

# Boolarra Yinnar and Districts

## Local Emergency Action Plan (LEAP)

The Planning Group invites members of the community to provide feedback on the Plan in regard to its content and accuracy, whether it meets the needs of the community or any other related matter. The Planning Group can be contacted via the Secretary, John Harris, at [john.harris@speedweb.com.au](mailto:john.harris@speedweb.com.au) or on mobile 0431 972672.

It is important that you read and become familiar with the LEAP well before any threatened or actual emergency.

**REGULARLY LOOK AT AND BE FAMILIAR WITH THIS PLAN  
ENSURE EVERYONE IN YOUR HOUSEHOLD IS FAMILIAR WITH YOUR  
PLAN  
IF YOU PLAN TO LEAVE - LEAVE EARLY  
THIS PLAN IS NOT A SUBSTITUTE FOR YOUR PERSONAL SURVIVAL  
PLAN BUT CAN SUPPLEMENT IT**

## Purpose of the LEAP

The LEAP is designed to assist you:

- to prepare for, and respond to, a local emergency, and
- to make an informed decision about leaving your property (when, where to go, what to take, who to tell)

Whilst the LEAP provides advice on preparing for an emergency, every emergency will be different. A range of emergency services and other organisations are involved in providing information leading up to, during and after an emergency. Gather information, be aware of your local environment and ensure all members of your household are aware of the contact details included in the LEAP.

**Bushfires:** Individuals and families preparing for bushfire events need to follow bushfire preparation guidelines.

This LEAP does not provide alternative options for bushfire preparedness and response.

## How to use the LEAP

The LEAP consists of two parts, an Action Plan and an Information Kit.

The Action Plan is designed to highlight actions you should take in preparing in advance, getting ready on the day and when you decide to leave your property.

The Information Kit is more comprehensive, contains more information and provides advice on where further information related to emergencies can be found. The Information Kit also contains a number of relevant brochures and telephone numbers.

### Part 1. Action Plan.

The three page Action Plan is set out below. The additional copy provided with the LEAP is designed to be placed in a prominent place in your home, e.g. on the fridge or near the telephone. The Action Plan highlights:

- how you can prepare on an ongoing basis for an emergency,
- what to do when an emergency is developing and could impact on you, and
- what to do if you plan to leave.

The **GREEN** section of the Action Plan refers you to information sources that you can access well in advance to assist you in early planning.

**THE MORE PREPARED YOU ARE IN ADVANCE THE BETTER EQUIPPED YOU WILL BE IN THE EVENT OF AN EMERGENCY**

The **ORANGE** section of the Action Plan lists the actions to take when you are warned of an emergency but there is still some time before it could impact on you. The steps involve confirming information, checking that everything you may need to do is organised, and continually assessing the situation.

**THERE IS NO SET TIME FRAME FOR THIS AND YOU COULD DECIDE TO LEAVE DURING THIS TIME**

The **RED** section of the Action Plan is presented in point form, listing the steps to take when you have decided to leave your property. The steps involve actions to take for which at this stage you should be well prepared.

**REMEMBER IT IS NEVER TOO EARLY TO CONSIDER LEAVING.**

# BOOLARRA YINNAR & DISTRICTS LOCAL EMERGENCY ACTION PLAN

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## WHERE CAN YOU GET ADVICE AND INFORMATION ON HOW TO PREPARE FOR EMERGENCY SITUATIONS

### Bushfire

- Victorian Bushfire Information Line Tel 1800 240 667
- CFA - Local Telephone (Region 10) 5149 1000  
[www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- DSE - Local Telephone 5172 2111  
[www.dse.vic.gov.au](http://www.dse.vic.gov.au) -

### Flood / Storm

- VICSES Telephone 132 500  
[www.ses.vic.gov.au](http://www.ses.vic.gov.au)

### All Emergencies

- Local Radio eg FM 100.7
- Bureau of Meteorology Telephone 1300 659 217  
[www.bom.gov.au](http://www.bom.gov.au)
- Victoria Police Local Telephone (Boolarra) 51696 222  
(calls transferred when station is unattended)
- VicRoads Local Telephone 5172 2666  
Traffic emergencies 13 1170  
[www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)
- La Trobe City Council Telephone 1300 367 700  
[www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

Evacuation Kit Preparation **PTO**

Personal Survival Plan Preparation **PTO**

**This is your plan for gathering information and  
taking action to prepare for possible emergencies.  
The more prepared you are in advance,  
the better equipped you will be in the  
event of an emergency.**

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## **EVACUATION KIT**

- Protective clothing
  - Long-sleeved shirt and pants (natural fibre for fire emergency, quick drying for storm/flood emergency)
  - Sturdy boots and woollen socks
  - Tough leather garden gloves
  - Strong brimmed hat to protect your head
  - For fire purposes (P2) face mask or towel to cover mouth and nose and eye protection, e.g. goggles (with demisting stick or spray)
- Change of clothes
- Food and water
- Fire blanket
- Woollen blankets
- Medications and toiletries
- Baby formula, nappies etc
- Mobile phone and charger
- List of contact numbers (doctor, dentist, hospital, chemist, vet, Latrobe City Council, gas, electricity and water provider).
- First Aid kit including zinc cream, artificial tears for eyes.
- Spare pair of spectacles/contact lenses.
- Pet food and bedding, if required
- Flashlight and spare batteries
- Battery powered radio and spare batteries
- Spare keys to house, car, shed, other places.
- Important documents (unless stored off-site) – passports, wills, marriage and birth certificates, land titles, mortgage papers, insurance papers, other family documents copy of LEAP.
- Important data ( tax file numbers, credit card numbers, bank account numbers, medicare number)

## **PERSONAL SURVIVAL PLAN**

Guides/templates from CFA, SES and Red Cross for preparing Personal Survival Plans are included in the LEAP folder.

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## WHAT DO YOU DO WHEN YOU BECOME AWARE OF A POSSIBLE EMERGENCY

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Regularly check the telephone information services -  
and websites where possible

Listen to the radio – eg 100.7 FM

Maintain contact with your neighbours

Check your evacuation kit

Check the vehicle/s you intend to use to leave

Continually check your local environment

Check the road conditions/closures - where possible

Continually assess where you are going to go to so you  
can decide in good time whether to leave **PTO**

Decide what will prompt you to leave:

- advice from emergency services/radio
- direct evidence, eg. approaching fire

Re-assess the situation before nightfall

Re-check the Plan you have if you can't leave

This is your plan when information/advice you  
have received, or your own observations, indicate  
that you should start to prepare for the possibility  
of leaving

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## **WHERE WILL YOU GO IF YOU LEAVE?**

### ***Appropriate destination***

Things to consider in deciding your destination:

- Is it well outside the emergency area?
- Does it have facilities for family members (food, overnight shelter, support)?
- Is it available 24/7 for as long as needed?
- Does it have a safe travel route?
- Is it close enough for travel to work and back?
- Does it have facilities for pets?

***Do you have more than one appropriate destination?***

### ***Last Resort destination - Neighbourhood Safer Places***

- **Boolarra Memorial Hall,**

- **Yinnar Primary School, Main Street**

- Reduced radiant heat impact
- Limited capacity
- No facilities (or few)
- No guarantee of protection by emergency services
- No meals or accommodation
- No guarantee of safety, or safe travel
- No provision for special needs, nor for animals
- Further info re NSPs at [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

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SURVIVAL PLAN

## WHAT TO DO IF YOU DECIDE TO LEAVE

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Make the decision to leave

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Take your Evacuation Kit

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Telephone your neighbours to let them know **PTO**

Make sure everyone in the house knows what to do

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Make sure everyone in the house knows the route

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Leave a message on your front door that you have gone **PTO**

Go to your planned location

Contact the Latrobe City Emergency Relief Centre  
(when operational) to register

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If you have any further needs contact Latrobe City Council  
This is my plan when information/advice I have  
received, or my own observations indicate that I should  
leave as soon as possible

**IF CIRCUMSTANCES PREVENT LEAVING  
IMPLEMENT MY BACK-UP PLAN**



**Neighbours' telephone numbers**

<b>Name</b>	<b>Home telephone</b>	<b>Mobile telephone</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....
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**Notice for your front door when evacuating the property  
(SAMPLE ONLY - the LEAP Folder contains a proforma notice)**

Please include the following information:

**Date:** ..... **Time:** .....

**The following people have relocated to:** .....

<b>Name</b>	<b>Residential Address (if not this address)</b>
.....	.....
.....	.....

**Contact telephone number:** .....

## **Part 2. Information Kit.**

### **Information**

There is a wide range of information sources to assist you in planning for an emergency situation. These include telephone information lines, websites and brochures. Newspapers, radio and television are further sources of information. During times when there is no threat or emergency periodically check out the information sources relevant to you. This will keep you up to date on what information is available and maintain your familiarity with accessing the various sources of information.

### **La Trobe City Council - [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au) 1300 367 700**

The priority for Latrobe City Council in an emergency is to provide timely support to the affected community and to ensure the social and economic impact is minimised. The website provides information related to bushfires and floods and details on neighbourhood safer places.

You will need to register your name with a Latrobe City Emergency Relief Centre if you evacuate during an emergency. This can only occur once the Centre has been activated and is operating. Registration by telephone **may** be possible – information will be provided on radio and the Web.

You may need to contact Latrobe City Council after the emergency has passed for information on recovery

### **Bureau of Meteorology (BoM) – [www.bom.gov.au](http://www.bom.gov.au) 1300 659 217**

The BoM provides a range of information related to weather and warnings including:

- forecasts
- weather observations
- flood warnings, rainfall and river information

Every day during the fire season the BoM forecasts an outlook of the fire danger index (FDI) by considering elements of the predicted weather including temperature, relative humidity, wind speed, and dryness of vegetation. When determining the Fire Danger Rating, fire agencies, in consultation with the BoM, consider a range of other factors relating to that area and day.

These factors include:

- the length of time the fire danger index has been elevated
- extent of fire already in the landscape
- fuel and dryness
- likelihood of weather events such as lightning and grass fuel conditions.

### **Emergency Alert – [www.emergencyalert.gov.au](http://www.emergencyalert.gov.au)**

Emergency Alerts are sent by emergency services to landline telephones, based on the location of the handset, and to mobile phones, based on the billing address. In the case of an emergency, you may receive a voice message on your landline or a text message on your mobile phone. If you receive an Emergency Alert and want more information, follow the instructions in the message or find your local emergency service on the Emergency Alert website.

### **Australian Red Cross - [www.redcross.org.au](http://www.redcross.org.au)**

Through their Emergency REDiPlan, the Australian Red Cross provides resources to help people be better prepared in case of an emergency. Being prepared, knowing what to do and how to seek help is vital and will help you cope better if an emergency occurs.

### **Victorian Bushfire Information Line – 1800 240 667**

CFA in partnership with Department of Sustainability & Environment (DSE) has established a bushfire information line to provide the community with a wide range of information about bushfires.

The Victorian Bushfire Information Line aims to:

- provide timely information to the community during significant incidents
- assist the community to prepare for wildfire risk
- provide information regarding fire restrictions, Total Fire Bans and DSE prescribed burns.

The line offers personal advice from operators as well as a range of useful recorded information.

### **Bushfire Information for the Hearing Impaired**

Callers who are deaf, hard of hearing, or have a speech or communication impairment, and who have access to a TTY (teletext) machine, can call the Victorian Bushfire Information Line during business hours on **TTY 1800 122 969** (note - you cannot contact this number from a mobile phone or an ordinary phone).

TTY 106 is a dedicated text-based emergency relay service with direct access to fire, police and ambulance services. It can only be contacted through a TTY machine, not from a mobile phone or ordinary phone.

### **Country Fire Authority (CFA) – [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)**

**Local region contact: 5149 1000 (Sale), 5623 1180 (Warragul)**

**Bushfire Information Line: 1800 240 667**

The CFA website provides information on preparing for fires including making your property less vulnerable and what to do in the event of a direct threat. It contains a range of support resources including:

- Household Bushfire Self -Assessment Tool
- Fire danger ratings
- Fire Ready Kit

It also contains up to date information on current fires and the Total Fire Ban status. (Note that Boolarra and Yinnar are now in the West & South Gippsland Total Fire Ban District).

### **Department of Sustainability & Environment (DSE) – [www.dse.vic.gov.au](http://www.dse.vic.gov.au)**

The DSE website contains similar information to the CFA website.

**Victoria State Emergency Service (VICSES) – [www.ses.vic.gov.au](http://www.ses.vic.gov.au)  
5126 1500 (Moe)**

The Victorian SES provides a range of information and information brochures related to flood and storm emergencies.

**Vicroads – [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)  
5172 2666 (Traralgon), Road closures 131170**

Vicroads provides information on emergency road closures and the latest traffic and road conditions.

**Insurance**

Check that your insurance cover is adequate and current. The Insurance Council of Australia operates a hotline (1300 728228) during emergencies, to assist those affected.

**Background to the LEAP**

The Boolarra Yinnar and Districts Local Emergency Action Plan (LEAP) has been developed by the Boolarra Yinnar and Districts LEAP Planning Group. The development of the LEAP has taken into consideration information provided by the community at the workshop conducted on 16 May 2010, other information provided by community members, and advice received from Latrobe City, local emergency service agencies, and the Latrobe City Municipal Emergency Management Committee.

**Keeping the LEAP up to date**

The LEAP Planning Group will review and update the LEAP on a regular basis, and would value your input, including updates and corrections.

The LEAP Planning Group is:

Colin Brick	51 631 212	Tony Lawless	51 631 473
Tim Delany (Chair)	51 631 568	Gary Mills	51 696 222
John Harris (Secretary)	51 222 737	Dave O'Brien	51 696 462
Rob Herni	51 696 355	Brendan Scully	51 740 900
Les Hunt	51 696 217	Herb Smith	51 631 577
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