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| **Business Flood Plan**  **Insert Business Name** |

# creating your business flood plan

During flood event, emergency services are in demand so it is important that you are ready and prepared for a flood. Take steps to prepare yourself and your business for a flood event by creating a Flood Plan.

When creating your Flood Plan, there are certain triggers and appropriate actions that may be needed to be implemented. For example, the Bureau of Meteorology may advise Flood Warning and Severe Weather Warning for areas prone to flooding. These warnings may be a trigger to prompt you into implementing your Pre-Flood Plan.

### Steps to complete your flood plan

1. Identify the triggers that apply to your local area and ensure they are put in your Flood Plan
2. Identify in any actions that you need to do that are specific to your business.
3. Build your contact list including employees, emergency services and other contacts.

A list of potential triggers and actions are shown in the attached Flood Plan. These triggers and actions can be edited to suit your organisation. However, there may also be other triggers specific to your organisation that you will need considered.

### Tips to manage your plan

* Involve as many of your employees as possible in the creation and management of the plan to build ownership and understanding;
* Include other documents with your plan such as, an evacuation and assembly map;
* Review your Flood Plan with your employees to ensure it is accurate, accounts for building design and operations layout, employee’s responsibilities and business activities.

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| FLOOD PLAN | |
| **Company Name:** |  |
| **Contact Person(s):** |  |
| **Flood Safety Officer** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **This copy to be kept at:** |  |

### Staff Contact List

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| --- | --- | --- | --- | --- |
| Name | Email | Phone | Emergency Contact | Phone |
|  |  |  |  |  |
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### Emergency Contacts

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| --- | --- | --- |
| Name | Number | Mobile |
| Local Council |  |  |
| Water Catchment Authority |  |  |
| Ambulance/Police/Fire |  |  |
| Electricity / Electrician |  |  |
| Gas / Plumber |  |  |
| Water |  |  |
| Builder |  |  |
| Emergency Power Supplies |  |  |
| Builder/Maintenance |  |  |
| Security Services |  |  |
| Medical |  |  |

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| Preparing your Flood Plan  What actions need to be done for planning for a flood | | | | |
| Action  *add actions relevant to your situation* | What needs to be done | Resources | By Who and When | Status |
| **Flood Risks** | | | | |
| Have you identified flood risks to your property?   * Contact your local Catchment Management Authority about any known flood risk to your property. |  |  |  |  |
| Are flood warnings available in your area? |  |  |  |  |
| Is there a local Flood guide? |  |  |  |  |
| **Staff** | | | | |
| Incorporate flood planning in staff training |  |  |  |  |
| Ensure OH&S systems cover specific flood risks |  |  |  |  |
| Prepare and maintain staff lists of emergency contact numbers |  |  |  |  |
| **Flood Planning** | | | | |
| Identify evacuation routes |  |  |  |  |
| Schedule reviews of Flood Plan |  |  |  |  |
| Determine what situations or triggers will prompt your actions |  |  |  |  |
| **Business Operations Planning** | | | | |
| Develop business continuity plan |  |  |  |  |
| Determine what operations can be maintained during and after a flood |  |  |  |  |
| Identify what operations can be run from alternate sites |  |  |  |  |
| Develop Communications strategy |  |  |  |  |
| **Data Protection** | | | | |
| Develop Cyber-Security Plan |  |  |  |  |
| Develop virtual office plans |  |  |  |  |
| **Property Planning** | | | | |
| Complete a property check to identify risks and hazards and stock relocation |  |  |  |  |
| Undertake Flood Damage Prevention Check |  |  |  |  |
| Investigate options to flood-proof your business |  |  |  |  |
| Locate property entry points and windows to secure for security and flood prevention |  |  |  |  |
| **Insurance** | | | | |
| Check your insurance policy with your broker to check coverage including flood damage and business interruption cover? |  |  |  |  |

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| Action Plan  Actions that can be done to reduce the potential impact of flooding on your business. | | | | |
| Action  *add any actions relevant to your situation* | What needs to be done | Resources | By Who and When | Status |
| Develop Business Continuity Plan |  |  |  |  |
| Develop recovery plan |  |  |  |  |
| Check insurance policies |  |  |  |  |
| Develop staff training for floods |  |  |  |  |
| *\*Add more lines and fill in if required* |  |  |  |  |

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| Pre-Flood Plan  What actions do you need to do to when a flood is about to happen | | | | |
| Prompts  What trigger(s) will activate this section *(add triggers relevant to your situation)* | | | | |
| Bureau of Meteorology issuing a severe weather warning | | | | |
| Local authorities advise chances of flooding | | | | |
| Heavy Rainfall | | | | |
| Action  *add actions relevant to your situation* | What needs to be done | Resources | By Who and When | Status |
| Activate Flood Plan |  |  |  |  |
| Stay informed,  Liaise with emergency Services  Listen to local radio |  |  |  |  |
| Communicate with staff, contractors and clients of weather warnings |  |  |  |  |
| Evacuate staff and ensure all staff are safe |  |  |  |  |
| Raise, move, remove stock, plant, equipment, furniture and fittings |  |  |  |  |
| Protect your property |  |  |  |  |
| Turn off power/gas/electricity |  |  |  |  |
| Postpone deliveries and contractors |  |  |  |  |
| Identify/move business functions that can be moved offsite |  |  |  |  |
| Backup of computer systems |  |  |  |  |
| Store/move critical paper based records in a safe location |  |  |  |  |
| Contact neighbouring businesses to advise them of flood or weather warnings |  |  |  |  |
| *\*Add more lines and fill in if required* |  |  |  |  |

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| During a Flood  What Actions need to be during a flood | | | | |
| Prompts  What trigger(s) will activate this section *(add triggers relevant to your situation)* | | | | |
| Bureau of Meteorology issuing a severe weather warning | | | | |
| Heavy Rainfall and rising flood warnings | | | | |
| Local authorities advise of rising flood warnings | | | | |
| Local radio/media announces flood warnings | | | | |
| Action  *add actions relevant to your situation* | What needs to be done | Resources | By Who and When | Status |
| Implement business continuity plans |  |  |  |  |
| Ensure safety of staff and contractors |  |  |  |  |
| Keep contact with staff and families to ensure safe |  |  |  |  |
| Stay informed,  Liaise with emergency Services  Listen to local radio |  |  |  |  |
| Follow directions of emergency services and local authorities |  |  |  |  |
| Keep contact with clients and suppliers |  |  |  |  |
| Commence functions offsite |  |  |  |  |
| Ensure data backup has been undertaken |  |  |  |  |
| *\*Add more lines and fill in if required* |  |  |  |  |

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| Post Flood  What Actions need to be done post event | | | | |
| Prompts  What trigger(s) will activate this section *(add triggers relevant to your situation).* | | | | |
| Local authorities advise it is safe to return | | | | |
| Flood waters start to recede | | | | |
| Local radio/media announces flood warnings | | | | |
| Action  *add any actions relevant to your situation* | What needs to be done | Resources | By Who and When | Status |
| Stay informed,  Liaise with emergency Services  Listen to local radio |  |  |  |  |
| Check with local authorities or emergency services if safe to return to premises |  |  |  |  |
| Contact staff to provide updates |  |  |  |  |
| Implement Business Continuity Plan: Recovery Plan |  |  |  |  |
| Contact your insurance Broker or Insurer |  |  |  |  |
| undertake an safety Risk Assessment |  |  |  |  |
| Restore critical records, IT and communications’ |  |  |  |  |
| Debrief with staff, local authorities or emergency management |  |  |  |  |
| Review and update Flood Plan |  |  |  |  |
| *\*Add more lines and fill in if required* |  |  |  |  |

# Additional resources

Emergency services and State and Territory governments have a range of useful resources to help business and individuals plan and take practical actions to protect their assets and understand risks.

[Victoria State Emergency Service](https://www.ses.vic.gov.au/get-ready/stormsafe)

[New South Wales State Emergency Service](https://www.ses.nsw.gov.au/disaster-tabs-header/storm/)

[South Australia State Emergency Service](https://www.ses.sa.gov.au/site/storm.jsp)

[Tasmania State Emergency Service](https://www.ses.tas.gov.au/plan-prepare/storm/)

[Western Australia Department of Fire & Emergency Services](https://www.dfes.wa.gov.au/safetyinformation/storm/Pages/default.aspx)

[Queensland Government’s get ready Queensland resource](https://www.getready.qld.gov.au/)

[Northern Territory Government’s preparation hub](https://securent.nt.gov.au/prepare-for-an-emergency)

For further information and support for your business continuity, visit [Ansvar Risk Resources](http://www.ansvarrisk.com.au/resources).