
BUSHFIRE

Emergency kit checklist

A well-stocked [Bushfire emergency kit](#) forms part of the essential advance planning for fire events. The [Action Plan Leader](#) is responsible for checking and maintaining the kit, which should contain the following:

Contact details

Contact	Name/s	Number/s
Action Plan Leader		
Emergency Action Team		
Plumber		
Electrician		
HVAC contractor		
Building owner		
Senior management		
Suppliers		
Insurance broker		

EMERGENCY SERVICES

Police

Fire

- A copy of the document [Bushfire action plan](#), for reference;
- Instructions for the safe shut down of vulnerable and/or critical processes and data processing equipment;
- Emergency supplies as follows (tick the box if available, date and sign):

Item	Available in kit?	Date checked	Signed
3-day supply of drinking water and non-perishable food		/ /	
First aid kit/medical supplies		/ /	
Two-way radios or mobile phones with spare batteries/charger leads;		/ /	
Emergency lighting, torches and spare batteries		/ /	
Emergency radio (battery, solar or crank powered)		/ /	
Portable pumps and hose		/ /	
Hand and power tools		/ /	
Plastic covers and tarpaulins		/ /	
Whistles to signal and direct attention during and after the fire		/ /	
Blankets and extra clothing		/ /	

- Print off and keep the latest completed and signed copy of this checklist in the [Bushfire emergency kit](#).