

# ALL SECTORS

## BUSHFIRE PREPARATION

### FACT SHEET

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LWB's advice on bushfires is that the safest option is always to leave and to leave early rather than stand and defend. LWB strongly supports the Royal Commission recommendation that children and other vulnerable people not remain during the defence of a property.

It is an LWB requirement to relocate staff and clients in VFRR-B extreme bushfire risk areas the night before designated Code Red days.

### PREPARING FOR BUSHFIRE SEASON

- Fire safety should be a standing agenda item for monthly meetings.
- Each client to have a Client Leaving Early Plan in place and current.
- **Client information** must be up to date in either CIRTs, hardcopy Client Files or relevant program database. This data should include but not be limited to the following:
  - Client emergency contact details up to date
  - Records of client information about medical conditions they have, emergency contact details for medical providers:
  - Medication details - names of medications and their dosages, the condition for which client takes the medication, the name of the doctor who prescribed it and the doctor's phone number. If possible, attach copies of prescriptions
  - records of client allergies and sensitivities
- At the start of every summer a bushfire alarm must be conducted to ensure everyone knows what to do in the event of an emergency.
- If possible, practise packing the car so it is quick and everything fits –it will take a lot longer than you think.
- Know where your designated Neighbourhood Safe Place is located.

### Make a Relocation Kit for each client

- As part of the planning process and Client Leaving Early Plan, clients should be encouraged to plan & have a list of items they would want to take with them in case of emergencies, i.e. photos, precious belongings etc. In a stressful and uncertain situation, they will need familiar things to help comfort them.
- In an emergency, only if time permits, these items can be located and placed in the client's relocation kit.
- Think about what clients might need to take with them if they cannot return to the facility immediately.
- A ready-made relocation kit will help to meet client needs when planning to leave early. Make a list of what each client will need.
- Keep a change of clothes in each client's relocation kit. Have sturdy shoes or boots handy.
- You will need a backpack or sturdy container for client relocation kits, preferably waterproof.

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#### Evacuation Kits

- Each house to have an Evacuation Kit which includes:
  - Two torches (plus spare batteries and globes) in case the power goes off. Don't leave the batteries in the torch; check them every six months.
  - Water (2 litres per person). Keep a store of water in airtight containers. This water can be stored for up to 12 months.
  - Medication and special needs - If clients require medication include at least 2 days' supply.
  - Hygiene - include soap, deodorant, sanitary pads, shaver, handy alcohol wipes, waterless hand wash gels, toilet paper, tissues, hairbrush and comb, and a toothbrush and toothpaste for each client.
  - Basic client information, where available should also be included in an Evacuation kit.
  - Evacuation Packs must include directions to other LWB residential services where clients may be moved to. These Maps to be updated annually.
  - It's also good to have money – both notes and coins. Each house to be issued an emergency fund of \$100 which is to be kept on hand for emergencies. These funds should not be used for day to day provisions.
  - Include in your evacuation pack items to occupy time and calm clients whilst they are being relocated
- Where to keep your kit and when to do a check-up
  - Keep your kit somewhere easily accessible – close to an escape route in the house or by the front door.
  - Mark your relocation kit clearly and put some reflective tape on it so it can be easily seen in the dark.
  - Make sure its location is known to all staff, including agency staff.
  - Check your evacuation/relocation kit, including the first-aid kit once every six months or whenever your situation changes.
  - Make a note of use-by dates, and replace perishable items

#### Vehicles to have:

- Current Melways
- Protective clothing
- Woollen blankets
- First-aid kits.
- In addition ensure sunscreen & towels are also in the vehicle.