



Hazelwood Jeeralang

Local Emergency Action Plan

Developed by your community for your community



HazelwoodJeeralang
COMMUNITY ASSOCIATION INC



Disclaimer

This community project, the development of a Local Emergency Action Plan (LEAP), has been made possible by the kind donations made through the Victorian Bushfire Appeal Fund.

The Hazelwood Jeeralang Community Association Inc is grateful for the ongoing support provided by members of the Traralgon South and District Association, in particular, the Callignee and Traralgon South Emergency Committee.

While every effort has been made to provide up-to-date information, it is your responsibility to ensure your personal emergency plan is current and meets your needs and requirements. In the event of an emergency, you should follow the advice provided by the appropriate emergency agency or service.

Prepared November 2012.





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Introduction

The purpose of this Local Emergency Action Plan (LEAP) is to provide landowners and residents from the Hazelwood and Jeeralang community with information about emergency management.

It aims to identify the things we can do to mitigate risk within our remote rural community and to improve our preparedness for an incident or emergency. Local knowledge about people, history, potential risks, vulnerability, infrastructure and services significantly enhances emergency preparation, response and recovery.

This booklet:

- provides an overview of the things landowners and residents need to consider and do so they are prepared for an incident or emergency and have an action plan for mitigating and managing their own safety and assets
- highlights the value of developing neighbourhood groups so that potential risks to the community can be minimised - by working together and sharing information – and provides a framework for responding, communicating and assisting others
- identifies the role of organisations and government agencies during and following an incident or emergency.

As the community has a critical role to play in its own safety, this Hazelwood Jeeralang LEAP has been developed by your community for your community.

This LEAP endorses the value of community participation, resilience and shared responsibility in emergency management and aims to build community resilience through collective action within the community.

This booklet, and the supporting Information Kit documents, has been developed by representatives of the Hazelwood Jeeralang Community Association Inc for use within the Hazelwood Jeeralang area. It has been made possible by the kind donations made through the Victorian Bushfire Appeal Fund following the Churchill Complex fires in February 2009.

The initial draft was based on information provided by members of the Traralgon South and District Association, in particular, the Callignee and Traralgon South Emergency Committee. This was enhanced with information provided at community meetings. The final draft has been reviewed by specialist staff from the Country Fire Authority (CFA), Victoria Police, State Emergency Services (SES), Department of Sustainability and Environment (DSE), Department of Health and Latrobe City Council. Thanks to staff at these organisations for their ongoing support, assistance and commitment to minimising risk within our community and across the region.

While this Plan will be recognised in Latrobe City Council's Municipal Emergency Management Plan, it remains a Plan for the community, managed by the community.

Please read the information, attend local safety and risk mitigation meetings, prepare a personal emergency plan for you and your family, and become an active member of your rural community. Please keep this information in a safe place for future reference.



Ian Spark

On behalf of the Hazelwood Jeeralang Community Association Inc.

Latrobe City

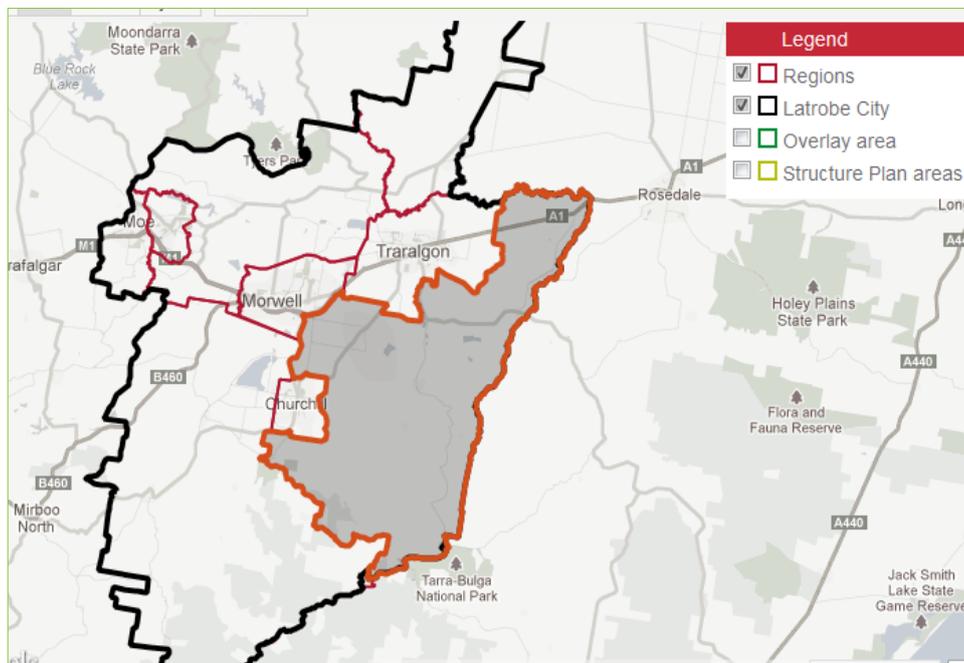
Latrobe City is an urban and rural area, with the majority of the population living in the urban areas. The City encompasses a total land area of about 1,422 square kilometres and as at 30 June 2011, the official population was 73,564.

Latrobe City sits within the boundaries of the GunnaiKurnai clan of the Braiakaulung and Brataualoong people, the traditional custodians of the land.

Latrobe City is a significant energy provider for Victoria, with brown coal mining used to generate electricity. Rural land is used mainly for coal mining, forestry, dairy and general farming.

Rural South East area

The Rural South East area of Latrobe City encompasses the localities of Callignee, Hazelwood North, Hazelwood South, Jeeralang, Jeeralang Junction, Koornalla, Loy Yang, Mt Tassie and Traralgon South. It also includes part of Balook and Flynn and a number of other communities that have developed along key roads, in particular Jeeralang West Road and Jeeralang North Road.



In 2011, the total population for the South East area was 3,447 people (comprising 1,741 males and 1,705 females), living in 1,258 dwellings, with an average household size of 2.8.

Of this population, 3,218 were Australian citizens. Overall, 10.6 percent of the population was born overseas and 5.0 percent came from a non-English speaking background. Almost three percent spoke a language other than English at home. 22 percent of households earned \$2,500 or more per week and 3.5 percent of the population reported needing help in their day-to-day lives due to disability. Almost 40 percent of the total population was aged between 50 and 69 years.

At the 2011 Census, 1,755 people were employed, 104 were unemployed and looking for work. 11 percent of people were employed in health care and social assistance and 10 percent were employed in retail trade, electricity, gas, water and waste water services, and manufacturing. 23 percent of the population reported doing some form of voluntary work.

At the 2011 Census, 43 percent of households were made up of couples with children and 34 percent were couples without children.

Source: Latrobe City website

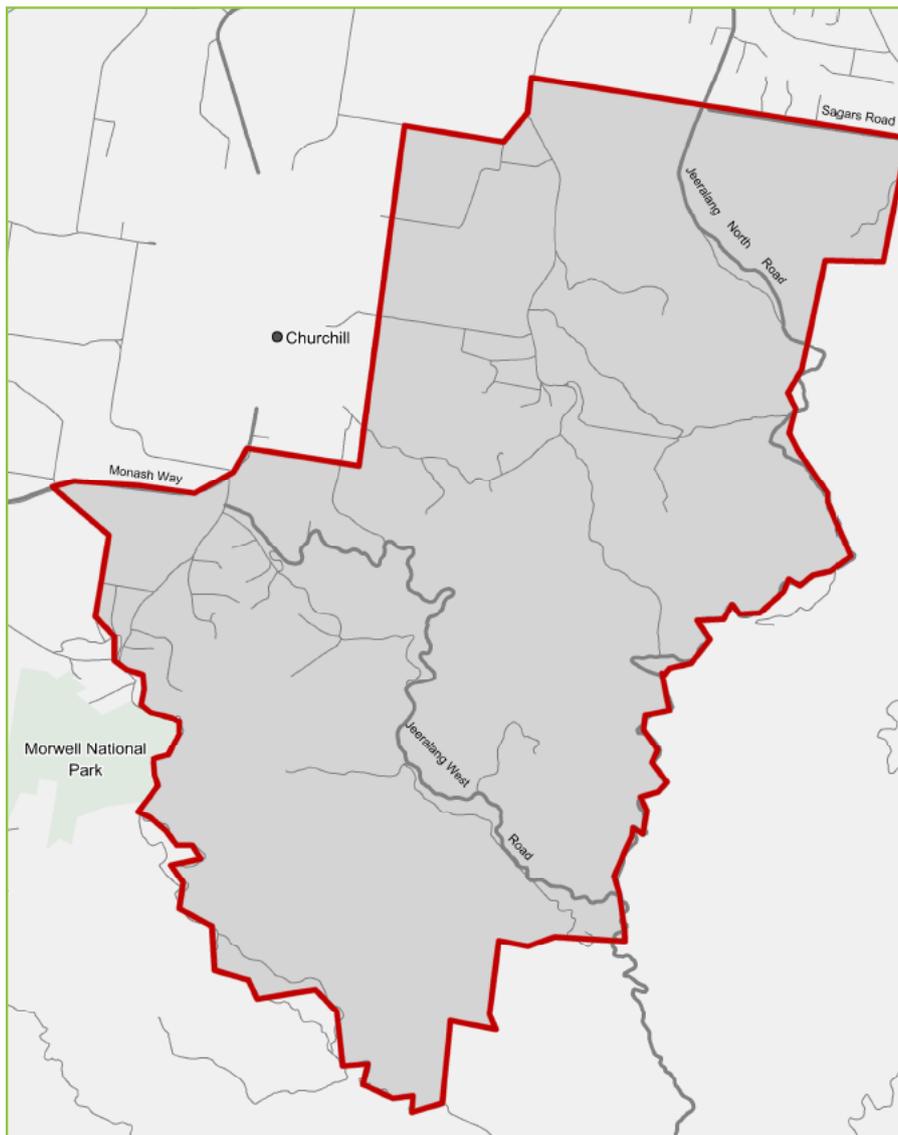
Our community

The Hazelwood Jeeralang community is located in the Rural South East area of the Latrobe City Council.

The area is bounded by Sagars Road to the north, Monash Way to the west and Jeeralang North Road to the east. It includes Hazelwood South, Hazelwood North, Jeeralang Junction, the Morwell National Park and large scale plantations owned by HVP.

There are approximately 750 residences in the area. Most people live in close-knit community clusters, generally along main roads.

The rural road network provides limited access. Thomson Road, Jeeralang North Road and Jeeralang West Road provide access north/south. Sagars Road provides limited east/west access. These roads are sealed and maintained. All other roads in the area are unsealed.



Most of the people who live in these communities are employed fulltime in the energy/utilities sector, beef and dairy farming, education or forestry.

A large proportion of families have children at local primary and secondary schools or attend Monash University Churchill. There is a significant number of retired, elderly and people with special needs who live in the area.

The area identified in the Hazelwood Jeeralang community map is covered by a Wildfire Management Overlay, as prescribed in the Latrobe City Council planning scheme. This means that it is prone to bush fire events and subject to specific building and environmental regulations.

Most people living in the area have access to mains power. Generally, radio and television coverage is reliable but prone to interruption and disruption. In an emergency, residents must have access to a battery-powered radio.

Some residents have access to mains water supplied by Gippsland Water. The majority of rural properties rely on stormwater, groundwater, streams or natural springs that feed into dams or tanks. Most of these tank water systems require power for operation.

Telstra's above-ground telephone network extends to all homes in the area and most landowners have mobile phones with NextG cover. Mobile coverage is intermittent and unreliable.

The most significant public building in the area is the Jeeralang North Public Hall. The original building on this site was used primarily as a school and for community activities. In February 1944, this building burnt down when a devastating fire swept through the area. Thirteen people lost their lives. A new hall was built in 1954 and power was connected in 1961. In 2009, the hall was damaged by the Black Saturday fires. Significant work to refurbish the building was completed in 2011.





Be prepared for an emergency – things to consider

While all communities can be impacted by emergency events, the Hazelwood Jeeralang community is particularly vulnerable to bushfire, damage from heavy rainfall, including flooding and landslips, power outages, road accidents and health emergencies.

Remember:

- if you are away from your home, you may not be able to return and you may be separated from your family, neighbours and community. You may need to provide documents to confirm your identity
- communication may be difficult or impossible
- you may be required to turn off electricity, gas and water supplies to your home
- power may be cut and you may not be able to access information about the emergency provided by local media
- drinking water may be contaminated
- toilets and septic systems may fail
- you may need to access important personal documents and documents from your computer quickly so have back ups on a portable, external drive
- you may need to administer first aid, if qualified.

You need to plan for an emergency. This includes:

- making a decision to stay and defend your property or leave – and what will trigger your decision to leave. Once the emergency has started, it is often too late to leave safely
- assessing and re-assessing where you plan to go so you can leave in good time to travel safely
- monitoring your environment, especially road conditions and possible closures as you may not be able to return home
- identifying how you will share information about the emergency and your plans with your family, neighbours and emergency service agencies and when you will implement your telephone tree
- preparing an emergency survival kit and keeping it in a safe and easy-to-access place.

It's important to have a personal emergency plan that is up-to-date, can be activated at any time and has been shared with your friends, family and neighbours.

Ensure your kit includes a battery-powered or a wind-up radio so you can access emergency warnings if the power goes out. Check that your vehicles are well maintained and that you carry any specialist equipment or tools you may need in an emergency - such as a chainsaw in case fallen trees block your way. Always carry a torch and a copy of your emergency contacts list in your vehicles.

Public information and warnings

To ensure you are aware of an incident or emergency and have the information you need to make decisions, warnings and incident updates are available from:

- ABC TV and local radio (828AM or 100.7FM), Sky News TV and commercial and designated community radio stations, including 3TR (99.5FM)
- CFA, DSE and SES websites, www.cfa.vic.gov.au, www.dse.vic.gov.au or www.ses.vic.gov.au
- Victorian Bushfire Information Line (VBIL) on 1800 240 667
- [Twitter@CFA_Updates](https://twitter.com/CFA_Updates) and facebook.com/cfavic
- the Fire Ready App on your smartphone.

Be prepared - fire

In a fire emergency, the Department of Sustainability and Environment (DSE) is the control agency for fire on **public** land and the Country Fire Authority (CFA) is the control agency for fire on **private** land.

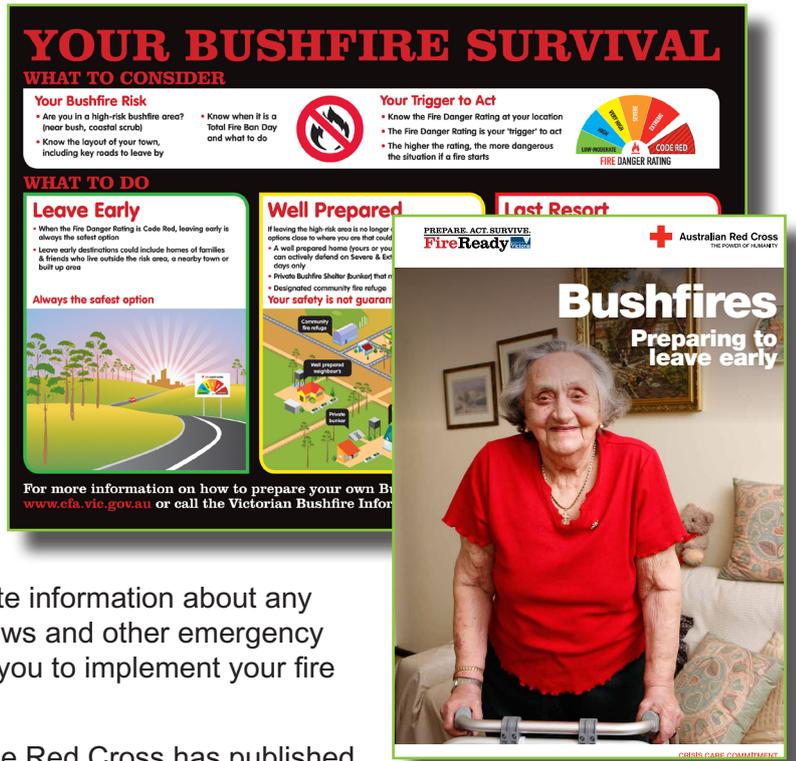
The CFA works to minimise the impact of fires on the community through prevention, preparedness, education and fire protection activities. It also provides assistance and advice to people who have been affected by fire or other emergencies, and provides support to other agencies involved in emergency recovery activities.

The CFA is responsible for monitoring the risk of bushfire throughout the year and daily Fire Danger Ratings.

The CFA provides Fire Danger Ratings and up-to-date information about any potential fire risk to ABC radio and television, Sky News and other emergency service broadcasters. These ratings are a trigger for you to implement your fire safety or emergency plans.

To assist you with your planning and preparations, the Red Cross has published a document that provides a guide for preparing to leave early on fire risk days. The CFA has also developed a number of publications.

For copies of CFA documents, visit their website www.cfa.vic.gov.au.



1 Read and complete your Fire Ready Kit - Prepare. Act. Survive

The Fire Ready Kit has been designed to help you understand your risk, prepare your property and develop a Bushfire Survival Plan.

This kit will help you determine if staying to defend your home is a viable option or if your plan should be to leave before bushfire threatens. Not all homes can be defended from bushfire. Your personal survival must be your main priority.

For a copy of the Fire Ready Kit, visit www.cfa.vic.gov.au/firesafety/bushfire/survival-plan

For a more detailed risk assessment of your property, contact your local CFA brigade and request an appointment with a CFA property adviser.

2 Join a Local Emergency or CFA Fireguard Group

Local Emergency Groups and CFA Community Fireguard Groups are specific to a particular street and individual, neighbouring properties. These groups are established to bring neighbours together to develop local emergency survival strategies that meet the community's level of risk, environment, values and lifestyle.



The CFA community fireguard program involves an officer facilitating four or five meetings where fire behaviour, potential risks, safety, personal and household survival plans are discussed, Bushfire Survival Plans are completed and a neighbourhood telephone tree is developed.

As at November 2012, there were about ten Community Fireguard groups in the Hazelwood Jeeralang area. To join an existing Community Fireguard Group, or start a new group, contact your CFA Community Education Co-ordinator on 5149 1000.

3 Hold a Bushfire Planning Workshop

To help you and others in your community to prepare a Fire Ready Plan, the CFA also facilitates Bushfire Planning Workshops. These workshops, held over two or three hours, are an opportunity for you to work alongside others and to share ideas about ways to identify and mitigate the risk of bushfire, and to improve safety.

To find out more or to request a Bushfire Planning Workshop, contact your CFA Community Education Co-ordinator on 5149 1000.

Remember that planning and preparing for an emergency, especially a bushfire, is a year-round activity, not just something that needs to be done in spring, when the fire season approaches. Generally, the fire season starts in November and ends in March.

DSE's Fire Operations Plans

Each year, DSE prepares a Fire Operations Plan for the Gippsland Region. This plan identifies where DSE and Parks Victoria intend to carry out fire prevention and preparedness activities on Victoria's public land for the next three years. These activities include planned burning, slashing, mowing and clearing works, creating and maintaining fuel breaks and carrying out fire infrastructure maintenance. Once the draft plans have been developed they are released for public comment.

For more information about the Fire Operations Plan, visit www.dse.vic.gov.au/fire-and-other-emergencies/planned-burning-an-introduction/fire-operations-plans-approved.

During the fire season, DSE prepares Daily Notifications about planned burns. These notifications are distributed to the media and information is available from their website, www.dse.vic.gov.au/fire-and-other-emergencies/planned-burning-an-introduction/burns-today-current-status.

Permit to burn off around your home

If you are planning to burn off grass, stubble, weeds, undergrowth or other vegetation from around your home, this is generally permitted outside the Fire Danger Period. CFA declares the Fire Danger Periods by municipality at the onset of warmer weather. These are in place until 1 May, unless revoked or varied.

Local laws on burn offs can apply year-round.

CAN I OR CAN'T I?
Updated August 2012

This brochure details what you can and can't do during declared Fire Danger Periods, and on days of Total Fire Ban, when fires in the open air are legally restricted. CFA declares Fire Danger Periods municipality by municipality at the onset of warmer weather. These restrictions are in place until 1 May unless revoked or varied. In State forests, National, State and Regional Parks and on protected public land, fire restrictions are in force all year round. Contact local DSE and Parks Victoria officers for advice on fire restrictions for these areas. Total Fire Bans are declared by CFA on days when fires are likely to spread rapidly and be difficult to control. The penalties for lighting fires illegally during the Fire Danger Period and on Total Fire Ban Days include large fines and possible imprisonment.

Can I or can't I?	During Fire Danger Period	On Total Fire Ban Days
<p>Can I have a barbecue, light a campfire or light a fire for warmth or comfort?</p> <p>Can I light a campfire, barbecue or a spit at outdoor functions?</p>	<p>Can I only if:</p> <ul style="list-style-type: none"> The wind is not more than 10 km/h The fire is in a properly constructed fireplace or in a branch at least 20 centimetres deep The area within a distance of 3 metres from the outer perimeter of the barbecue is clear of flammable material The fire does not occupy an area in excess of 1 square metre and the size and dimensions of solid fuel used are the minimum necessary for the purpose A person is in attendance at all times while the fire is lit and has the capacity and means to extinguish the fire The fire is completely extinguished before the person leaves <p>Notes that in accordance with the CFA Act, a 'properly constructed fireplace' means a fireplace that is constructed of stone, masonry, concrete or any other non-flammable material to all to contain the perimeter of the fire. A commercially produced barbecue would be considered a 'properly constructed fireplace'.</p>	<p>Decreased that are fire restrictions:</p> <ul style="list-style-type: none"> fires lit by gas, or electricity, being permanently fixed structures built of stone, masonry, concrete or another non-flammable material designed exclusively for that purpose fires lit only for use in essential, non-designated and commercially manufactured appliances for most operation illustrating portable barbecues, and small stoves are placed in a stable position, provided that: <ul style="list-style-type: none"> the area within a distance of 2 metres from the outer perimeter of the barbecue is clear of flammable material you have either a hose connected to a water supply or a vessel with at least 10 litres of water for immediate use an adult is there at all times when the fire is lit and has the capacity and means to extinguish the fire the fire is completely extinguished before the adult leaves <p>NO Campfires, fires for warmth or personal comfort are banned during Total Fire Ban Days. Local area laws may have additional rules and are also banned during Total Fire Ban Days.</p>
<p>Can I have a meal preparation business, bar, caterer, or am a community organisation, club, school, sporting organisation or similar organisation. Can I light a campfire, barbecue or a spit at outdoor functions?</p>	<p>But only if:</p> <ul style="list-style-type: none"> The wind is not more than 10 km/h The fire is in a properly constructed fireplace or in a branch at least 20 centimetres deep The area within a distance of 3 metres from the outer perimeter of the barbecue is clear of flammable material The fire does not occupy an area in excess of 1 square metre and the size and dimensions of solid fuel used are the minimum necessary for the purpose A person is in attendance at all times while the fire is lit and has the capacity and means to extinguish the fire The fire is completely extinguished before the person leaves 	<p>But only if you have a written permit issued by CFA or MFB and you comply with the conditions of that permit.</p> <p>A community organisation, a charitable organisation or an organisation involved in fundraising or fundraising may apply for permission to light a fire to prepare meals for other people in the course of their business. These permits are issued by and at the discretion of local CFA District offices, CFA Headquarters or MFB Zone offices. Municipal Fire Prevention Officers cannot issue these permits.</p>

mb.vic.gov.au MFB cfa.vic.gov.au PREPARE. ACT. SURVIVE FireReady

Before burning off

- Check and follow local regulations or laws set down by CFA or your local council
- Register your burn off with the CFA's Burn off Information Line on 1800 668 511 or download and complete the Burn off Notification Form and email burnoffs@esta.vic.gov.au For copies of this registration document, visit www.cfa.vic.gov.au/contact/register-your-burn-off/
- Establish a fire break of no less than three metres cleared of all flammable material
- Make sure there are enough people to monitor, contain and extinguish the burn safely and effectively
- Check the weather forecast for the day of the burn and a few days afterwards
- Check the fuel moisture conditions
- Notify your neighbours at least two hours before starting the burn.



Burn-off Notification

To: ESTA Ballarat	From:
Attn: Team Leader	Pages: 1
Fax: 03 5337 3501	Date: 3 December 2012
Re: Burn-Off Notification	CC:
ESTA Telephone: 1800 668 511 (www.esta.vic.gov.au) Email: burnoffs@esta.vic.gov.au	

The following information relates to a planned burn-off

Location (include cross Road) (this helps to identify the exact location in Victoria)	
Start Date (inserted day to light up)	
Start Time (Are you locked at the weather forecast?)	
End Date (inserted day fire extinguished)	
End Time (How long will the fire burn for?)	
Size (in metres) (How large) (How small) (define how high & how wide)	
Fuel Type (grass & branches) (stem land) (provide burnt land)	
SV Map Reference (residential address) (location where burn will be) (please indicate bearing)	
Permit Number (if applicable) (Other) (CFA)	
Site contact (insert & number) (if others from above)	
Do you require further information regarding burning off requirements / actions for burning off?	

This document contains confidential information intended only for the person named above. If you are not the named recipient, you should not rely on or use of the contents of this document in any way. If you have received this document in error please notify the office by telephone immediately.



Be prepared – severe storms and floods

The State Emergency Service (SES) is the control agency for flood, storm, tsunami and earthquake in Victoria. As well as operating the largest road crash rescue network in Australia, the SES also assists the Victoria Police in search and rescue operations and plays an important support role during major bushfire responses.

The SES is made up of professional staff and trained volunteers who undertake operational and administrative roles during emergency management and response, and for community education.

- In a flood, the SES sandbags to protect property and infrastructure and assists Victoria Police with evacuations.
- Following severe storms, the SES provides temporary repairs to damaged structures, and removes fallen trees and branches from properties.
- Following an earthquake, the SES assists with evacuations and temporary repairs, and undertakes search and rescue activities.

The SES works closely with municipal councils to develop Municipal Emergency Management Plans and is responsible for the audit of these plans every three years. In Victoria, the SES also provides communities with information, education and training on how to prepare for natural hazards. These programs are aimed at building resilient communities.

The Hazelwood Jeeralang area is located in the foothills of the Strzelecki Ranges. This area is subject to high rainfall and there is the risk of flooding from fast-flowing creeks, as well as risks from uprooted trees and landslips. There is also a risk of driveways and roads being blocked by fallen trees during storms, isolating you from your property.

To protect your property from the potential impact of a severe storm:

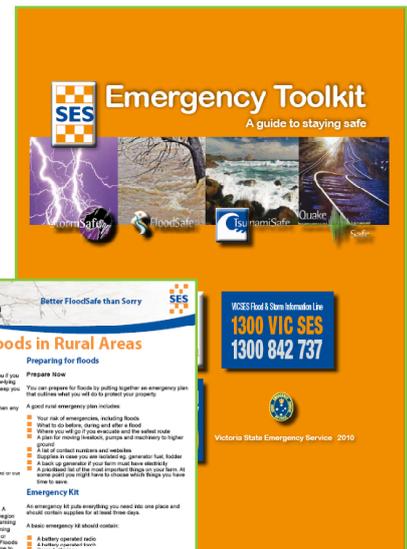
- clear or secure loose objects from around your yard and house
- clean and check roof, guttering and downpipes
- listen to your local radio for information
- shelter and secure pets and animals
- garage or cover vehicles to avoid hail damage
- disconnect any electrical appliances.

You may also want to carry a chainsaw in your vehicle in case your way is blocked by fallen trees.

During the storm, always avoid using the telephone. Stay well clear of windows and take shelter in the strongest part of the house. If you are caught outdoors, seek emergency shelter. Do not shelter under trees.

Once the storm has passed:

- check for damage to your house
- continue to monitor your radio for up-to-date information
- contact emergency services, if you require assistance
- check on your neighbours
- beware of fallen power lines and trees, and damage to buildings.



If you are driving when a storm hits, remember:

- flash floods can occur within a few minutes or after hours of heavy rainfall, if a dam or levee fails, or even from the sudden release of water following the release of jammed debris
- you may not have any warning that a flash flood is approaching
- avoid driving during storms
- fast flowing water can undermine road surfaces, making familiar roads dangerous
- never drive, ride or walk through flood water. Cars can stall in shallow water, the water can cause electrical systems to fail and you don't know how deep the water is or if the road surface has been damaged.

In a flood emergency or to report storm damage, you should contact the SES on 13 25 00.

SP AusNet has produced a suite of brochures that provide information on what to do before, during and after a storm. For more information, visit www.sp-ausnet.com.au/

The image shows three brochures from SP AusNet, arranged in a slightly overlapping manner. The top brochure is titled 'AFTER A STORM?' and features the text 'Don't rely on electricity during a storm'. The middle brochure is titled 'DURING A STORM?' and also features 'Don't rely on electricity during a storm'. The bottom brochure is titled 'BEFORE A STORM?' and features 'Don't rely on electricity during a storm'. Each brochure includes sections for 'Emergency Contact Information', 'What should you do', and 'Life Support Customers'. The brochures are blue and white with some green accents.

Be prepared – other emergency events

When you live in a rural environment you need to be prepared – and expect the unexpected.

Always listen to the weather forecasts on your local radio and television and pay particular attention to emergency warnings, especially for days of extreme temperature and warnings for the protection of stock.

Landslips and earthquakes

In the Hazelwood Jeeralang area, there is the risk of landslips and some areas may be subject to earth tremors due to the location of the geological fault line.

Landowners and residents who believe they may be at risk from landslips, need to consider that they may be isolated and should investigate alternative access routes.

After heavy rain, some of the roads in the Hazelwood Jeeralang area are prone to landslips and may be restricted to one lane only. To report damage to roads from a landslip or earthquake, you should contact the SES and Victoria Police.

Interruptions to electricity and gas services

As a community we are very reliant on a continuous supply of electricity for a range of services, including refrigeration, lighting, water heating, cooking and water pumps.

During an emergency there may be interruptions to the supply of electricity or gas to your property. Your personal emergency plan needs to include a contingency for this lack of supply. It is recommended that you store enough fuel to run your generator for several days.

During the 2009 bushfires, the Hazelwood Jeeralang community was without electricity for more than a week.

Electricity supply can be interrupted if:

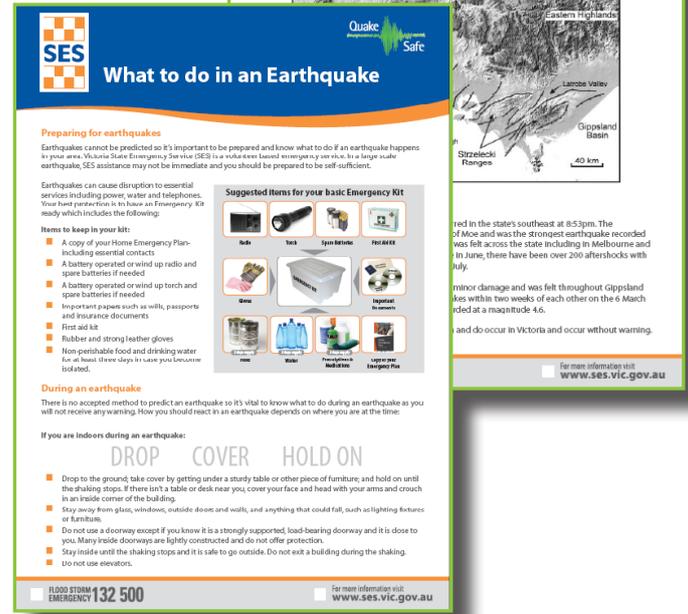
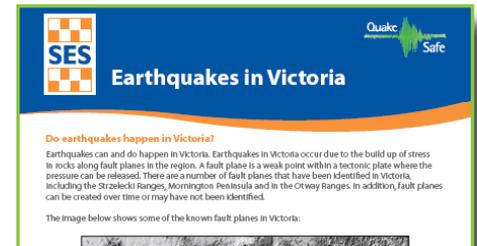
- requested by the CFA to assist in fighting a bushfire or to prevent other fires from starting
- poles and overhead wires have been burnt or damaged, or are being impacted by smoke
- automatic disconnection switches are activated due to extremely high winds or if a tree or branch has fallen on the overhead lines.

Remember, your home and community may experience loss to supply even though a fire is some kilometres away. This loss of supply may affect water pressure and communications and reconnection may take some time as the affected area may be inaccessible.

In Gippsland, SP AusNet is a diversified energy business that provides:

- an electricity transmission network, electricity from power stations to electricity distributors, via high voltage towers and transmission lines
- an electricity distribution network that carries electricity from the high voltage transmission grid to customers.

While SP AusNet will do everything it can to maintain the supply of electricity to your property, sometimes interruptions are inevitable – especially during an extreme weather event or bushfire.





If your gas goes out, check that your meter has not been turned off. If your gas meter is still on, contact your gas retailer - the number is provided on your gas bill.

If your electricity goes out, check if the interruption is affecting only your property or if it is more widespread.

If the interruption is only affecting your property, and it is safe to do so, check the circuit breaker or safety switch. If neither of these has caused the interruption, you may need to call a licensed electrical contractor for advice.

If you're experiencing dull or flickering lights, a 'brown out', low voltage or partial supply - turn off and unplug sensitive electrical appliances at the power point. Do not touch your switchboard or anything metal in your home.

If you lose power, do not eat food that has thawed or re-freeze food.

If the electricity interruption is widespread, contact SP AusNet's Faults Line on 13 17 99. A recorded message provides advice on the interruption and when it is expected to be restored. You should also contact the SES on 13 25 00.

Interruptions to water, wastewater and sewerage services

Gippsland Water delivers reliable, high-quality water, wastewater and waste recovery services to domestic and commercial clients across central Gippsland.

While this area includes Churchill and some of Jeeralang Junction, most rural properties in the Hazelwood Jeeralang area are reliant on water from tanks and dams for use within the home and rely on septic wastewater systems. These rural properties may have access to water for stock and domestic purposes and/or have a licence to take groundwater and surface water.

In an emergency you may lose power to the pumps that supply water to your home and sheds, so ensure you have an emergency power supply and/or fuel for your generators. You may also need to monitor the quality of water in your water tanks, especially if it includes run-off from your roof.

If there is the threat of a bushfire, you should block your downpipes and flood the gutters. Then after the fire threat has abated, water in the gutters should be diverted to waste. The downpipes can be reconnected to tanks after the roof and gutters have been cleaned by rain. This diversion system can also be used to periodically flush to waste rubbish which accumulates in buried storm water pipes.

During a bushfire emergency, the DSE and CFA have the right to access and use water sources within the community, including those located on private property.

People with special needs

Special needs is a term used to describe people who require assistance for a disability that may be medical, mental or psychological. For example, people with autism, downs syndrome, blindness, dyslexia may be considered to have special needs. It may also include people in the community who are aged or infirm, or have short-term mobility problems due to accident or injury.

As people with special needs are especially vulnerable and may be incapacitated by the stress of dealing with an emergency, their needs should be considered when developing your personal emergency plan.



Biosecurity emergencies

The Department of Primary Industries (DPI) is responsible for managing the state's emergency response and recovery for a range of adverse seasonal conditions -drought, fire and flood – and plays a key role in managing biosecurity incursions, energy shortfalls or threats from a locust plague or exotic plant or animal diseases.

DPI is responsible for:

- exotic animal, plant pest and disease outbreaks
- animal welfare in emergencies
- drought
- agricultural and veterinary chemicals incidents
- locust and mouse plagues
- fisheries incidents (marine and freshwater)
- mining, quarrying and petroleum-related incidents
- energy related incidents
- dairy, meat and seafood production or processing contamination food supply disruption
- invasive weeds, forest pests and diseases.

For more information about these potential emergencies, visit the DPI website www.dpi.vic.gov.au

Be prepared for an emergency – things to do

While there is a wide range of recommended activities you should consider implementing to ensure you are prepared for all emergencies, as a minimum you need to implement three key activities.

Develop your personal emergency plan

It is recommended that you develop your own emergency plan and share this information with your family, friends, neighbours and others in your local community.

In an emergency, you need to be self-reliant and shouldn't rely on emergency services. You are encouraged to develop a personal plan and, as a minimum, review this plan annually or as your personal circumstances change.

Remember to include a sketch of your property as part of your planning. In an emergency, this may be of assistance in ensuring the rapid activation of any equipment.

Your sketch should include the location of house, road, sheds, dam(s), water tanks and water pumps and identify the water supply point for a CFA connection, the location of gas tanks and the electric meter box/ power supply control panel.

Then, once you have developed your plan, share your ideas and plans with your neighbours. This helps to create awareness and understanding of potential risks, and build a mutual support network.

One of the key activities to implement when developing your personal emergency plan is to identify your trigger points – the things that mean you start to implement your planned response to an incident or emergency. These trigger points vary from person to person.

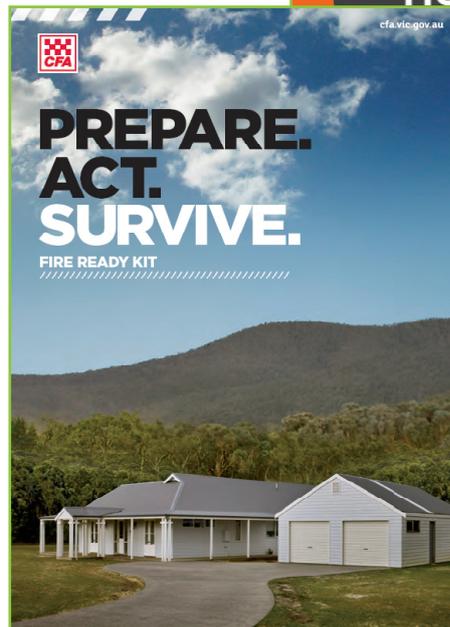
Establish or join a local emergency group

Local emergency groups, based on neighbouring properties, help to bring neighbours together to develop and implement survival strategies for all emergencies. This community approach creates opportunities to get to know your neighbours, develop social connections and helps to create an understanding of your neighbours' plans and specific needs.

By developing strong community connections, the impact of an emergency event can be minimised – especially if all contact details are up-to-date and you share the information with your neighbours, family and friends.

Remember that the personal contact details provided in the development of a telephone tree is confidential and should be kept up-to-date and checked regularly.

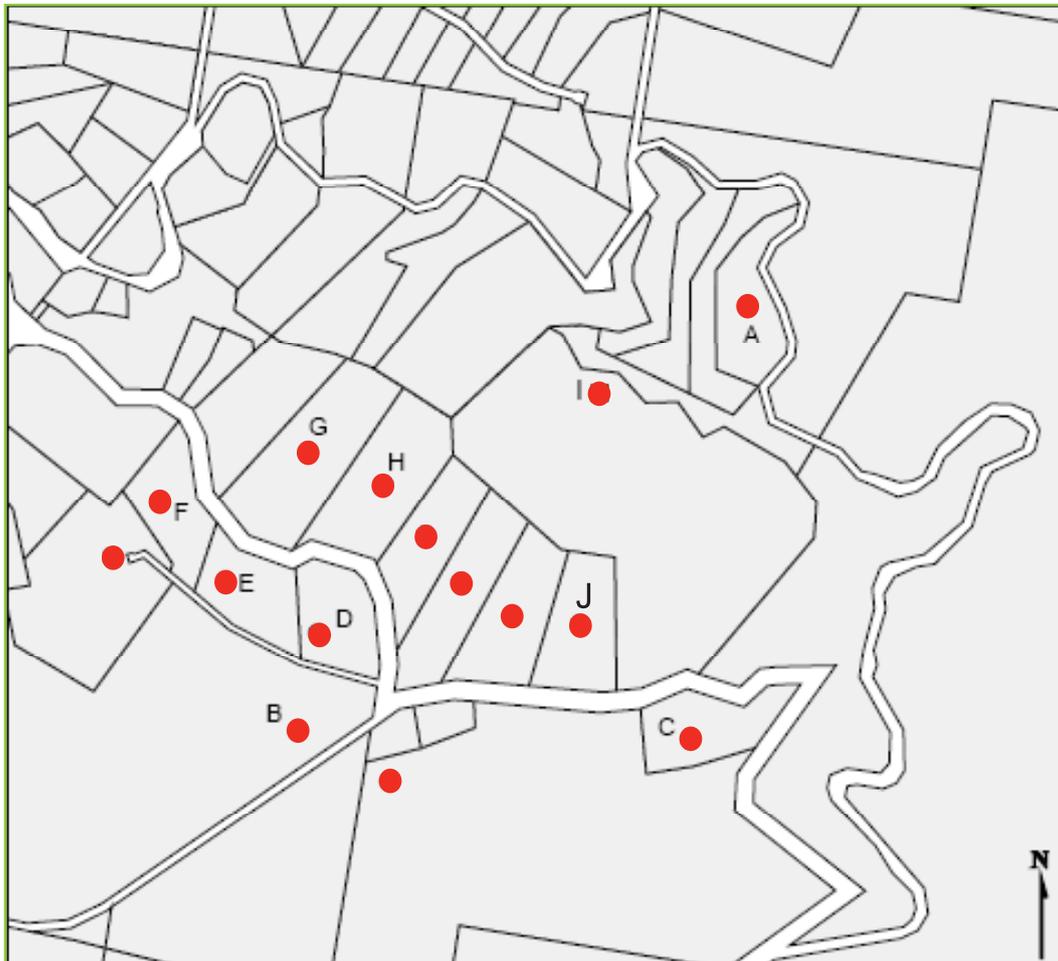
Research confirms that strong communities that work together are better able to manage emergencies, recover more quickly and achieve better outcomes.



Example: XYZ Community Fireguard Group

The model adopted by the XYZ Fireguard Group provides a guide to how a group is established and how the group will operate in an emergency.

The following map shows the property location of members and the positioning of their homes. The Group Coordinator lives at house J.



From their homes, some participants have views across the valley. People who live at:

- house A, have a view to the east
- houses B, C and I all have a view to the west
- houses A, C, E, F, G, H and I all have views to the north.

Within this cluster of fifteen houses, there is a mix of residents who are either retired or work full time. Properties A, C and I were impacted in Black Saturday. Although fences and sheds were destroyed and many trees killed, no houses were lost.

Most property owners believe they have prepared themselves and their houses for bushfires as a result of long-standing CFA fireguard activities. Some residents intend to leave early on days of total fire ban. If they cannot evacuate safely, they will shelter with neighbours.

Road access to the area is a problem. The obvious way out is via the paved/bitumen road to the north-west. Given the general wind patterns, a fire would be expected to proceed, initially, in a southerly or south-east direction. Later in the day the fire would be expected to proceed in a north-east direction.

All alternative routes out to the east go through densely forested areas.

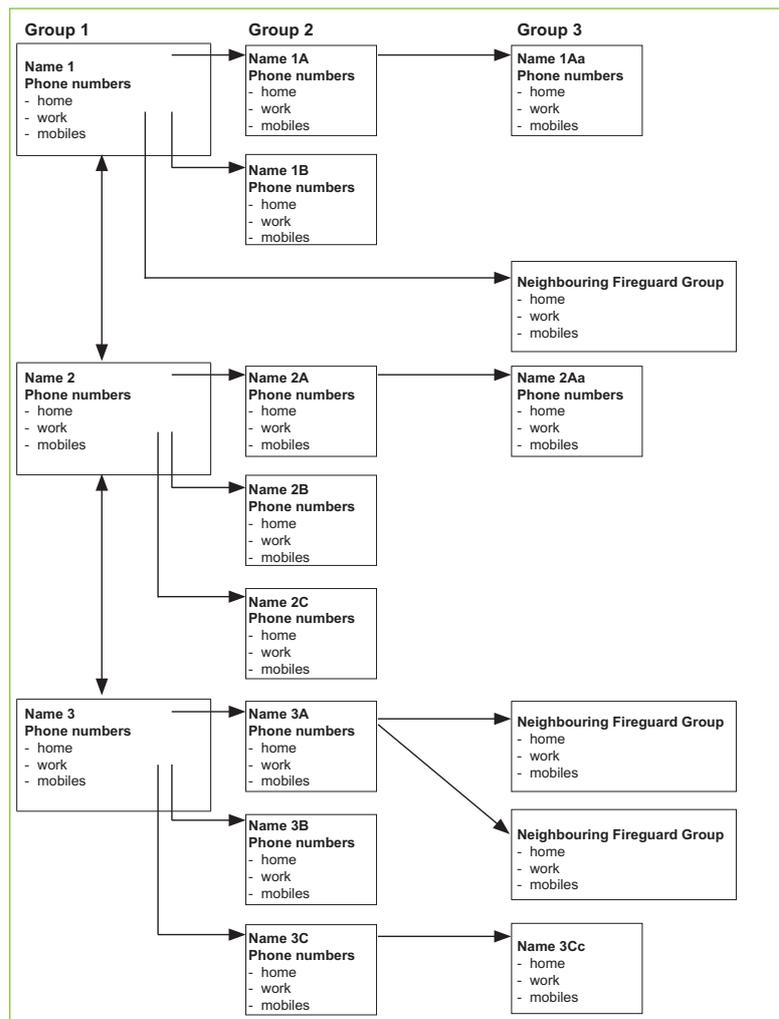
Telephone tree warning system

The XYZ Community Fireguard Group operates a voluntary telephone warning service for its members.

The intention of the telephone tree is to notify residents as early as possible if there is a fire in the vicinity. The telephone tree and service it provides in no way replaces the responsibility that each individual and household has for their own safety. Information is obtained by monitoring CFA radio frequencies using scanners (163.275 and 161.000 Mhz), calls from other Community Fireguard groups and individual observations.

Telephone tree – how it works

- All notification of a fire situation is to be made to at least one of the residents listed in Group 1.
- The Group 1 resident, on receiving notification of a fire situation, contacts the other two residents listed in Group 1.
- Group 1 residents then notify the Group 2 residents, as listed in the telephone tree.
- Group 2 residents then notify the Group 3 residents, as listed in the telephone tree.
- If a Group 1 member is not available, a resident from Group 2 moves across to take over their responsibilities.
- If unable to contact the resident(s) as indicated on the telephone tree, contact the next resident listed.



See Appendix 1 for a full size graphic of this telephone tree.

Telephone tree guidelines

- Information contained in the telephone tree (and membership list) is private and should not be used for any other purpose than fireguard operations.
- Messages relayed through the fire telephone tree should be concise and accurate.
- Fires should be notified to 000 in the first instance.
- In a fire situation, operation of the telephone tree is of secondary importance to defending your own property and ensuring your personal safety.
- Telephone tree will be activated on eve of day(s) before a Total Fire Ban day.
- If planning to be away from the area for day/s, notify residents listed in Group 1.
- The telephone tree information should be kept near the telephone, together with writing materials to record and pass on information about a fire to other residents.
- A copy of the telephone tree should be kept at work and in the car.
- During the fire season activate the no cost Call Waiting facility.
- Ensure that your outgoing message on the answering machine is brief.
- When leaving a message on an answering machine always give the date and time of the message and give concise and accurate details.
- Telephones and answering devices that require mains power may require some back up system, such as mobile telephones or unpowered, corded telephone.
- For residents with UHF radio, use Channel 7.

Create an emergency survival kit

Your emergency survival kit should contain:

- copies of your personal identification documents
- a battery operated radio with spare batteries
- a torch with spare batteries, candles and waterproof matches
- medications, tissues, toiletries
- special needs for infants, the aged and people with disabilities
- first aid kit and manual
- spare clothing, including strong/lace-up boots, a broad brimmed hat, sunscreen, leather gloves, long sleeve shirt and trousers for each member of the family
- sleeping bag or bedding
- mobile phone, charger and spare battery
- strong plastic bags for clothing, valuables, documents and photographs
- spare keys for the house, cars and sheds
- copies of important family documents, including birth certificates, passports and licences
- contact details for your agreed out-of-town contacts
- books, playing cards or games
- credit cards, key cards and money
- emergency fuel supplies for generators, pumps and vehicles
- a chainsaw, spare blades, sharpener, fuel and oil
- rubber gloves for cleaning after the emergency event
- emergency food and water supplies
- food, medications and equipment for your pet(s), if required.

There are a number of websites with information about what to include in your emergency survival kit. For example, visit www.pantrylist.com



Emergency management agencies - and their role

Across Victoria there is strong recognition of the importance of planning for all emergencies at a state, regional and municipal level – and also by individuals and local communities. As part of this planning for emergencies, this Local Emergency Action Plan has been developed by your community, for your community.

To ensure that Latrobe City has the appropriate management strategies to implement in an emergency, the City has prepared a Municipal Emergency Management Plan in accordance with the requirements of Section 20(1) of the Emergency Management Act 1986.

This Municipal Emergency Management Plan details the agreed arrangements for the prevention, response and recovery from all emergencies that could occur in the Latrobe City. It complements other local, regional and state planning arrangements and includes details about the:

- measures to prevent or reduce the causes or effects of emergencies
- management arrangements for the use and implementation of municipal resources in response to emergencies
- management support that may be provided to or from adjoining municipalities
- assistance to be provided to affected communities to recover following an emergency.

The Municipal Emergency Management Plan identifies the control agency and key support agencies for response in an emergency – and for recovery. A control agency is assigned to control the response activities to a specific type of emergency. The control agency may change as the emergency response progresses or is clarified. The support agency provides essential emergency services, personnel or material to support or assist a control agency or affected person.

Table 1 identifies the control and support agencies for different types of emergencies or threat, both for response (the first seven days) and for recovery.

Table 2 provides a guide to the types of services offered as part of the relief and recovery efforts.

These tables do not identify every agency that might be involved in the emergency.

Table 1: Emergency and response agencies (first seven days)

Emergency/threat	Control agency may vary by location	Support agency
Gas leakage	CFA	Gas distribution company
Hazardous materials/ dangerous goods	CFA	EPA/Ambulance Vic
Rail	Victoria Police	Department of Transport, VLine, CFA/SES
Road	Victoria Police	CFA/SES/VicRoads/Council
Plant pest & disease	DPI	DSE
Critical infrastructure damage	Victoria Police	DPI
Electricity	DPI	Electricity distributor/DSE
Public transport	Department of Transport/ Transport operator	Department of Transport
Roads/bridges/tunnels	VicRoads	Council/ Department of Transport
Water & sewerage	DSE	Water authorities/DHS/Council
Fire	CFA/DSE Fire Services Commissioner if a major fire	ParksVic/DPI/BOM
Earthquake	SES	All
Flood	SES	DSE/WGCMA/Water Authorities/ Council/CFA/BOM/ParksVic
Heatwave	Victoria Police	Council/Department of Health/Ambulance Vic/DPI/ Department of Transport
Storm	SES	BOM/DSE/ParksVic/CFA

Table 2: Services offered during recovery and agencies responsible

Recipient Service provided		Provider	
		Primary	Secondary
Individuals & families	Registration	Victoria Police	Red Cross
	Emergency shelter	Council	DHS
	Food & water	Red Cross	Salvation Army/Foodbank Victoria
	Drinking water (households)	Local water authority	DSE
	Food supply manufacturing & logistics	DPI	DOT
	Non-food items	Salvation Army	St Vincent de Paul/ Foodbank Vic
	Emergency financial assistance	DHS	Centrelink
	Animal welfare (companion animals)	Council	DPI/RSPCA
Primary producers & rural land managers	Rural loss & damage assessment	DPI	VFF/RSPCA
	Emergency fodder & water for animals	DPI	VFF/RSPCA
	Animal welfare (livestock)	DPI	VFF/RSPCA
Information services			
Individuals & families	Advice on financial assistance, insurance claims, legal advice and referral services	Council/DHS/ Centrelink	Red Cross
	Water & food safety	Department of Health	Salvation Army/Foodbank Victoria
Communities	Advice on assistance & recovery strategies	DHS	Red Cross/Victorian Council of Churches
Councils	Advice on safe water, safe food, waste disposal, washing & toilet facilities	Department of Health	
	Accommodation standards	DHS	
	Advice on erosion, catchment protection & reforestation	DSE & PV	
	Advice on disposal of dead/maimed stock	DPI	

Financial assistance			
Individuals & families	Personal hardship grants	DHS	<ul style="list-style-type: none"> • Insurance companies • Financial institutions • Charities • Public appeals
	Income support	DHS	
	Loan funds towards restoration of dwelling	Centrelink/RFCV	
Councils	Restoration of public assets & emergency protection work	DTF	<ul style="list-style-type: none"> • Insurance companies • Financial institutions • Charities • Public appeals
	Specific funding programs	DPCD	
Small business	Loan funds toward restoration of income-earning assets, working capital	RFCV	<ul style="list-style-type: none"> • Insurance companies • Financial institutions • Charities • Public appeals
	Support for enhancing small business skills	DBI	
Primary producers & rural land managers	Administration of specific assistance programs	DPI	<ul style="list-style-type: none"> • Insurance companies • Financial institutions • Charities • Public appeals
Community groups	Loan funds towards restoration of assets	RFCV	<ul style="list-style-type: none"> • Insurance companies • Financial institutions • Charities • Public appeals
	Rural leadership and community events program	DPCD	
Accommodation & housing			
Individuals & families	Emergency/short term accommodation	Council & DHS (grants)	<ul style="list-style-type: none"> • Insurance companies • Insurance companies
	Interim accommodation & support to transition to permanent housing	DHS	
Rebuilding & utility restoration			
Individuals, families & community groups	Assessment, repair & rebuilding	<ul style="list-style-type: none"> • Council • Telstra • Water/ waste water authorities • DHS • CFA 	<ul style="list-style-type: none"> • Trade Associations • Service Clubs • Gas & electricity distribution companies
	Household services - water, power, telephone, sanitation		
Council	Roads & bridges	VicRoads	
Public land	Clearing, restoration & rehabilitation of roads, bridges & public assets	Council/DSE/ ParksVic/ VicRoads	

Individualised support services			
Individuals, families & community groups	<ul style="list-style-type: none"> Personalised support, counselling & advocacy Psychological first aid & support services Outreach Single point of contact Service coordination Case management Community activities 	Department of Health/ DHS/ Council/Hospitals/ Community Health Centres/ Centrelink/ DEECD	<ul style="list-style-type: none"> Victorian Council of Churches Red Cross Salvation Army Voluntary groups Private health providers
Community development			
Community recovery committees	<ul style="list-style-type: none"> Funding Administrative support Support personnel Advice 	DHS Council	Red Cross Service clubs & community groups
Communities	Employment & economic redevelopment program	DPCD	Service clubs & community groups
Council	<ul style="list-style-type: none"> Funding Support personnel Advice Additional equipment 	DHS/DTF	

Acronyms

BOM	Bureau of Meteorology
CFA	Country Fire Authority
DBI	Department of Business and Innovation
DEECD	Department of Education and Early Childhood Development
DHS	Department of Human Services
DPCD	Department of Planning and Community Development
DTF	Department of Treasury and Finance
DPI	Department of Primary Industries
DSE	Department of Sustainability and Environment
EPA	Environment Protection Authority
PV	Parks Victoria
SES	State Emergency Services
RFCV	Rural Finance Corporation of Victoria

Information about the roles and responsibilities of all organisations involved in emergency management is documented in the Municipal Emergency Management Manual, produced by the Department of Justice's Police and Emergency Management Division.

For a copy of this manual, visit the Department of Justice website: www.oesc.vic.gov.au/home/policy+and+standards





More information

For more information about ways to prepare for an emergency or to set up a eguard group for your neighbourhood, please contact the Hazelwood Jeeralang Community Association Inc on secretary@hjca.org.au or visit www.hjca.org.au

The documents in your Information Kit include the following:

Country Fire Authority

- Your Bushfire Survival flyer
- Prepare Act Survive - Fire Ready Kit booklet
- Community Fireguard flyer
- Bushfire Planning Workshop flyer

State Emergency Service

- Home Emergency Plan
- Emergency Toolkit
- Preparing for emergencies – Flood Safe and QuakeSafe

SP AusNet

- What should you do ... flyers

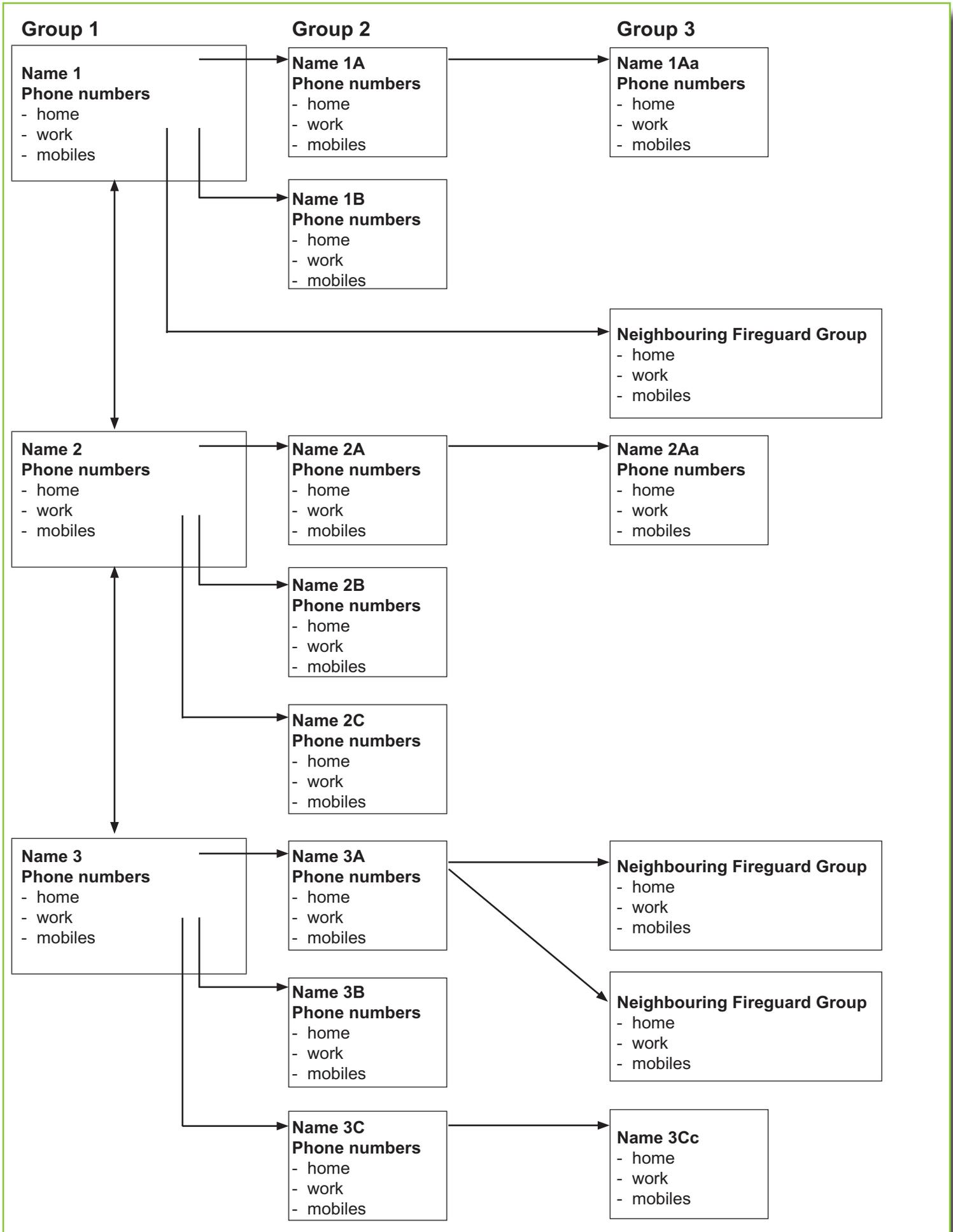
Red Cross

- Preparing to leave early booklet

Australian Emergency Management Institute

- Preparing for the Unexpected

Appendix 1 Your eguard emergency contact list



Appendix 2 Your community emergency contact list

Emergency contact list		
For all emergencies, dial 000		
If your mobile is out of range, dial 112		
For emergency warnings		
ABC radio	828AM or 100.7FM	www.abc.net.au
3TR	99.5FM	
Bureau of Meteorology (24 hour)	9669 4000 1300 659 217	www.bom.gov.au
Fire		www.cfa.vic.gov.au
Victorian Bushfire Information Line (VBIL)	1800 240 667	
National Relay Service	133 677 1300 555 727	
CFA Captain, Hazelwood North	0428 353 414	
CFA Captain, Churchill	0407 828 625	
CFA Burn Off Information Line (VicFire)	1800 668 511	
Storm and flood		
SES	132 500	www.ses.vic.gov.au
SES – East Region	5126 1500	www.ses.vic.gov.au
State Flood & Storm Line - during an emergency only	1300 842 737	
Emergency management agencies		
Ambulance Service Victoria	000 or 5134 4666	www.ambulance.vic.gov.au
Country Fire Authority	1800 240 667	www.cfa.vic.gov.au
Department of Sustainability and Environment – Traralgon office	5172 2111	www.dse.vic.gov.au
Australian Red Cross	9345 1800	www.redcross.org.au
Police (Traralgon) - 24 hours station	5174 0900	www.police.vic.gov.au
Department of Human Services - Morwell office	132 468 5136 2400	www.humanservices.gov.au
Department of Primary Industry - Maffra office	136 186 5147 0800	www.dpi.vic.gov.au
VicRoads	5172 2666	www.vicroads.vic.gov.au
Latrobe Regional Hospital - Emergency Department	5173 8000 5173 8222	www.lrh.com.au
Latrobe City Council	1300 367 700	www.latrobe.vic.gov.au
Other		
Wildlife Rescue	1300 094 535	www.wildlifevictoria.org.au
Telstra home telephone faults	13 22 03	www.telstra.com.au
Telstra mobile telephone faults	12 51 11	
Electricity faults - SP AusNet Customer Service Centre	131 799 1300 360 795	www.sp-ausnet.com.au
Energy Australia (Electricity & Gas)	136 102	www.energyaustralia.com.au



Hazelwood Jeeralang

COMMUNITY ASSOCIATION INC

www.hjca.org.au

