

# > Bushfire Preparation Checklist



**Understanding your business's bushfire risk is essential. Preparation should include your business operations, property, and the safety of your employees.**

**Employers have a duty of care to employees and visitors when onsite or engaged with your business. Use this checklist to help assess whether you are adequately prepared for a bushfire.**

## General

Do you know your risk? Consider whether bushfire is a risk to your business.

There are several areas in our municipality that are high bushfire-risk zones. Businesses on rural properties, vineyards, and tourist venues should assume elevated risk during summer.

## Make a Bushfire Survival Plan

There are three simple steps to making a Bushfire Survival Plan for your business:

### 1. Make a plan

Talk with your employees about what you will do if a bushfire threatens your business.

### 2. Prepare

Prepare an emergency kit

Prepare your property and get it ready for bushfire season.

Use fire-resistant materials, clear gutters, cut back vegetation, and ensure hoses/sprinklers are in working order.

### 3. Stay informed

If there is a fire in your area, know the Bushfire Alert Levels.

Download and monitor the VicEmergency app for real-time fire warnings.

Further resources to prepare for a fire: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)



## Insurance and Recovery

- Check your insurance for bushfire and smoke damage coverage.
- Understand your requirements for temporary relocation or business interruption cover.

## Animals and Pets

- Have a plan for what to do with animals (e.g. farm livestock, winery dogs, horses on rural tourism properties).

## Evacuation Plans (leaving early is the safest option)

- Where will you go? \_\_\_\_\_
- Who will you contact? \_\_\_\_\_
- Do you know your nearest Neighbourhood Safer Place?

- Cheshunt Hall, Corner King Valley Road and Upper King Valle Rod, Cheshunt 3678
- Eldorado Memorial Hall, Main Street (opposite McKoy Street), Eldorado 3746
- Glenrowan Recreation Reserve Community Centre, Daniel Lane, Glenrowan 3675
- Springhurst Community Hall, 111 Anzac Road, Springhurst 3733
- Whitfield Recreation Reserve Sports Pavillion, Mansfield-Whitfield Road, Whitfield 3733

Staff and visitors need to know evacuation routes, especially as Hume Freeway, Great Alpine Road and other major arterials may be cut off.

## Infrastructure and Property

Suggested actions to make your property safer from bushfires:

- Trim overhanging trees and branches.
- Mow grass regularly to keep it short.
- Remove leaf litter, debris, and other flammable material around buildings.
- Clear gutters, downpipes, and vents of leaves and twigs.
- Prepare hoses, sprinklers, water supply, and fire-fighting equipment.

Wangaratta CBD and industrial estates may not face direct bushfire, but should prepare for smoke impacts, ember attack, and power outages.

## Emergencies

- To report unattended fires or life threatening emergencies, call 000 (Triple Zero).
- Stay updated by using the VicEmergency app or website: [www.emergency.vic.gov.au](http://www.emergency.vic.gov.au).
- For those without internet access, the VicEmergency Hotline is 1800 226 226.

