



Issuing warnings - a guide

Grassfire - Rural



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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	Specific messaging for haystack fires, or for a grassfire that is under control where the only aim is to warn people about smoke in the area.
	Advice	Early notification when you have limited information or where the incident has minimal impact. The situation may change quickly.
Leave Now	Watch and Act	There is a heightened level of threat. For protection, people need to take action now.
Stay Near Shelter		There is a heightened level of threat. Depending on the conditions and location of the fire, the safest action is to stay near shelter and monitor the situation closely as it can change suddenly.
Leave Immediately	Emergency Warning	People are in imminent danger and there is no time for a formal evacuation.
Take Shelter Now		Impact is imminent; the safest option is to take shelter indoors 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
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



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EM-COP incident name

Subhazard-Widely Known Location-Locally specific reference

Example: Grassfire-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 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. Eg 'Loch Sport township



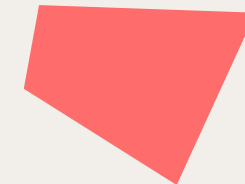
Authorisation

BAU

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

Line of Control

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



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.



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