



Emergency Preparedness

Are you ready?



Service Delivery

It is important that you have an Activity Continuity Plan in place.

Activity Continuity plans should include management of serious incidents such as natural disasters and how to provide services during these times.



The image is a collage of three photographs. The top photo shows a road closed sign in a pond, with orange and white striped barrels. The middle photo shows a foggy forest with bare trees. The bottom photo shows a bushfire with smoke and flames.

Staff Wellbeing

It is essential that staff are aware of emergency plans and their role within these.

Organisations should have Policies and Procedures focusing on such events as Season Weather or Heat Waves.

Prior communication and training is essential for staff - with their safety being a major factor.

CFA offer a range of online e-learning modules including Bushfire Safety for Workers which highlights steps that staff can take should they be travelling during the fire period: [E-learning | CFA \(Country Fire Authority\)](#)



Client Preparedness

Clients need to be prepared to manage in an emergency.

All clients should be encouraged to have their own Individual Emergency Plans.

You can encourage and support clients to seek support from family, friends or agencies such as the Red Cross or CFA.

Red Cross: [Emergency preparedness guide | Australian Red Cross](#)

CFA: [Plan & Prepare | CFA \(Country Fire Authority\)](#)

Vulnerable Persons in Emergencies (VPR) 4 steps

Identify

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Vulnerable Persons:

- Are defined as someone living in the community who is:
 - frail, and/or physically or cognitively impaired; and
 - unable to comprehend warnings and directions and/or respond in an emergency situation.

Plan

Plan

Does the vulnerable person have an emergency plan in place?

Support and encourage the vulnerable person to develop a plan.

Screen

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People who should be listed on a VPR are those who:

- Meet the definition of a vulnerable person AND
- Cannot identify personal or community supports to help them in an emergency.

Register

Consent

Consent must be obtained before entering a persons details onto the VPR.

Additional information including emergency considerations also needs to be provided.

“The more you prepare beforehand,
the more effective you’ll be when it counts”

Further information and resources:

- Vulnerable Persons Register: [Vulnerable people in emergencies policy - DFFH Service Providers](#) (speak to your local VPR / Crisisworks Administrator Council).
- Emergency Management - Victoria: [Emergency management - DFFH Service Providers](#)
- Service continuity and emergency events in aged care: [Service continuity and emergency events in aged care | Australian Government Department of Health and Aged Care](#)
- Victorian Emergency Management Planning Toolkit for People Most at Risk: [Victorian Emergency Management Planning Toolkit for People Most at Risk | Emergency Management Victoria](#)
- Extreme Heat - information & resources: [Extreme heat and heatwaves \(health.vic.gov.au\)](#)
- Extreme Heat - partner kit: [Extreme heat - partner kit - Better Health Channel](#)
- Disaster and emergency recovery: [Department of Families Fairness and Housing Victoria | Disaster and emergency recovery](#)
- Epidemic thunderstorm asthma: [Epidemic thunderstorm asthma](#)
- Emergency preparedness Forums: [Emergency preparedness forums - DFFH Service Providers](#)
- Australian Fire Danger Rating System: [AFAC | Australian Fire Danger Rating System](#)
- Emergency Management Australia Podcast: [knowledge.aidr.org.au/resources/ajem-jan-2015-emergency-management-australia-podcast/](#)