

ANNEXURE B – PRE-SEASON CHECKLIST



Management of Bush Fire Operations

INCIDENT CONTROL CENTRE	Checked by	Date
Primary and alternate Incident Control Centre confirmed		
Co-locations with the Emergency Operations Centre identified		
Phone lines and numbers confirmed and tested		
Internet and guest network access confirmed and tested		
Printer access including guest access confirmed and in working order		
Mobile phone coverage confirmed and tested		
Reliable power supply and redundancy confirmed and tested		
Facilities in working order with adequate supplies		
IT assets in working order		
Electronic mapping availability confirmed		
Stationery supplies adequate		
Business Continuity Plan up to date		
Incident management Team kits reviewed / restocked / updated		
Emergency Alerts and Warnings	Tested by	Date
Refer to standard Emergency Alert template		

Complete Public Warning and Emergency Alert Checklist		
Bush Fire Alert Messaging Matrix used		
Area for alert mapped		
Confirm procedure to engage with vulnerable communities during an emergency		
Communication Arrangements	Tested by	Date
Liaison channels tested		
Pre-emptive communication plans reviewed and updated		
Deficiencies identified / addressed		
Communication towers / huts checked for access and operability including Asset Protection Zone clearances		
Pre-Incident Plans	Reviewed by	Date
Current Pre-Incident Plans adequate and up to date		
Additional Pre-Incident Plans identified		
Schedule to develop additional Pre-Incident Plans set		
IMT Contact Directories	Reviewed by	Date
Reviewed		
Updated		
Distributed		
Neighbourhood Safer Places	Reviewed by	Date
Contact personnel and access to keys confirmed		

Heavy Plant Register	Reviewed by	Date
Resources up to date on Heavy Plant Register		
Heavy Plant Operations Engagement Procedures Flow Chart available		
Aviation	Reviewed by	Date
Jet A1 / Avgas stocks still in currency		
Loading and mixing equipment operational		
Personnel identified and confirmed for Aviation Specialist roles		
Support Groups / Functional Areas	Reviewed by	Date
Resources and availability identified		
Tasking documentation identified and distributed		
Operations	Reviewed by	Date
Operations Map reviewed and current		
District Deployment Information Pack reviewed and current (RFS Pocketbook App)		
BFMC Scenario Based Exercise	Reviewed by	Date
Details of exercise		
Agencies attended		
After Action Review completed		
Issues addressed		

BFMC Fire Access and Fire Trail Plan

Reviewed by

Date

Fire Trail Register reviewed and current

Fire Access and Fire Trail Plan current

Notes**AUTHORISATION**

Signature

Signature

BFMC Executive Officer Name

Date

BFCC Collator Name

Date