



Issuing warnings - a guide

Bushfire

Templates should be chosen based on action statements. When deciding which template to use, ask yourself ‘what do I want the community to do?’. Use the relevant business rules for more information.

Contact the WADO for 24/7 warnings support: 1300 877 990

Action Statement	Warning Level	Use
Stay Informed	Community Info	An incident has occurred but there is no threat to the community. Should only be used when there is no threat the fire will escalate.
	Advice	For early notification when you have limited information or where the incident has minimal impact. This level requires the community to stay informed as conditions or the emergency may change quickly.
Monitor Conditions as They Are Changing	Watch and Act	An emergency is developing nearby. Conditions may change quickly, and those in the area must monitor conditions and be ready to act.
Prepare to Leave		An emergency is developing nearby. There is time for people to get ready before they leave.
Leave Now		There is a heightened level of threat and leaving now is the safest option - conditions may escalate quickly. Emergency services may not be able to help those who decide to stay.
Leave Immediately	Emergency Warning	People are in imminent danger; there is no time for a formal evacuation and they need to take action now.
Take Shelter Now		Impact is imminent; the safest option is to take shelter immediately. Second use is following an evacuation message to advise the time to evacuate is over and it's now too late to leave - in this case the relevant drag and drop must be used
Not Safe to Return	Watch and Act	The impacted area is not safe for those who have left. This must only be issued following a Leave Now or Leave/Evacuate Immediately warning.
Threat is Reduced - Monitor Conditions		Issued following an Emergency Warning or Watch and Act. People no longer need to continue doing the previous action, but there is still a heightened level of threat. To be used as a de-escalation message if going down to an Advice message is not yet appropriate.
Threat is Reduced	Advice	The threat has subsided and people may return to normal activity. Must be issued following a Watch and Act and Emergency Warning (unless first downgraded to an Advice - Stay Informed). Do not issue following an Advice or Community Information.
Evacuation messages can only be used when a formal evacuation process is in place as per JSOP 03.12		
Prepare to Evacuate	Watch and Act	Lives and property will be threatened. There is adequate time to prepare to evacuate and start early evacuation.
Evacuate Immediately		Lives and property will be threatened. There is a long lead time before impact (12-24hrs), but you want people to start evacuating immediately. Should be upgraded to an Emergency Warning when impact is less than 12 hours.
	Emergency Warning	Lives and property will be / are being threatened. Impact is imminent (less than 12 hours). People must leave ASAP.
Threat is Reduced (Safe to Return)	Advice	The threat has subsided and people may return to the area. Must be issued at the end of any evacuation template.



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Additional information



EM-COP Incident Naming

Subhazard-Widely Known Location-Locally specific reference

Example: Bushfire-HallsGap-GrampiansRd



Location - Area list v Area name

Area list: Ensure that only towns in the polygon are selected. Untick as required. Consider using area name if many towns are selected.

Area name: Describe the location between two geographical points, or list key towns in the polygon and write 'and surrounds' at the end. Be specific with higher level warnings to help community understanding.

Example: Loch Sport township

Example: Scarsdale between Tower Road and Old Glenelg Highway



Polygons

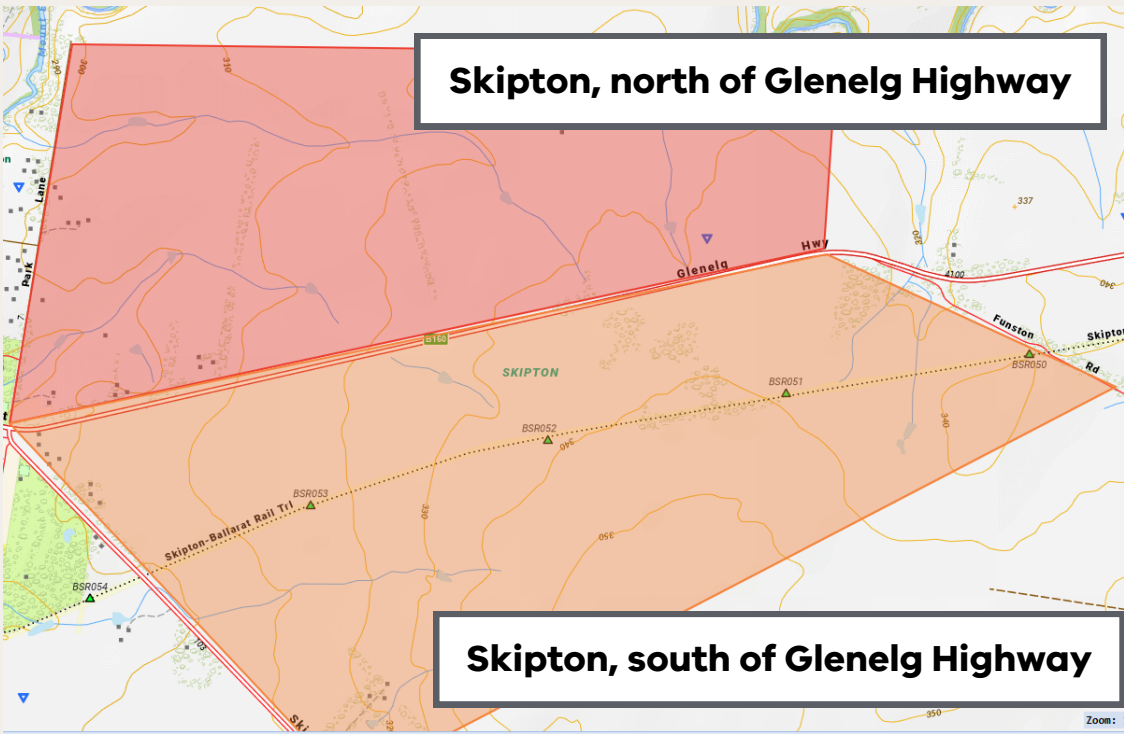
Vertex polygon (preferred): Be precise about which areas need to take action. For warnings where you are telling people to leave or take shelter, do not stretch the polygon larger than necessary. Consider an Advice message for other areas.

Circles cannot be easily moved as a fire spreads.

The same town should not be in multiple warnings, especially if they have different action statements.

If multiple polygons pick up the same town, either untick it in one of them (if it is not relevant) or use a geographical feature to distinguish the areas.

Example:



Authorisation

BAU

Issuer: Local issuer, WADO, FRV DCC, DDO
Authoriser: IC or delegate (SDO)

Line of Control

Issuer: ICC/RCC/SCC IWO or PIO
Authoriser: IC, RC, SRC or delegated to relevant PIO



Review and expiry time

Note: These are a guide and can be adjusted based on what is appropriate for the incident. These are subject to the discretion of the Incident Controller or delegated authoriser.

Template	Recommended review time	Recommended expiry time
Evacuate Immediately / Prepare to Evacuate	30 minutes	At IC discretion
Emergency Warning		2 hours
Watch and Act	Review if still current 2 hours after issue or as required if issues for longer than 6 hours	4-6 hours or at IC discretion
Advice	4 hours	6-24 hours
Community Information	4 hours	As required