

# TABLE 4 - PREPAREDNESS ACTIONS

Preparedness Level	PL 1- LOW TO MODERATE	PL 2 - HIGH	PL 3 - VERY HIGH	PL 4 - SEVERE	PL 5 - EXTREME	PL 6 - CODE RED
<b>Preparedness Level Actions District/ICC</b>						
<b>Strategic/Tactical</b>						
<b>Timing of Hot Day Response Tables activation</b>	Normal Response Arrangements	Normal Response Arrangements	Activate when FDI >35 Via FSCC, Deactivate when FDI<35 RDO to consider D14 Bushfire escalation guideline	Activate when FDI >35 Via FSCC, Deactivate when FDI<35 RDO to consider D14 Bushfire escalation guideline	Activate when FDI >35 Via FSCC, Deactivate when FDI<35 RDO to consider D14 Bushfire escalation guideline	Activate when FDI >35 Via FSCC, Deactivate when FDI<35 RDO to consider D14 Bushfire escalation guideline
<b>Strike Teams Activation</b>	Normal Response Arrangements	Normal Response Arrangements	Normal Response Arrangements	Normal Response Arrangements	Normal Rostering and Response consider supplementary Strike Teams	Normal Rostering and Response consider supplementary Strike Teams
<b>Role of DCC in warnings processes</b>	RDO to monitor all rapidly escalating events to ensure timely messaging.	RDO to monitor all rapidly escalating events to ensure timely messaging.	RDO to monitor all rapidly escalating events to ensure timely messaging.	RDO to monitor all rapidly escalating events to ensure timely messaging.	RDO to monitor all rapidly escalating events to ensure timely messaging.	RDO to monitor all rapidly escalating events to ensure timely messaging.
<b>Intervention in aircraft response</b>	Refer to SAUP	Refer to SAUP	Refer to SAUP	Refer to SAUP	Refer to SAUP	Refer to SAUP
<b>Neighbourhood Safer Places - Places of Last Resort</b>	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season
<b>Township Protection Plans</b>	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season
<b>Evacuations Plans</b>			Refer JSOP 3.12	Refer JSOP 3.12	Refer JSOP 3.12	Refer JSOP 3.12
<b>Bushfire Refuges</b>	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season	In place and communicated to public prior to season
<b>Exercises</b>			Conducted within 60 minutes of team placement	Conducted within 60 minutes of team placement	Conducted within 60 minutes of team placement	Conducted within 60 minutes of team placement
<b>Bushfire Response Plans</b>	Refer to Municipal Plans (Fire)	Refer to Municipal Plans (Fire)	Refer to Municipal Plans (Fire)	Refer to Municipal Plans (Fire)	Refer to Municipal Plans (Fire)	Refer to Municipal Plans (Fire)

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<b>Human Resources</b>			↓FDI 35 - 49↓			
<b>DCC Staff District 14 Melton</b>	Normal Arrangements	Normal Arrangements	<p>From 09:00 - 18:00hrs, or as required.</p> <p>Coordinator (PTA) and IMS Entry/Resources</p> <p><b>Consider 60 min recall for the following:</b> Resources (PTA Roster/HQ Brigade)</p> <p>Reception (PTA Roster/HQ Brigade)</p> <p>OO CB (Staggered Start)</p> <p>* TFB * - Resource S40 - Reception Support (PTA/HQ)</p>	<p>From 09:00 - 18:00hrs, or as required.</p> <p>Coordinator (PTA) and IMS Entry/Resources</p> <p>Resources (PTA Roster/HQ Brigade)</p> <p>Reception (PTA Roster/HQ Brigade)</p> <p>OO CB (Staggered Start)</p> <p>* TFB * - Resource S40 - Reception Support (PTA/HQ)</p>	<p>From 08:00 - 18:00hrs, or as required.</p> <p>Coordinator (PTA) and IMS Entry/Resources</p> <p>Resource (PTA Roster/HQ Brigade)</p> <p>Reception (PTA Roster/HQ Brigade)</p> <p>OO CB (Staggered Start)</p> <p>Resource S40 Reception Support (PTA/HQ)</p>	As per PL - 5
			↓FDI 25 - 34↓			
			Normal Weekday Office Hours			
			RDO available for immediate response to DCC or Fireground			
<b>Kangaroo Ground ICC Staff</b>	Normal Arrangements	<p><b>JSOP 2.03 Prep Level D</b> Tertiary IMT in place within 60 mins or as required by RC.</p> <p>I/C L2 (shared between CFA CO IMT list &amp; DSE Central DO)</p> <p>Operations Officer (CO IMT list)</p> <p>Operations Radio Operator (Groups/HQ Brigade)</p> <p>Information Officer (roster from D14 &amp; DSE Central)</p> <p>Facilities Manager (Nillumbik Group roster – OM)</p> <p>If MFB Task Force in use within ICC footprint, deploy Deputy Operations Officer (MFB AC) to ICC Reporting D14 RDO liaises with MFB AC &amp; DSE Central DO.</p> <p>Complete ICC Structure Chart emailed to Loddon Mallee RC prior to 1630</p> <p>RC to complete Regional Preparedness Report by 1700</p>	<p>↓FDI 35 - 49↓</p> <p><b>JSOP 2.03 Prep Level B</b> Secondary IMT in place 60 mins prior to FDI &gt;34 or as required.</p> <p>As per FFDI 25-34 and add these extras; Planning Officer (shared between CFA CO IMT list &amp; DSE Central DO)</p> <p>Planning – Situation (DSE Central DO)</p> <p>Planning – Resources IMS (PTA Roster)</p> <p>Planning - IRIS (DSE Central DO)</p> <p>Logistics Officer (shared between CFA CO IMT list &amp; DSE Central DO)</p> <p>ICC Admin &amp; Reception (PTA Roster &amp; MFB AC)</p>	<p><b>JSOP 2.03 Prep Level B</b> Secondary IMT in place 60 mins prior to FDI &gt;34 or as required.</p> <p>Deputy Operations Officer (MFB AC)</p> <p>Consider further staffing as required in consultation with OM &amp; RC</p>	<p>□ <b>JSOP 2.03 Prep Level B</b> Secondary IMT in place 60 mins prior to FDI &gt;34 or as required.</p> <p>Consider further staffing as required in consultation with OM &amp; RC</p>	<p>□ <b>JSOP 2.03 Prep Level B</b> Secondary IMT in place 60 mins prior to FDI &gt;34 or as required.</p> <p>Surge staff capacity rostered for 24 hours</p> <p>Consider further staffing as required in consultation with OM &amp; RC</p>
			↓FDI 25 - 34↓			
			<b>JSOP 2.03 Prep Level D</b> Tertiary IMT in place within 60 mins or as required by RC. <p>Arrangements as per PL-2</p>			

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Gisborne ICC Staff	Normal Arrangements	<p><b>JSOP 2.03 Prep Level D</b></p> <p>Tertiary IMT in place <b>within 60 mins</b> or as required by RC.</p> <p><b>Information Officer/Support</b> (OM to coordinate with D2 &amp; DSE) <b>D14 OO &amp; Admin Support</b> (PTA Roster) required for maintaining a CFA presence at ICC - Only as requested by D2 and is dependent on D14 staff availability</p> <p>Reporting D14 RDO to complete D14 manning of ICC Structure Chart and email to D2 RDO</p> <p>Facilities Manager on site.</p> <p>IF MFB Taskforce in area: MFB AC (Deputy Operations Officer) to be present.</p>	<p>↓FDI 35 - 49↓</p> <p><b>JSOP 2.03 Prep Level B</b></p> <p>Secondary IMT in place <b>60 mins</b> prior to FDI &gt;34 or as required.</p> <p>As per FFDI 25-34 (below) and add these extras; <b>I/C L2</b> (CO IMT list) <b>Operations Officer</b> (CO IMT list) <b>Logistics Officer</b> (CO IMT list) <b>Public Information Officer</b> - L3 (OM to work out roster with D2 &amp; DSE) <b>Flight Follower</b> (D14 HQ brigade)</p> <p>Reporting D14 RDO to complete D14 manning of ICC Structure Chart and email to D2 RDO</p> <p>Police Liaison in place. Others on standby.</p> <p>Facilities Manager on site.</p>	<p><b>JSOP 2.03 Prep Level B</b></p> <p>Secondary IMT in place 1 hour prior to the trigger FDI 50</p> <p>Primary IMT available <b>within 120 mins</b></p> <p>As per PL 3 (Very High) and add these extras; <b>Public Information Officer</b></p> <p>(OM to work out roster with D2 &amp; DSE)</p> <p>Consider further staffing as required in consultation with OM &amp; RC</p> <p>Reporting D14 RDO to complete D14 manning of ICC Structure Chart and email to D2 RDO</p> <p>Liaison Officers in place</p> <p>EMT on standby</p> <p>Facilities Manager on site.</p>	<p>□<b>JSOP 2.03 Prep Level B</b></p> <p>Secondary IMT in place <b>60 mins</b> prior to the trigger FDI 75</p> <p>Primary IMT in place within <b>60 mins</b></p> <p>As per PL 4 (Severe) and add these extras; <b>Safety Officer</b> (CO IMT list) <b>Resources IMS</b> (PTA Roster) <b>Receptionist</b> (D14 HQ brigade)</p> <p>Reporting D14 RDO to complete D14 manning of ICC Structure Chart and email to D2 RDO</p> <p>RC to consider a Primary IMT to be in place by 1000</p> <p>EMT in place</p> <p>Facilities Manager on site.</p>	<p>□<b>JSOP 2.03 Prep Level A</b></p> <p>Primary Level 3 IMT in place by 1000 Hours</p> <p>As per PL 5 (Extreme) and add these extras; <b>Finance Officer</b> (PTA Roster) <b>Medical Officer</b> (PTA Roster)</p> <p>Reporting RDO to complete D14 positions in ICC Structure Chart and email to D2 RDO</p> <p>Surge capacity staff to be considered by RDO, OM &amp; RC</p> <p>EMT in place</p> <p>Facilities Manager on site.</p>
		<p>↓FDI 25 - 34↓</p> <p><b>JSOP 2.03 Prep Level D</b></p> <p>Tertiary IMT in place within <b>60 mins</b> or as required by RC.</p> <p>Arrangements as per PL - 2</p>	<p><b>Operational within 30 minutes</b></p> <p>Div Com Staffing available within 30 minutes Radio operator Divisional Commander/Operations Officer Admin Assistant</p> <p>Action all other items as per FFDI 35-49</p>	<p><b>Operational by 1000 Hours</b></p> <p>Staffing as per PL4 Severe</p> <p>Divisional Commanders are to be available for ICC briefings by attendance or teleconference.</p>	<p><b>Operational by 1000 Hours</b></p> <p>Staffing as per PL5 Extreme plus: 2 Div/Com Assistants – Ops Radio Operator/Admin Assistant</p> <p>Divisional Commanders are to be available for ICC briefings by attendance or teleconference.</p>	
D14 HQ Brigades	Normal Rostering Arrangements	Normal Rostering Arrangements	Normal Rostering Arrangements	Normal Rostering Arrangements	Normal Rostering Arrangements	All HQ staff not filling roles, to be allocated/rostered for surge capacity
Consider recall of staff on leave	No	No	No	No	No	CFA Chief Officer to advise

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<b>Physical Facilities</b>						
<b>Testing Regime</b>	Normal Arrangements	Normal Arrangements	All systems tested and operational by 1000hours	All systems tested and operational by 1000hours	Started Generators and tested all systems by 1700 hours day prior	Started Generators and tested all systems by 1700 hours day prior
<b>Airbases</b>	Normal Arrangements	Normal Arrangements	Normal Arrangements	Fully manned at predetermined locations	Fully manned at predetermined locations	Fully manned at predetermined locations
<b>Staging Area</b>	Normal Arrangements	Normal Arrangements	Normal Arrangements	Normal Arrangements	Mobile staging areas ready for 30 minute deployment. Fixed staging areas to have	Mobile and fixed staging areas to be manned with minimum crew and agreed surge capacity
<b>Kangaroo Ground ICC</b>	Normal Arrangements	<b>JSOP 2.03 Prep Level D</b> Facilities Manager to test as per local procedures.  Refer to - (X:\60-Reference\Documentation\NorthWestMetro\ICC-KangarooGround\F-ICC F001)  D14 RDO liase with MFB AO & DSE Central DO.  ICC Structure Chart completed and emailed to Hume RC by 1630.  RC complete Regional Preparedness Report by 1700.	↓FDI 35 - 49↓	<b>JSOP 2.03 Prep Level B</b> Operational 1 Hour prior to FDI 35  All actions as per PL-2 to be completed.	<b>JSOP 2.03 Prep Level B</b> Operational by 0800 Hours  All actions as per PL-2 to be completed.	<b>JSOP 2.03 Prep Level B</b> Operational by 0800 Hours
			<b>JSOP 2.03 Prep Level B</b> Operational 1 Hour prior to FDI 35 Other arrangements as per PL- 2			
			↓FDI 25 - 34↓			
			As per PL- 2			
<b>Gisborne ICC</b>	Normal Arrangements	<b>JSOP 2.03 Prep Level D</b> Facilities Manager to test as per local procedures.  Refer to - X:\60-Reference\Documentation\NorthWest Metro\ICC-KangarooGround\F-ICC-F001  D14 RDO liase with MFB AO & DSE Central DO.  ICC Structure Chart completed and emailed to Hume RC by 1630.  RC complete Regional Preparedness Report by 1700.	↓FDI 35 - 49↓	<b>JSOP 2.03 Prep Level B</b> Operational 1 Hour prior to FDI 35  All actions as per PL-2 to be completed.	<b>JSOP 2.03 Prep Level B</b> Operational by 0800 Hours  All actions as per PL-2 to be completed.	<b>JSOP 2.03 Prep Level A</b> Operational by 0800 Hours
			<b>JSOP 2.03 Prep Level B</b> Operational 1 Hour prior to FDI 35			
			↓FDI 25 - 34↓			
			As per PL- 2			

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<b>Div Com/Group HQ/FOV</b>	Normal Arrangements	<p>Normal Group Response and Incident Management arrangements for Level 1 &amp; 2 incidents</p> <p>Groups to submit Strike Team, Div Com &amp; IMT availability to D14 HQ every Sunday</p>	<p>Groups to submit Strike Team, Div Com &amp; IMT availability to D14 HQ in the evening prior to day.</p> <p>RDO/OM/RC to promote early establishment and use of Div Comms</p>	<p><b>Operational within 30 minutes</b></p> <p>Div Com Staffing available within 30 minutes Div Com testing to be completed by 1000 Hours</p> <p><u>Div Com Testing</u> Advise Groups to Start-up &amp; Test Div/Com Facilities and Comms Plans on the day</p> <p>Action all other items as per PL - 3</p>	<p><b>Operational by 1000 Hours</b></p> <p>Divisional Commanders are to be available for ICC briefings by attendance or teleconference.</p> <p><u>Div Com Testing</u> Advise Groups to Start-up &amp; Test Div/Com Facilities and Comms Plans on the day</p> <p>Action all other items as per PL - 3</p>	<p><b>Operational by 1000 Hours</b></p> <p>Divisional Commanders are to be available for ICC briefings by attendance or teleconference.</p> <p><u>Div Com Testing</u> Advise Groups to Start-up &amp; Test Div/Com Facilities and Comms Plans on the day</p> <p>Action all other items as per PL - 3</p>

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<b>Equipment, Plant and other resources</b>						
<b>On Standby and Dispatch of dozers/graders</b>	Normal response arrangements	Normal response arrangements	Normal response arrangements	Normal response arrangements	Dozers and Graders to be positioned at predetermined locations	Dozers and Graders to be positioned at predetermined locations
<b>Floating Collar Tanks</b>	Normal Response Arrangements	Normal Response Arrangements	Normal Response Arrangements	Checked Day Prior Normal Response Arrangements	Checked Day Prior Normal Response Arrangements	Established at prepositioned locations and filled with water
<b>Water Tankers</b>	Normal Response Arrangements	Normal Response Arrangements	Normal Response Arrangements	Checked Day Prior Normal Response Arrangements	Checked Day Prior Normal Response Arrangements	At predetermined locations, full of water ready for dispatch
<b>Ground Support Teams</b>	Normal Response Arrangements	Normal Response Arrangements	<b>Above FDR 34</b> 1 Ground Observer Team identified and available on 1 Hour Response. <b>If TFB</b> On standby at D14HQ by 1000 Hrs	1 Ground Observer Team on standby at D14 HQ by 1000 Hours 2nd Team identified and available for 1 Hour response	2 x Ground Observer Teams on standby at D14 HQ by 1000 Hours	2 x Ground Observer Teams on standby at D14 HQ by 1000 Hours
<b>Rapid Impact Assessment Teams</b>	Normal work procedures	Normal Work procedures	Normal Work Procedures	Normal Work Procedures	Pre-formed teams ready for dispatch	Pre-formed teams ready for dispatch
<b>District Mechanical Officers (DMOs)</b>	Normal work procedures	Normal Work procedures	Normal Work Procedures	DMOs on standby	DMOs on standby	DMOs at workshop
<b>Fire Spotting Towers</b>			Above FDI 34 or TFB Tower Operator advised and deployed bt Nillumbik Group Duty Officer	Tower Operator advised and deployed bt Nillumbik Group Duty Officer	Tower Operator advised and deployed bt Nillumbik Group Duty Officer	Tower Operator advised and deployed bt Nillumbik Group Duty Officer
<b>Stand in Appliances</b>	Stand in appliance request to be filled where possible	Stand in appliance request to be filled where possible	Stand in appliance request to be filled where possible	Stand in appliance request to be filled where possible	All region spare appliances to be available/allocated	All region spare appliances to be available/allocated
<b>Aircraft</b>			Above FDI 34 Aircrafty on Standby	On Standby and Available from 1000 Hours RDO to ring the day before	On Standby and Available from 1000 Hours RDO to ring the day before	On Standby and Available from 1000 Hours RDO to ring the day before
<b>Landing sites</b>	Normal Aircraft Operations	Normal Aircraft Operations	Normal Aircraft Operations	Normal Aircraft Operations	Visual Check conducted on site by 1000 hrs	Visual Check conducted on site by 1000 hrs



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<b>Community Messaging</b>	RDO to monitor rapidly escalating events to ensure timely messaging.  <u>Business Hours</u> Contact D14 Rostered Warnings and Advice Officer on 8746 14??  <u>Weekends &amp; After Hours</u> RDO to contact CFA HQ Warnings and Advice Duty Officer 9262 8779  ABC Radio ESO Hotline 1800 737 102	RDO to monitor rapidly escalating events to ensure timely messaging.  <u>Business Hours</u> Contact D14 Rostered Warnings and Advice Officer on 8746 14??  <u>Weekends &amp; After Hours</u> RDO to contact CFA HQ Warnings and Advice Duty Officer 9262 8779  ABC Radio ESO Hotline 1800 737 102	<b>If ICC is Operational (FDI &gt;34 - Prep Level B)</b>  Public Information Section  <b>If ICC is not Operational</b>  <u>Business Hours</u> Contact D14 Rostered Warnings and Advice Officer on 8746 14??  <u>Weekends &amp; After Hours</u> RDO to contact CFA HQ Warnings and Advice Duty Officer 9262 8779  ABC Radio ESO Hotline 1800 737 102	<b>If ICC is Operational</b>  Public Information Section  <b>If ICC is not Operational</b>  <u>Business Hours</u> Contact D14 Rostered Warnings and Advice Officer on 8746 14??  <u>Weekends &amp; After Hours</u> RDO to contact CFA HQ Warnings and Advice Duty Officer 9262 8779  ABC Radio ESO Hotline 1800 737 102	<b>If ICC is Operational</b>  Public Information Section  <b>If ICC is not Operational</b>  <u>Business Hours</u> Contact D14 Rostered Warnings and Advice Officer on 8746 14??  <u>Weekends &amp; After Hours</u> RDO to contact CFA HQ Warnings and Advice Duty Officer 9262 8779  ABC Radio ESO Hotline 1800 737 102	<b>If ICC is Operational</b>  Public Information Section  <b>If ICC is not Operational</b>  <u>Business Hours</u> Contact D14 Rostered Warnings and Advice Officer on 8746 14??  <u>Weekends &amp; After Hours</u> RDO to contact CFA HQ Warnings and Advice Duty Officer 9262 8779  ABC Radio ESO Hotline 1800 737 102
<b>Multi agency Notification Process</b>						
<b>Teleconference</b>						Teleconference at (time interval)
<b>Briefing/Conference</b>					Attendance at briefing/conference at (location & time)	Attendance at briefing/conference at (location & time)
<b>Boundary Issues</b>						
<b>Spoken to adjacent OM</b>		By 1000 Hours	By 1000 Hours	By 1000 Hours	By 0800 Hours	By 1700 Hours Day Prior
<b>Metropolitan Fire District Western Zone ACFO</b>		By 1000 Hours	By 1000 Hours	By 1000 Hours	By 0800 Hours	By 1700 Hours Day Prior
<b>Interstate Agencies</b>	MOUs in place	N/A	N/A	N/A	N/A	N/A
<b>MOUs/LMAPs</b>	Plans completed and adhered to	Plans completed and adhered to	Plans completed and adhered to	Plans completed and adhered to	Plans completed and adhered to	Plans completed and adhered to