



Tasmania Fire Service

# 2011-2012

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## Community Fire Refuge Arrangements

For emergency management workers.

### KEY POINTS

1. **Community fire refuges will not be used in all bushfires** and there will not be one in every local area.
2. **If a community fire refuge is opened, the TFS will advertise it through ABC Local Radio and the TFS website** (go to Current Bushfires and Other Incidents on the home page and click on the 'More Info' icon for the relevant fire).
3. **It is up to each individual as to whether or not they go to the community fire refuge.** If people are in any doubt about what they should do when bushfires are affecting their area and a community fire refuge is opened, TFS reminds them that not being in bushfire affected areas is always the safer option.

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**November 2011**

Enquiries: [planning@fire.tas.gov.au](mailto:planning@fire.tas.gov.au)

OR your TFS Regional Office

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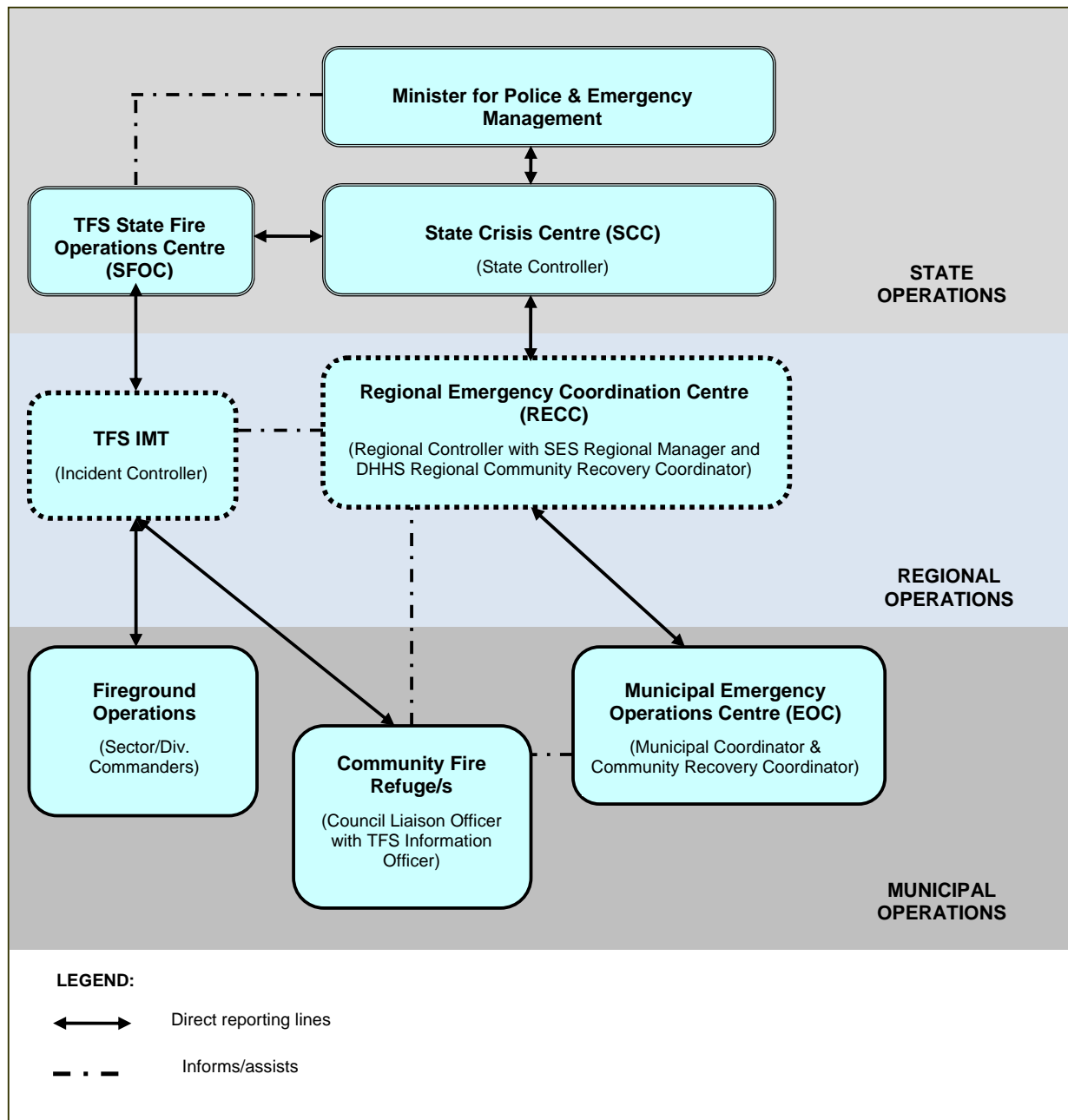
# 1. Arrangements Summary

Phase	Arrangements	Guide	Suggested Actions for MCs
<b>Phase 1 Alert</b>	<ol style="list-style-type: none"> <li>1. TFS advises SES Regional Duty Officer to move to Phase 1 Alert for community fire refuge arrangements.</li> <li>2. SES Regional Duty Officer briefs affected councils and updates stakeholders including: <ul style="list-style-type: none"> <li>• Regional Controller</li> <li>• DHHS Regional Community Recovery Coordinator.</li> </ul> </li> </ol>	<b>FDI:24+ FDR: Very High &amp; fires burning</b>	<ul style="list-style-type: none"> <li>• Advise Council EM stakeholders</li> <li>• Monitor fire/weather conditions</li> </ul> <p><b>NOTE: Community fire refuges are not to be opened at this point.</b></p>
<b>Phase 2 Standby</b>	<ol style="list-style-type: none"> <li>1. TFS advises SES Regional Duty Officer to move to Phase 2 Standby.</li> <li>2. The move to this phase may be required between FDI 21-38 (discretionary) but is likely to be required if the FDI exceeds 38.</li> <li>3. SES Regional Duty Officer requests Municipal Coordinator/s to prepare to take requests to open community fire refuges and provides an update to relevant stakeholders.</li> </ol>	<b>FDI: 38+ FDR: Very High + &amp; fires burning</b>	<ul style="list-style-type: none"> <li>• Identify most appropriate facilities and ready access arrangements (e.g locate keys, site manager etc)</li> <li>• Advise council/DHHS stakeholders</li> <li>• Identify worker/s likely to be council Liaison Officers/prepare a staff roster.</li> <li>• Make ready necessary supplies (stationary; tea; coffee; contact lists, etc.)</li> <li>• Continue to monitor fire/weather conditions</li> </ul> <p><b>NOTE: Community fire refuges are not to be opened at this point.</b></p>
<b>Phase 3 Community Fire Refuge Operations</b>	<ol style="list-style-type: none"> <li>1. TFS requests SES Regional Duty Officer to arrange for agreed community fire refuges to be opened.</li> <li>2. SES: <ul style="list-style-type: none"> <li>• requests the relevant councils open and operate community fire refuges; and</li> <li>• updates relevant stakeholders.</li> </ul> </li> <li>3. TFS provides public information about the community fire refuge location and allocates an Information Officer for each refuge.</li> </ol>	<b>As required</b>	<ul style="list-style-type: none"> <li>• <b>Open community fire refuge ASAP (aim for within 1 hr)</b></li> <li>• Appoint council Liaison Officer</li> <li>• Advise council/DHHS stakeholders</li> <li>• Monitor/support council Liaison Officer including relief</li> <li>• Assess the need for short-term community recovery services</li> </ul>
<b>Phase 4 Stand Down</b>	<ol style="list-style-type: none"> <li>1. TFS confirms time the community fire refuge is no longer required. This may be discussed prior to confirmation with SES/councils and other relevant stakeholders.</li> <li>2. Return to Phase 1 or 2 will be advised at the time by TFS.</li> </ol>	<b>As required</b>	<ul style="list-style-type: none"> <li>• Close community fire refuge</li> <li>• Arrange cleaning, cost collation, debriefing etc</li> </ul>

## 2. Coordination Summary

This figure shows a summary for councils of the coordination arrangements for community fire refuge operations. Key points:

- This diagram shows a summary of all relevant sectors/areas however they may not all be operating for every bushfire
- Community fire refuges are only opened after advice from the TFS Incident Management Team (IMT)
- TFS will arrange for a TFS Information Officer to be available for each community fire refuge.



### 3. Summary of Roles and Responsibilities for Operations

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#### TFS

- Provide advice to SES regarding Phase 1 'Alert' and Phase 2 'Standby' for councils
- Make the request to open community fire refuge/s (Phase 3 'Operation')
- Publish/issue public information when community fire refuges are available (through ABC local radio and the TFS website)
- Allocate a TFS Information Officer for each community fire refuge. As the community fire refuge will be outside the fire impact area a TFS resource (i.e. truck/appliance/tanker) will not usually be allocated to it
- Confirm community fire refuge/s can be closed.

#### Councils

- Maintain arrangements so the identified facility/s is available for use as a community fire refuge
- Arrange for the facility to be opened as a community fire refuge following a request from TFS (aim for within one hour)
- Allocate a worker to act as the council Liaison Officer at the community fire refuge
- Make basic supplies available at the community fire refuge (see list supplied in 'FAQs')
- Arrange cleaning, securing and any maintenance of the facility after the community fire refuge operation ends.

#### Council Liaison Officer

The council Liaison Officer is considered the primary point of contact at the community fire refuge. They are responsible for:

- finalising the opening of the community fire refuge (after the TFS is received )
- confirming the time the community fire refuge will be 'open' (aim for within one hour of request)
- confirming important contacts for community fire refuge operations (i.e. council, TFS, SES, DHHS)
- arranging for basic supplies to be available for community members who attend the community fire refuge
- as needed, participating in the decision to close the community fire refuge and advising the people there of the decision
- arranging for closing/cleaning of the community fire refuge or other instructions from council.

#### SES

- Request councils to open community fire refuges following advice from the TFS
- Advise relevant stakeholders of the request to open community fire refuge/s (eg DHHS Regional Community Recovery Coordinator, neighbouring council for resource sharing etc)
- Assist community fire refuge operations as required.

#### DHHS (Community Recovery)

- Assist councils as required to open and close community fire refuges (this may include advice for determining the most appropriate times to close or transition the community fire refuge service)
- Assist councils to provide for the well-being of individuals/families at community fire refuges.