***EMERGENCY BUSHFIRE PROCEDURES***

***KATHERINE RURAL CAMPUS***

When you see a bushfire on (or near) ***CDU land or the Stuart Hwy***:

**(Call 000 first if there is a need for Police, Fire, Ambulance, Emergency Services)**

1. Phone:

**1. Farm & Stud Manager (Jane) OR 2. AgRO Team Leader (or Acting TL) OR 3. KRC Site Manager**

**08 8973 8302 Alison Brook (Haines) (Darryn)**

**0427 153 339 0477 320 414 (work)**  **08 8973 8362**

**Farming Overseer (Des Burns) 0438 554 766 (personal) 0419 715 365**

**t.b.a. 08 8973 8301 (office)**

**(0438 554 766)**

**4. AND Reception**

**(08) 8973 8311**

**5. OR Duty Officer**

**(08) 8973 8314**

**After hours**

**Whoever takes this call needs to gather the following information, to be relayed to FCO.**

**The Fire Control Officer (FCO) is the Farm and Stud Manager / Farming Overseer or the AgRO Team Leader unless otherwise nominated, as they have the most knowledge of the farm areas, fuel loads, firebreaks and road conditions.**

**DO NOT ENTER THE FIRE GROUND / PADDOCKS WITHOUT PERMISSION FROM THE F.C.O.**

**This is to prevent people being inadvertently incinerated because no one knows they are there!**

1. **Critical Information needed:**

**Radio Communications**

KRC UHF Ch 16

**UHF is preferred for animals and general campus work**

**BUSHFIRES RADIO CH VHF-4**

KRC VHF Ch 4

**2 of handheld VHF radios in Finance Office, KRC main admin.**

**PAFTACT Situation Report**

**P**osition – where is the fire?

**A**rea – how big is the fire?

**F**uel – what sort of fire?

**T**ime – what time is it?

**A**ssistance – what is required?

**C**ontrol measures – what is your plan?

**T**hreats – to people, livestock, structures, vehicles.

1. ***Reception*** OR ***Duty Officer*** then relays as required >> ***FCO Name and Contact Details and PAFTAC*** to:

**3rd**

**2nd**

**1st**

**Critical Incident Controller (CIC)**

**Steve Rogers**

**M:** **0409 096 268**

**SAT ph: 0147 014 054**

**CDU Security 08 8946 7777**

**Phillip Bates (Security Manager)**

**08 8946 6672 / 0431 108 494**

**Bushfires NT**

Tommy Garnett

**Kath Senior Fire Mngmt Officer**

**08 8973 8871**

**0407 612 219**

**If required: Police, Fire, Ambulance**

**000**

**Responds if threat to public.**

1. Simultaneously,

**Reception OR Duty Officer contacts:**

1. CDU Security
2. Critical Incident Controller (CIC)
3. Calls in staff to assist if requested by FCO
4. Neighbours – if threatened or assistance required.
5. Inform teaching staff and students.

**FCO coordinates the response:**

1. Bushfires NT
2. Assistance – who, what, where?
3. Plan of attack
4. Communications – UHF / VHF
5. Livestock movements

***Notes for Reception or Duty Officer***

*It is the responsibility of the Supervisor to ensure the Receptionist understands this plan.*

* Ensure you have maps of Katherine Rural Campus by the Reception Desk so you can understand where the fire is and which direction it is heading. This will help you understand which neighbours may be threatened.
* Use clear and concise language. Your role during a bushfire is critical as others are relying on you for information.
* When a response has been activated and the fire is being brought under control, consider organising food and water provisions for the fire crew.
* Within an hour or two of a bushfire starting it will appear on the North Australian Fire Information website (NAFI).

[www.firenorth.org.au/](http://www.firenorth.org.au/)

Click on “NT Central”, then “Katherine” and look for our property boundaries. If you’re not sure about this website, seek clarification from someone who is, before a bushfire event occurs.

NAFI will help you to observe which direction the fire is heading and how fast.

See also document Bushfire Action Taken Record.

The FCO will pair trained and experience personnel with less experience personnel.

**FCO needs to know and communicate where all persons are on the fire ground at all times. Persons on the fire ground need to maintain communication with the FCO on location and situation changes.**

**ALL MEDIA AND EXTERNAL ENQUIRIES TO BE DIRECTED TO STEVE ROGERS – CDU DVC RESEARCH & INNOVATION AND CDU CRITICAL INCIDENT CONTROLLER**

**ANY EMERGENCY AFFECTING BUILDING NUMBER 47 AND THE SNAKE ENCLOSURES – REFER TO CDU SHAREPOINT > TAFE SHAREPOINT > 212 Agriculture & Rural Operations > General > Snakes**   [Snakes](https://charlesdarwinuni.sharepoint.com/teams/TafeCDU/212%20Agriculture%20and%20Rural%20Operations/Forms/AllItems.aspx?id=%2Fteams%2FTafeCDU%2F212%20Agriculture%20and%20Rural%20Operations%2FGeneral%2FSnakes&viewid=5d1ee58b%2D32bc%2D49a5%2Da585%2D0b55a3e03b64) **– AND REFER TO THE SOP FOLDER -** SOP for moving, feeding, catching and releasing venomous snakes.

**MAIN CONTACTS / PERSONS FOR ANYTHING SNAKE RELATED:**

1. **Jonny McGannon - 0408165874 -** [**jonny.mcgannon@cdu.edu.au**](mailto:jonny.mcgannon@cdu.edu.au)
2. **Lee Hunt – 0428515828 -** [**lee.hunt@cdu.edu.au**](mailto:lee.hunt@cdu.edu.au)
3. **Taylah Hohn – 0497954382 -** [**taylah.hohn@cdu.edu.au**](mailto:taylah.hohn@cdu.edu.au)
4. **Emma Penney – 0419383311 -** [**emma.penney@cdu.edu.au**](mailto:emma.penney@cdu.edu.au)