

PREPARING FOR BUSHFIRE SEASON: CHECKLIST


nti

How to Contact Us

National Office

Level 36, 300 George Street, Brisbane QLD 4000

PO Box 13550 George Street QLD 4003

 07 3292 9800

 customercare@nti.com.au

© 2024 NTI Limited. This document is general information only and provided without taking into account your particular objectives, circumstances and needs. While every effort has been made to ensure the information is accurate, its accuracy and suitability to your specific circumstances are not guaranteed. You should seek independent professional advice before acting on the information contained in this document. NTI bears no responsibility, and shall not be held liable, for any loss, damage or injury arising directly or indirectly from your use of or reliance on any of the information provided.

National Transport Insurance is administered on behalf of the insurers by its manager NTI Limited ABN 84 000 746 109 AFSL 237246.
11/2024

Checklist

This checklist is designed to help you prepare your business ahead of bushfire season.

Having a checklist and plan in place may help minimise disruption, maintain business continuity make recovery faster.

There is no one-size-fits-all for reducing bushfire risk or exposure. This checklist provides a starting point to consider what actions you might take or are suitable for your business, location, and circumstance. A personalised and more detailed bushfire plan may form part of your Business Continuity Plan.

In the event of a bushfire remember to follow the directions and recommendations of your local Emergency Services.

People

- Develop a task list for your people to follow in the event of a bushfire. Ensure this is reviewed and communicated across the business.
- Communicate emergency procedures and key contacts across the business.
- Consult with your people to develop an evacuation plan in the event of a bushfire and conduct a drill.
- Consult with your people to develop an evacuation plan in the event of a bushfire and conduct a drill.
- If the threat of a bushfire is current, ensure the safety and whereabouts of the people in the impacted area and devise alternative driving routes to avoid high risk zones.

Business Continuity

- If you don't already have a Business Continuity Plan, consider creating one; otherwise review your existing plan and ensure its up-to-date.
- Have a hard & soft copy key contacts list (*e.g customers and suppliers*) to keep informed if you experience business disruption.
- Consider a back-up location to temporarily move/store assets and cargo offsite.

Property

- Review any past bushfire incidents in your area and their impact on your premises and/or operations.
- Remove, or try to reduce, the amount of accumulated rubbish, foliage and shrubs close to your building.
- Maintain a clear access road for the premises.
- Keep flammable materials such as wood, gas, petrol and paint stored away from buildings.
- Keep a ladder handy for roof access.
- Audit fire alarms. Check fire extinguishers and first aid kits; ensure they are easily located and accessible.
- Check to see if your hoses reach all parts of your building/s and gardens.
- If mains pressure water is not connected, consider obtaining a high- pressure pump.



Additional Resources

This checklist is a basic guide for what might be included in your more detailed Emergency Management Plan and larger Business Continuity Plan. The Australian Government and state-based government websites provide further guidance and tools on developing these plans for your business.

Australian Government:

- [Developing an Emergency Management Plan](#)
- [Guide to continuing your business](#)

Please remember to refer to your local SES and Fire Departments for up-to-date warnings. Subscription services are also available from some state first response teams:

- [Queensland Fire Department Current Bushfire Warnings](#)
- [New South Wales Rural Fire Service Fires Near Me](#)
- [Vic Emergency Incidents & Warnings](#)
- [ACT Emergency Services Incident Updates](#)
- [South Australian Country Fire Service Incidents & Warnings](#)
- [Emergency WA Warnings](#)
- [TAS Alert](#)
- [Secure NT Bushfire Alerts](#)

Australian Bureau of Meteorology State Based Fire Danger Ratings

- [Queensland Fire Danger Ratings](#)
- [New South Wales Fire Danger Ratings](#)
- [Victoria Fire Danger Ratings](#)
- [Australian Capital Territory Fire Danger Ratings](#)
- [South Australia Fire Danger Ratings](#)
- [Western Australia Fire Danger Ratings](#)
- [Tasmanian Fire Danger Ratings](#)
- [Northern Territory Fire Danger Ratings](#)