Use this checklist, along with your Business Continuity Plan to prepare your business for a flood event.

Flooding can cause damage to your business assets and stock, or indirectly impact on your business activities by disrupting supply chains and customer access routes. Floods can occur rapidly and without warning. Use this checklist to prepare your business in advance and take action to reduce potential flooding impacts. See the Tasmania State Emergency Service (SES) website for further flood information [www.ses.tas.gov.au](http://www.ses.tas.gov.au)

General

* Consider whether flood is a risk to your business. For further information on your flood risk, contact the SES [www.ses.tas.gov.au](http://www.ses.tas.gov.au), your local council or Land Information System Tasmania (LIST) [www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)
* Include risk mitigation strategies for flood in your Business Continuity Plan. A Business Continuity Plan Template is available from [www.business.tas.gov.au](http://www.business.tas.gov.au)
* Consider your insurance needs in relation to flood and make sure your chosen policy provides an appropriate level of cover for your business and that you understand any requirements.
* Keep a back-up copy of critical documents and business data in a secure off-site location.

Infrastructure and property

* Identify any problem areas and potential flood heights affecting your business property.
* Ensure your business premises are well maintained and store items appropriately:
* consider the potential for flooding when storing items around the office or other buildings, and identify high points for stacking and storing
* secure objects that are likely to float and cause damage
* store hazardous materials in waterproof containers in a secure cupboard to prevent leakage
* store your equipment on a high shelf, in a plastic container where it can be protected.
* Consider making changes to your business buildings/property to protect against flood:
* consider installing flood-proofing devices
* set up your business in a building that has flood resistant floor coverings, furniture and fittings that are easily cleaned and less likely to be damaged (for example, tiled floors on the ground level, raised electrical sockets).
* Check that your incident response plan or evacuation plan includes instructions to turn off electricity, gas and water at the mains in the event of a flood.

Staff and business visitors

* Ensure your staff and guests are aware of emergency evacuation procedures and familiar with their roles during an evacuation, including knowing the trigger for activating emergency plans and how this information will be communicated.
* Ensure your staff and guests know where to access official sources of information in an emergency (for example, TasALERT website [www.alert.tas.gov.au](http://www.alert.tas.gov.au) and social media and listening to the emergency broadcaster, ABC local radio broadcasts).
* Consider how you would communicate information to staff and guests or customers in the event of an emergency (for example, bulletins, meetings, notice board, or social media).
* Ensure a list of emergency and staff contact numbers is available to all staff.
* Ensure you have an appropriate number of staff trained in first aid and that the contents of your first aid kit are regularly checked and stocked. Further information about first aid requirements is available from WorkSafe Tasmania [www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)
* Prepare an emergency kit and store in a large plastic container. Include an emergency radio (battery, solar or hand crank) and torch. See Part 3 of the Business Continuity Plan Template for further information.
* If staff travel in vehicles during the work day, make sure you have procedures in place for what they should do in an emergency situation.
* Identify a place on your property where you can shelter and make sure to include this in your emergency plan.

During an emergency, keep yourself, your staff and guests updated by checking the TasALERT website [www.alert.tas.gov.au](http://www.alert.tas.gov.au) For storm or flood emergencies (that are not life threatening) contact the SES on 132 500.