbs has been identified as Safer Settlements for South Australia. A Safer Settlement is considered to be a place of first resort for people who have decided that they will leave early on a bad fire day.

A Safer Settlement is a place of relative safety and may be considered as a place for people to stay in, or relocate to if their plan is to leave their home on a bad fire day. CFS recommends that if you intend to relocate to a [Safer Settlement](#) you should do so early in the day. Last minute decisions to relocate in the face of fire are highly dangerous.

Will you be safe in a Safer Settlement?

There are no guarantees regarding your safety if you choose to stay in a Safer Settlement or if you relocate to one. However:

- It is unlikely you will be exposed to direct flame, severe radiant heat or spark and ember attack.
- General fire safety measures need to be undertaken by all landholders.
- Access to emergency, health and other community services is available but may be delayed.

If you live within a Safer Settlement you may choose to stay.

If you plan to relocate to a Safer Settlement you will need to:

- Identify where your nearest Safer Settlement is and if there are any suitable alternatives.
- You will need to factor the Safer Settlement into your Bushfire Survival plan.
- Work out how you will get there and if there are any alternative routes to take.
- Work out how long it will take you to get there.
- Decide under what circumstances you will relocate and what your trigger points for action will be.
- Plan for your relocation; when, where, and what you will take etc.

It is important to remember that you must take responsibility for your own safety during bushfire. Regardless of whether you live in a Safer Settlement, a Bushfire Safer Precinct or not, this listing of places should not be taken as a substitute for preparation of your home or the undertaking of appropriate bushfire hazard management on your property.

Safer Settlements in SA

Bushfire Safer Settlements (current as at October 2011)

Adelaide City Centre, Albert Park, Alberton, Angle Park, Ascot Park, Ashford, Athol Park, Birkenhead, Black Forest, Blair Athol, Bowden, Brahma Lodge, Brighton, Broadview, Brompton, Brooklyn Park

Camden Park, Cavan, Cheltenham, Christies Beach, Clarence Gardens, Clarence Park, Clearview, Clovelly Park, College Park, Colonel Light Gardens, Cowandilla, Croydon Park, Cumberland Park

Daw Park, Dernancourt, Dover Gardens, Dulwich, Eastwood, Edwardstown, Elizabeth, Enfield, Ethelton, Evandale, Everard Park, Exeter Felixstow, Ferryden Park, Firle, Fitzroy, Flinders Park, Forestville, Frewville, Fulham, Fulham Gardens, Fullarton

Gepps Cross, Gilberton, Glandore, Glenelg, Glenelg East, Glenelg North, Glenelg South, Glengowrie, Glenside, Glenunga, Glynde, Goodwood, Grange, Hackney, Hallett Cove, Hawthorn, Hazelwood Park, Heathpool, Henley Beach, Highgate, Hilton, Hindmarsh, Holden Hill, Hope Valley, Hyde Park, Ingle Farm, Joslin

Kensington, Kensington Gardens, Kensington Park, Kent Town, Keswick, Kidman Park, Kilburn, Kilkenny, Kings Park, Klemzig, Kurralta Park, Largs Bay, Largs North, Leabrook, Linden Park, Lockleys

Malvern, Mansfield Park, Marden, Marino, Marion, Marleston, Marryatville, Mawson Lakes, Maylands, Medindie, Medindie Gardens, Melrose Park, Mile End, Mile End South, Millswood, Mitchell Park, Modbury, Modbury Heights, Modbury North, Morphettville, Munno Para, Myrtle Bank, Nailsworth, Netley, North Adelaide, North Haven, Northfield, Northgate, Norwood

Oakden, Oaklands Park, Osborne, Outer Harbor, Ovingham, Para Hills, Paradise, Parafield, Parafield Gardens, Paralowie, Park Holme, Parkside, Payneham, Payneham South, Pennington, Peterhead, Plympton, Plympton Park, Port Adelaide, Prospect, Regency Park, Renown Park, Reynella, Ridleyton, Rose Park, Rosewater, Royston Park

Salisbury, Seacliff, Seacliff Park, Seacombe Gardens, Seacombe Heights, Seaford Rise, Seaton, Seaview Downs, Sefton Park, Semaphore, Semaphore South, Sheidow Park, Smithfield, Somerton Park, South Plympton, St Morris, St Peters, Stepney, Sturt, Taperoo, Tennyson, Thebarton, Thorngate, Toorak Gardens, Torrensville, Tranmere, Trinity Gardens, Tasmore

Unley, Unley Park, Vale Park, Valley View, Walkerville, Walkley Heights, Warradale, Wayville, West Beach, West Croydon, West Lakes, Westbourne Park, Windsor Gardens, Wingfield, Woodville, Woodville Gardens, Woodville North, Woodville South, Woodville West, Wynn Vale

Appendix 11 – Schedule of Bushfire Safer Precincts in South Australia

The following list of townships has been identified as Bushfire Safer Precincts for South Australia. A Bushfire Safer Precinct is considered to be a place of first resort for people who have decided that they will leave early on a bad fire day.

A Bushfire Safer Precinct is a place of relative safety and may be considered as a place for people to stay in, or relocate to if their plan is to leave their home on a bad fire day.

CFS recommends that if you intend to relocate to a [Bushfire Safer Precinct](#) you should do so early in the day. Last minute decisions to relocate in the face of fire are highly dangerous.

Will you be safe in a Bushfire Safer Precinct?

There are no guarantees regarding your safety if you choose to stay in a Bushfire Safer Precinct or if you relocate to one. However:

- It is unlikely you will be exposed to direct flame or severe radiant heat.
- You may be exposed to spark and ember attack and secondary fires may start in vegetation, gardens and structures from spark and ember attack.
- General bushfire safety measures need to be undertaken by all landholders.
- Services may not be available.

If you live within a Bushfire Safer Precinct you may choose to stay.

If you plan to relocate to a Bushfire Safer Precinct you will need to:

- Identify where your nearest Bushfire Safer Precinct is and if there are any suitable alternatives.
- You will need to factor the Bushfire Safer Precinct into your Bushfire Survival plan.
- Work out how you will get there and if there are any alternative routes to take.
- Work out how long it will take you to get there.
- Decide under what circumstances you will relocate and what your trigger points for action will be.
- Plan for your relocation; when, where, and what you will take etc.

It is important to remember that you must take responsibility for your own safety during bushfire. Regardless of whether you live in a Safer Settlement, a Bushfire Safer Precinct or not, this listing of places should not be taken as a substitute for preparation of your home or the undertaking of appropriate bushfire hazard management on your property.

The CFS Factsheet on Bushfire Safer Precincts in SA is available for download from the [CFS website](#).

Other Useful Resources:

- [Household Bushfire Assessment Tool](#)
- [Fire Ready Kit](#)
- [Multilingual Fire Safety Information](#)
- [Working Guidelines for Local Government During Emergencies](#)
- Some CFS bushfire resource materials will be available in [large print](#) and in [audio format](#).
- Information is also available for organisations funded by the Department of Families and Communities (DFC) on the [DFC website](#).

Acknowledgements:

ACS would like to thank Tim Monson of the Royal District Nursing Service (RDNS) of SA Inc for allowing us to use and share the RDNS Bushfire Response Flowcharts.

ACS would also like to thank Peta O'Donohue, Project Manager, Partners in Bushfire Safety of the SA CFS for her valuable inputs in developing the plan.

References:

Aged & Community Services SA & NT Inc, *Pandemic Influenza Business Continuity Plan: A Guide for Aged Care Providers*, 2009, ACS, South Australia.

Arbon P and Cusack L, *Resthaven Incorporated – Literature Review: Disaster Preparedness for Aged care Facilities*, 2009, Flinders University, South Australia.

Australian Fire Authorities Council (AFAC), *Guidelines for People in Cars During Bushfires*, 2008, AFAC, Australia.

Australian Red Cross (ARC), *Telecross REDi heatwave vulnerability assessment tool*, 2009, ARC, Australia.

Country Fire Service (CFS), *Bushfire Survival Plan*, 2009, CFS, South Australia.

Department of Families and Communities, *DFC Extreme Weather Plan*, 2009, DFC, Adelaide, South Australia.

Department of Health and Human Services (Victoria), *Bushfire response Clients and services policy 2009 – 10*, 2009, State Government Victoria.

Planning SA, *Bushfire Prone Areas*, accessed from <http://www.planning.sa.gov.au/index.cfm?objectid=1EE90C7F-96B8-CC2B-653B1ED71900BCA5> on November 2009.

Royal District Nursing Service (RDNS) of SA Inc, *Bushfire response flowchart*, 2009, RDNS, South Australia.