

# BRIGADE COMMUNITY ENGAGEMENT PLAN

Use this template to help you create your brigade's two year plan for community engagement. It will help you to identify and plan your activities to reduce fire risk and work with communities in your brigade area.



**Brigade Name**

\_\_\_\_\_

**Year/s**

**Annual Review**

\_\_\_\_\_

**Our Brigade Classification**



**Our Values**

We put  
SAFETY  
first

We excel  
through  
TEAMWORK

We are  
dynamic &  
ADAPTABLE

We act  
with  
INTEGRITY

We  
RESPECT  
each other

**WHAT IS ENGAGEMENT?**

A planned process with a specific purpose, which actively involves people in decision making.\*

**Members who had input into this plan**

**Handy Hint**

Seek input into your plan from multiple brigade members. This will make it an easier process AND ensure greater ownership of your plan.

**Vision**

Victorian communities are prepared for and safe from fire

**Mission**

to protect lives and property

**BMT Endorsement**

\_\_\_\_\_  
Captain's signature

\_\_\_\_\_  
Date

# IDENTIFY YOUR FIRE RISK



What are the main fire risks in your area? Identify and then prioritise them here.  
Seek evidence to support your local knowledge using the links in the grey boxes.

## Grass or bushfire risk

Human settlements close to grass- or bushland that are at risk of fire (people's homes, schools, hospitals, caravan parks, nursing homes)

[Victorian Fire Risk Register - Bushfire](#)  
[Municipal Emergency Management Plan](#)  
[Vic Emergency bushfire history map](#)  
Local knowledge  
Targeted properties



## Other localised risks

e.g. factories and industrial sites, haystacks, harvest fires, camp sites

[Municipal Emergency Management Plan](#)  
High priority assets or values  
Local knowledge



## Residential fire risk

Residential areas at higher risk of fires (ie. those with public or unemployed tenants or occupants aged 65+)

[Residential Fire Analysis Tool \(CFA Maps Online\)](#)  
Residential Fire Analysis  
Local knowledge



## What are your PRIORITY risks?

Based on the risks you've identified

1

4

2

5

3

# PRIORITY GROUPS



## Identify the groups you want to engage within your brigade area.

These could be schools, sporting clubs or other community groups. Contact Council to help you identify who is in your community. Consider these groups in terms of the different risks: **grassfire, bushfire, industrial or residential** - and where some of your groups may be located, ie schools in extreme VFRR risk areas.

## Are there any barriers for your brigade in engaging these groups? Why?

ie. lack of information, cultural or language barriers, difficult to engage - or maybe you just don't know where to start?

## Who are our priority groups?

Think about those at highest risk in your community: the elderly, people with disabilities, youth, or cultural and linguistically diverse (CALD) communities.

- 1
- 2
- 3

## What do we need to do to engage with them?

ie. work with community leaders, get support from Council or social services in your area.

- 1
- 2
- 3



### Handy Hint

Go to [profile.id.com.au](https://profile.id.com.au) or ask your local Council for community profiles. Ask Council for information about CALD communities and other groups, or organisations that can help you work together.

# LOCAL CFA ENGAGEMENT ACTIVITIES

Use this list as a guide to identify which activities to include in your plan, and which ones to record elsewhere.

CFA also has fire safety programs that you can run at your brigade to address different fire risks. Check out the list on page 7 for more information.

## Local engagement activities could include:

**CFA open day:** Brigade-based events which showcase Brigade activities, and are a possible platform for program delivery

**Community Information Session:** A session on local fire risks and being prepared for fire, delivered to a special interest group, community meeting, or on a street corner

**Community event:** External community event, where CFA is represented, e.g. local or regional festival or market, exhibition or Council activity.

**Engagement with tourists or visitors:** Direct engagement with tourists or visitors, on topics such as campfire safety and travelling in high-risk areas

**Local media:** Use of local or regional radio, television, newspaper or community newsletters to distribute community safety information

**Outreach programs and activities:** Ad-hoc engagement with community members, via phone or email or in-person


**Pop-up engagement:** CFA member engaging with passers-by in a high-traffic location, e.g. shopping centre or local park

**Visit to school or kinder:** Visit to a school or kinder by CFA members, which does not include delivery of the Fire Safe Kids program


# CHECKLIST WHAT'S IN & WHAT'S OUT



## What types of activities belong in your plan?

- Does it fit into the CFA's definition of engagement? 
- Is it an activity designed to address a specific risk in your area?
- Are you actively delivering planned fire safety messaging to the community? ie. a Pre-season meeting?
- Does the activity help people to prepare for, or respond to, fire?
- Is it a CFA Program with a specific learning outcome, such as a Fire Safety Planning Workshop?

## Even though it's a great brigade activity...

- Is it primarily a fundraising activity? (ie sausage sizzle) — include it in your **Fundraising Plan**. 
- Is it a training activity for members? (ie to become accredited to deliver PAVS or FSK) — include it in your **Training Plan**.
- Is it a meeting to bring in new members? — include it in your **Recruitment Plan**.
- Talk to your BASO for more information.



### Handy Hint

Look for opportunities to transform your activities using the checklist - can your fundraising event become an engagement activity if you plan it differently?

# COMMUNITY ENGAGEMENT ACTIVITIES



When will your brigade undertake its activities? Think about both the timing and regularity of these activities, what support or resources you need, and whether you want to work with other stakeholders. Page 4 has a list of CFA fire safety programs and activities to help you, and page 7 lists the fire safety programs CFA can help you to deliver.

YEAR ONE ACTIVITY	TIMING OF ACTIVITY	WHAT RESOURCES DO WE NEED?	WHO CAN WE PARTNER WITH?



## Report Your Activities in ART!


Use the Activity Reporting Tool (ART) to record your activity - and show how your brigade is helping to prepare your community for fire. Need help using ART? Ask your CEC!



# COMMUNITY ENGAGEMENT ACTIVITIES

What activities will your brigade undertake in Year 2 of your plan? If you're not sure that far ahead, jot down some ideas to refer to later, when you are reviewing your plan (after the first 12 months).

YEAR TWO ACTIVITY	TIMING OF ACTIVITY	WHAT RESOURCES DO WE NEED?	WHO CAN WE PARTNER WITH?



**Want to know if you're making a positive difference?**

CFA has dedicated Monitoring, Evaluation and Reporting experts who can help you. Ask your CEC as a starting point.

# CFA COMMUNITY ENGAGEMENT PROGRAMS & SERVICES



Use this list as a guide to identify which CFA Community Engagement programs and services to include in your plan. Programs marked with an asterisk\* must be delivered by a trained presenter/facilitator.

## GENERAL COMMUNITY FIRE SAFETY

### [Fire Safety Essentials \(FSE\)\\*](#)

A 45-60 minute interactive session designed to challenge participants to personalise their fire risk and to survive fire.

### [Fire Safety Planning Workshop \(FSPW\)\\*](#)

A 90-120 minute community workshop to assist people to develop their bushfire or grassfire survival plan.

### [Community Fireguard \(CFG\)\\*](#)

A behaviour change program that assists small community groups to build knowledge, networks and capacity to prepare for, respond to and recover from fire through a series of meetings.

### [Smoke Alarm Installation Program \(SAIP\)](#)

Trained CFA members install residential smoke alarms in their area safely and compliantly.

### [Reduce the Risk \(RTR\)\\*](#)

A practical one-hour session about how house fires commonly start, how to prevent them, use of fire blankets and extinguishers and home fire escape plans.



Want to deliver a fire safety program at your brigade, and need to book in a presenter/facilitator? Talk to your CEC.

## TARGETED FIRE SAFETY

### [Fire Safe Kids \(FSK\)](#)

Trained CFA members deliver a series of lesson plans on basic fire safety for kindergartens and primary schools.

### [Property Advice Visit Service \(PAVS\)](#)

Trained CFA members door-knock properties in high bushfire risk areas, providing face-to-face interaction with residents and enabling the delivery of fire safety information relevant to their risk.

### [Bushfire Safety for Workers \(BSW\)\\*](#)

Delivered as an e-learning module or as a group session, this program is for people who work and travel in high bushfire risk areas, raising awareness of risks and providing safety advice to prevent loss of life during a bushfire or grassfire.

### [Early Fire Safe \(EFS\)\\*](#)

Delivered to a group of new parents, this is a practical one-hour information session on home fire safety and prevention of burn and scald injuries in children.

### [Emergency Planning Advice Service \(EPAS\)\\*](#)

EPAS is a household visit service that is co-delivered with Red Cross. It targets people at higher risk that need extra support to plan for fire and other emergencies.