Don't let your business go under

Never drive, ride or walk through floodwater   If you need assistance during a flood, call the SES on 132 500   If an emergency is life threatening call 000

NOW AND ALWAYS	WHEN A FLOOD IS LIKELY	DURING A FLOOD	AFTER A FLOOD
Protecting People	**Protecting People**	**Protecting People**	**Protecting People**
Create, update and review a Business FloodSafe Plan using the Business FloodSafe Toolkit (www.ses.vic.gov.au)	Be aware: A Flood Watch or a Severe Weather Warning is issued when forecast weather conditions could result in flooding. They are not Flood Warnings but messages to listen for Flood Warnings in the near future. A Flood Warning may be issued without a Flood Watch or Severe Weather Warning having first been issued	Carry out actions related to triggers in your Business FloodSafe Plan early, particularly when there is a Flood Warning or you know flooding is imminent	Never drive, ride or walk through floodwater
Prepare an Emergency Kit which includes a battery powered radio, spare batteries, torch, first aid kit, emergency contact numbers, a copy of your Business FloodSafe Plan and any other emergency items relevant to your business		Your Emergency Kit can be used to store items that need to be removed	Keep listening to the local radio station for information, updates and advice
Display your Business FloodSafe Plan and this poster at your business premises and keep another copy of your plan off-site (and out of the floodplain) and also keep a copy in your Emergency Kit	Locate and activate your Business FloodSafe Plan	Remind employees of OH&S procedures	Before re-occupying the premises undertake an OH&S risk assessment
Inform staff of the risks that flooding can pose to them and to the business	Tell staff, guests or contractors of the Flood Watch or Severe Weather Warning	Keep listening to the local radio station for information, updates and advice	Check with SES before allowing people back onto the site
Ensure OH&S procedures cover specific flood risks for your business	Check that your Emergency Kit is ready for use	Evacuate all employees and customers via safe evacuation routes, before the premises are affected by flooding. Be aware that evacuation routes may close early	Wear protective clothing including enclosed, waterproof, puncture-resistant gloves, sturdy shoes and long pants
Encourage staff to participate in the development and implementation of the Business FloodSafe Plan	Check that you have spare batteries for your portable radio and torch	When evacuating, take your Emergency Kit and turn off electricity, gas and water at the mains. Lock the premises and notify security	Ensure you wash properly after cleaning flood damaged premises
Incorporate flood awareness in staff induction training and train staff in flood procedures	Ensure staff know local evacuation routes and flood heights when these could close	Keep in contact with staff and keep them updated on the situation	Review your flood actions & revise your Business FloodSafe Plan
Maintain an up-to-date list of emergency contact numbers for staff and services. Keep a copy in your Business FloodSafe Plan, Emergency Kit and another off-site	Listen to the local radio station for information, updates and advice	Never drive, ride or walk through floodwater	Have utilities professionally checked
	Ensure neighbouring businesses are aware of the Flood Watch or Severe Weather Warning		
Protecting Property	**Protecting Property**	**Protecting Property**	**Protecting Property**
Investigate options to flood-proof your business. Where possible, use furniture, floor coverings and fittings made of flood resistant materials and store essential equipment and fittings well above floor level	Check the quantity of stock, plant, equipment, furniture and fittings that would need to be moved	Install flood-proofing devices, block toilets, sinks and floor drains with sandbags	Remove debris and clean, repair and disinfect premises
Ensure that stock, plant, equipment, furniture and fittings can be raised and/or removed quickly and easily	Check the availability of staff and resources to move stock, plant, equipment, furniture and fittings as required	Relocate chemicals and waste containers well above the maximum flood level	Replace essential plant, equipment and stock as soon as possible with flood-resistant products
Keep computer equipment off the floor	Ensure any flood-proofing devices are ready for use	Secure any objects that are likely to float	Replace lost furniture, floor coverings and fittings with more flood resistant products
Investigate the use of flood-proofing devices for your business	Relocate chemicals and waste containers well above the maximum flood level	Mobilise staff and resources to move stock, plant, equipment, furniture and fittings	Salvage, clean and dry as much as possible
Identify evacuation priorities and time lines (sequences)	Secure any objects that are likely to float	Move as much stock, plant, equipment, furniture and fittings as practical above the likely flood level	
Protecting Profits	**Protecting Profits**	**Protecting Profits**	**Protecting Profits**
Identify an alternative business location and have call diversion arrangements to allow the continuation of business operations off-site	Ensure you can communicate (e.g. by call diversion) with customers and suppliers during a flood	Maintain critical business functions e.g. payroll	Notify customers or clients as soon as you resume trading
Have alternative supply arrangements	Maintain critical business functions e.g. payroll	Postpone supply deliveries	Maintain critical business functions e.g. payroll
Have reciprocal help agreements with similar businesses in areas that are unlikely to flood at the same time	Contact any business with which you have a reciprocal help agreement	Divert business calls to an alternative phone	Re-stock and increase staff if your business will be critical to the communities flood recovery work
Have strategies for re-stocking	Check your ability to re-stock & re-staff	Notify customers or clients of alternative business arrangement if necessary	Implement any reciprocal help arrangements
Identify ways to win back customers	Back up important computer files and take these off-site and out of the floodplain	If practical, make arrangements to temporarily continue business operation from other premises	Implement incentives to stimulate trade if you experience a down-turn
Identify critical functions to be maintained during and after flooding eg. payroll	Copy critical paper-based records and take these off-site and out of the floodplain	Take computers, cash and critical records to a flood-free location	Restore critical records, cash, computer equipment and files
Backup important computer files each time they are updated and store those backups off-site and out of the floodplain	**OUR TRIGGER FOR EVACUATION IS:**		Evaluate storage procedures after flood event
Store critical archival paper-based records off-site and out of the floodplain			

Being FloodSafe is your best insurance

FloodSafe

Go online: www.ses.vic.gov.au

to create your FloodSafe Plan

SES