



# Business Flood Planning

*Get ready, have a plan, know what to do...*

## Checklist to prepare

### Do you know if your business is at risk of flooding and are you prepared?

Easy steps to prepare yourself and your business for a flood event can be taken by following the simple checklist below. The earlier you prepare to protect your property and employees the quicker your business will recover after a flood event.

Further preparation steps can be taken by creating a Business Flood Plan, the template is available at [ses.vic.gov.au](https://www.ses.vic.gov.au).

### Before - prepare

- Contact your local Catchment Management Authority (CMA) who will be able to provide you with flood information specific to your area and property (contact details available online).
- Speak to your local SES unit and nearby businesses who may be able to share their local knowledge and experiences of flooding.
- Check to see if there is a Local Flood Guide for your community on the SES website.
- Develop a Business Flood Plan found on the SES website, complete this with your employees, SES and CMA to gather valuable information.
- Set up warning notifications.
- Identify evacuation routes and staff meeting points.
- Prepare and maintain an emergency kit.
- Create and maintain a list of emergency contact numbers of staff and services.
- Check that you have business insurance or your business insurance is up to date and adequately meets your business needs.
- Train staff about flood awareness in the local area and flood response procedures.
- Complete a property check to identify risks and hazards and stock relocation.
- Investigate options to flood-proof your business, where possible:
  - Use furniture, floor coverings and fittings made of flood resistant materials.
  - Store essential equipment and fittings well above floor level.
  - Check your building for damage.
  - Back up important computer files.
  - Store critical paper based records in a safe location.
- Sandbagging
  - Find out where you can purchase sandbags locally and watch the VICSES sandbagging training video on the SES website.

For information on what to do **during** and **after** a flood event please refer to the Business Flood Plan template available at [www.ses.vic.gov.au](https://www.ses.vic.gov.au).