You may become aware there will be hot weather by watching the weather or news on television, or by checking a weather information website or app on your mobile phone. If there is a period of extreme heat on the way, it is important that you know what to do.

Make sure you drink plenty of water, even if you do not feel thirsty. Avoid fizzy, alcoholic and caffeinated drinks, including tea, coffee and energy drinks. Water is your best option during hot weather. Encourage your children to drink plenty of water, and make sure your pets and other animals have access to plenty of water too. Keep bowls and containers filled with water for your animals.

Avoid tight or dark clothing during the hot weather. Loose and light coloured clothing will keep you cooler.

Inside your home, close the windows, curtains and blinds, to limit the amount of heat entering your home.

However, if you live in a high-risk bushfire area, such as near or amongst dense bush, grassland or coastal scrub, you still need to be able to monitor your local weather conditions outside.

Make sure you can still see outside to monitor conditions even when you are inside your house.

Remember that hot weather increases the risk of bushfire.

Check your emergency kit and make sure it is ready.

Avoid outdoor activities such as sports, manual work, house renovations or gardening.

If you have an outdoor event such as a picnic planned, consider cancelling or postponing, or relocate your event somewhere indoors where there is a cooling system.

The hottest part of the day is between 11am and 3pm. Avoid the sun during this time, stay indoors or in the shade. If you must venture outside during this time, remember to apply sunscreen and wear a hat.

If you feel you have had too much sun, seek shade and rest as soon as possible.

A damp towel applied to your shoulders can help you feel cooler. You can also soak your feet in cool water, or take a cool (not cold) shower. Consider relocating somewhere cooler with air conditioning, such as a friend's home, or a shopping centre or cinema.

Remember that periods of extreme heat can lead to power outages. Consider your use of electricity.

Turn off unnecessary lighting and conserve electricity for your cooling system. Conserve electricity for staying informed about emergencies and accessing updated information. Electricity is often required to access emergency announcements.

Most importantly, never leave children, adults or animals in your car. Temperatures in your car can rise very quickly, risking death. Even if you think you will only be a short time, never leave anyone in your car.

Keep in touch with your neighbours, family and friends in case anyone is suffering from the heat.

Keep a close eye on older people and children.

Consider how periods of extreme heat affect the body and the health of yourself and others.

More information about heat and your health is available in another video.

Make sure you, your family and friends know what to do on a hot day.

Keep an eye on your health and look after yourself.