



Issuing warnings - a guide

Structure Fire



**VIC
EMERGENCY**
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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

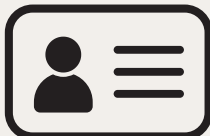
Action Statement	Warning Level	Use
Stay Informed	Community Info	An incident has occurred. There is no threat to the community, but information needs to be communicated about the situation. Not to be used for house fires: if a house fire does not meet the Advice or above triggers, a warning should not be issued.
	Advice	The incident has minimal impact but conditions may change. Should only be used at the discretion of the IC where there is a threat or significant disruption to the neighbourhood, such as roads closed or smoke being blown over a significant road, building or area.
Stay Indoors	Watch and Act	There is a heightened level of threat. People need to take protective action due to the dangerous smoke / other hazards.
Leave Immediately	Emergency Warning	People are in imminent danger and there is no time for a formal evacuation.
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 3.12		
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	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 following any evacuation template.



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Additional information



EM-COP incident name

Subhazard-Widely Known Location-Local reference

Example: StructureFire-Footscray-BallaratRd



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, state 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 polygons are preferred for higher-level warnings, or when smoke is drifting in a specific direction. Be precise - when you are telling people to leave or take shelter, do not stretch the polygon larger than necessary. Consider an Advice message for neighbouring areas.

Circles may be used when the precise area of impact is not known (Community Information or Advice).



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	N/A	12 hours