



# CHECKLIST

## Surviving Bushfire

This Checklist is designed to help church organisations prepare for bushfire and minimise the associated risks. This is not an exhaustive list and should be considered in conjunction with the recommendations of emergency services, local councils and others.

Where the response to a question is 'no', further investigation and analysis may be required.

	Yes	No	N/A	If No, actions required	Date
<b>A. Before bushfire season</b>					
1. Have you identified whether your property is located in a high-risk bushfire area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
2. Do you understand the fire rating system in your state or territory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
3. Have you checked your fire cover with your insurer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
4. Do you have plans in place to minimise the potential impact of a bushfire on your property? <i>This could include managing vegetation on your property, sealing gaps, vents and roof spaces to prevent embers entering and safely storing fuels and chemicals.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
5. Do you have a Bushfire Survival Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
6. Is a copy of your Bushfire Survival Plan stored offsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
7. Has your Bushfire Survival Plan been reviewed in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
8. Does your Bushfire Survival Plan account for weekends and school holidays when your property may be empty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
9. Have you provided information and training in relation to your Bush Fire Survival Plan to your stakeholders including employees, clients, parishioners, students, contractors and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__
10. Have you rehearsed your Bushfire Survival Plan including evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	__/__/__

	Yes	No	N/A	If No, actions required	Date
<p>11. Have you prepared an emergency kit that is appropriate to your circumstances?  <i>This may include: clothing, toiletries, a wool blanket, first aid items and medicines, a portable (preferably wind-up) radio, flashlights, fresh drinking water, chargers for mobile devices such as phones and tablets and important documents.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	___/___/___
<p>12. Do you have adequate fire fighting equipment?  <i>This could include pumps, hoses and backpack sprayers.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	___/___/___
<p>13. Do you have adequate fuel for fire fighting equipment?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	___/___/___
<p>14. Do you have personal protective clothing on hand if you are unable to evacuate?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	___/___/___
<p>15. Are all emergency contacts stored on a portable device such as a mobile phone?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	___/___/___
<p>16. Is a hard copy of emergency contacts stored somewhere offsite?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	___/___/___
<p>17. Are important office items stored offsite in a secure location during the bushfire season?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	___/___/___

## B. When a bushfire is imminent

### Does your Bushfire Survival Plan include:

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

**C. During a bushfire**

**Does your Bushfire Survival Plan include:**

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

**D. After a bushfire**

**Does your Bushfire Survival Plan include a procedure:**

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

**E. Other**

- 1. \_\_\_\_\_    \_\_\_\_\_ / /
- 2. \_\_\_\_\_    \_\_\_\_\_ / /
- 3. \_\_\_\_\_    \_\_\_\_\_ / /
- 4. \_\_\_\_\_    \_\_\_\_\_ / /
- 5. \_\_\_\_\_    \_\_\_\_\_ / /
- 6. \_\_\_\_\_    \_\_\_\_\_ / /
- 7. \_\_\_\_\_    \_\_\_\_\_ / /
- 8. \_\_\_\_\_    \_\_\_\_\_ / /

If you would like further information about Surviving Bushfire, please contact the *risksupport* Helpdesk on:

**1300 660 827**  
**helpdesk@risksupport.org.au**  
**www.risksupport.org.au**

**[www.risksupport.org.au](http://www.risksupport.org.au)**

Catholic Church Insurance Limited  
ABN 76 000 005 210, AFSL no. 235415  
GPO Box 180 Melbourne 3001

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