Nursery Preparation Checklist
Bushfire

- Items on the checklist are general activities for production nurseries confronting a possible bushfire.
- As each nursery site is different, nursery owners need to identify which of the listed activities are applicable to their site and assess site-specific needs to include in preparation activities.

Area	Activity	Who?	Done ✔
	• Shut down/close off sheds for the day, ensure staff and visitors are accounted for, people movements in production areas are known by manager/owner. Conduct a head count at the end of each shift • Seal gaps in buildings, enclose areas around house, close doors, windows and shade/polyhouses • Remove flammable – combustible materials away from key assets – structures		
	• Identify and move valuable stock and portable assets to safe zone or off site, if time permits • Identify key staff responsible for stocktake • Re-assess timing of scheduled irrigation and chemical applications		
	• Check and isolate electrical boxes including turning off at mains box if safe to do so • Monitor automated sprinklers – increase duration of automated watering cycle wet down perimeter		
	• Secure all chemicals and dangerous goods in their locked storage units • Move or cover growing media to avoid ember attack and contamination • Move fertilizers to a safe zone • Relocate pallets, wrapping, pots, bags to safe zone		
	• Move vehicles to a safe zone / ready for evacuation • Turn off and store power tools and hand tools		
	• Sign in and sign out staff. Conduct a head count of staff and visitors routinely during the day. Ensure staff have time to leave and get home safely • Assess timing of deliveries and stock dispatch • Back up computers and secure all PCs and electronic equipment. Secure critical business documents and nursery paperwork into sealed containers ready to move off site • Ensure phones are fully charged and non-essential electrical points and equipment are turned off • Ensure family and pets are in a safe zone or evacuated off site		

Characteristics of bushfire:	• Associated with hot, dry and windy conditions. High fuel loads. • Intense, high winds can lead to ember attack, spotfires ahead of the fire front. • Fire seasons vary across states and territories. • http://www.bom.gov.au/weather-services/fire-weather-centre/bushfire-weather/index.shtml • BOM and emergency services use six Fire Danger Ratings to communicate the level of bushfire risk. The highest category of Fire Danger Rating is Catastrophic except in Victoria where it is called Code Red. Tasmania depicts the Catastrophic FDR with the colour Black. Consult the fire agency website in your state or territory for further details about Fire Danger Ratings.	FIRE DANGER RATING

General nursery preparation:

- [ ] Keep watch on local Fire Danger Rating, BoM Fire Danger Ratings, listen to radio, review fire apps for fire conditions.
- [ ] Have a written emergency plan. Allocate priority tasks. Exercise your emergency natural disaster plan. Keep staff, family and neighbours informed of your plans and potential for impact.
- [ ] Identify a safe zone and emergency exit route for staff, family and pets during an emergency. Continue fire drills and staff awareness comms plan.
- [ ] Conduct a head count at the end of each shift. Identify and communicate trigger point/threshold for evacuation. On Catastrophic Fire warning days minimise staff on site.
- [ ] Prioritise at-risk areas, assess timing of deliveries, dispatch and production activity.
- [ ] Identify priority at-risk areas, workflow and activity.
- [ ] Purchase a back-up generator; test and top-up fuel.
- [ ] Check and re-stock first aid kits.
- [ ] Conduct regular back-up of computer systems and duplicate essential documents into a safe storage location (eg. plastic boxes for hardcopies or hard drive discs).

Pre-season preparation:

- [ ] Check your Industrial Special Risks insurance cover and update asset valuations pre-policy renewal
- [ ] Conduct a pre-fire season site audit
- [ ] Liaise with your local RFS unit - increase their awareness of your site
- [ ] Make sure that your site plans are updated showing the location of all static water supplies, DG areas, water mains and fire hydrants. Locate plan at main site entrance
- [ ] Make sure your gate lock is an RFS compliant lock that they can open
- [ ] Ensure that any static water has RFS complaint fittings to link into their truck booster pumps
- [ ] Pre clear – slash all perimeter vegetation
- [ ] Remove all flammable – dangerous goods material away form critical structures
- [ ] Set up portable pumps near dams with fire hoses – link to temporary irrigation lines
- [ ] Fire wardens to conduct Fire drills
- [ ] Increase staff training and awareness, ensure that they know the evacuation plan.
- [ ] Identify shade houses, structures most at risk of impact (close to scrub or bushland) and ensure these are detailed in your ISR policy
- [ ] Assess gutters, clear debris from gutters and drainage channels
- [ ] Exercise your emergency natural disaster plan
- [ ] Know your insurance cover for bushfire, contact your agent for clarification

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