



# Issuing warnings - a guide

## Grassfire - Urban

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

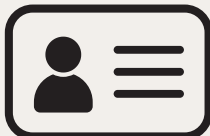
| Action Statement                                                                                    | Warning Level     | Use                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                                                          |
| Stay Near Shelter                                                                                   | Watch and Act     | 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.                                                                       |
| Walk Two or More Streets Back                                                                       |                   | There is a heightened level of threat. For protection, people need to take action now.                                                                                                                                                                                    |
| Shelter Indoors Now                                                                                 | Emergency Warning | Impact is imminent. Nearby residents need to leave immediately.                                                                                                                                                                                                           |
|                                                                                                     |                   | Impact is imminent; the safest option is to take shelter indoors immediately. Second use is following an evacuation message to advise the community that the time to evacuate is over and it's now too late to leave - in this case the relevant drag & 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.                                                                                                                           |
|                                                                                                     | Emergency Warning | Lives and property will be / are being threatened (less than 12hrs). 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 name

Subhazard - Widely Known Location - Local reference

Example: Grassfire-Sydenham-CalderParkDr



Location - Area list v Area name

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 'Rockbank between Beattys Road and Taylors Road'

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



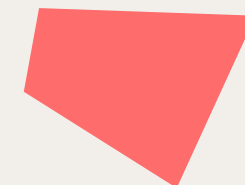
Authorisation

**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

A vertex polygon should always be used. Circles cannot be easily moved as a grassfire spreads. Be precise about the polygon: do not stretch it larger than necessary.

When telling people to walk two or more streets back, only stretch a polygon to the second/third row of houses. Grassfires are unlikely to spread beyond the first two rows of houses. Consider an Advice message for neighbouring streets.



**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 /<br>Prepare to Evacuate | 30 minutes                                                                                         | At IC discretion              |
| Emergency Warning                             |                                                                                                    | 2 hours                       |
| Watch and Act                                 | Review if still current 2 hours<br>after issue or as required if<br>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                   |