

FLOOD EVACUATION PLAN

Business Name

Date:



Prepare / Prevent

Stage 1: PREVENT / BEFORE AN EVENT

Actions that will strengthen premises and organisation resilience, and this plan.

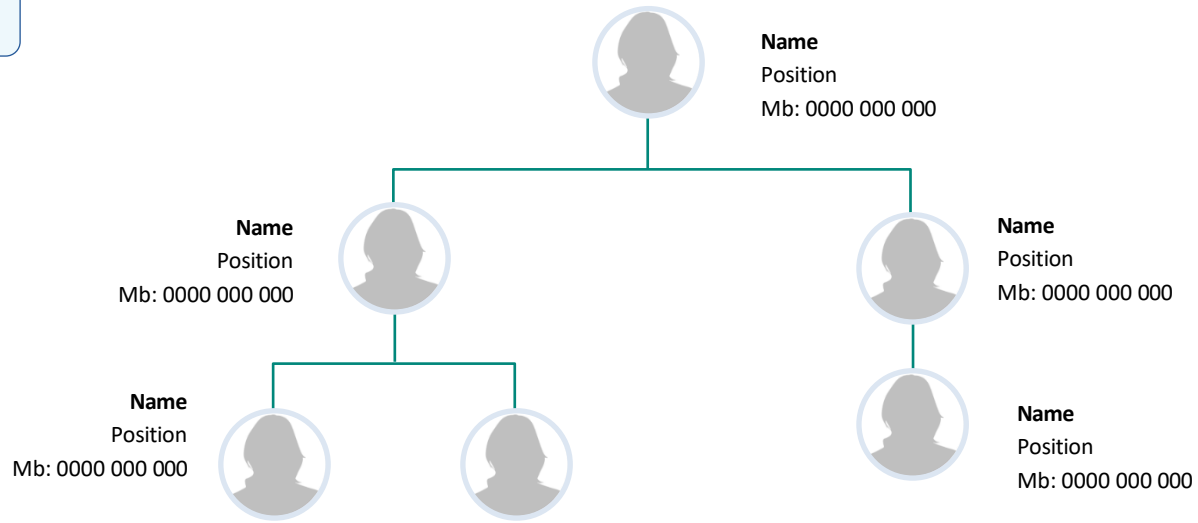
Action	Responsible Person

Lismore Flood & Cyclone Evacuation Plan

Your Organisation / Business Name	
Address	
This Property Floods at: insert floor level from LCC property certificate	
Written by	Your name
Date	Date the plan was written/reviewed

The following pages are designed for you to customise with your own details. Please refer to the Guide that supports this blank template to help you to fill it out. You can find that Guide, with an editable version of this template, as well as examples of completed tables on Resilient Lismore’s website: <https://resilientlismore.org.au/services/lismore-evacuation-guide>

Organisation Chart



Road Closures and Local Impacts (see website for example)

Use the SES Flood Guides and the Local Knowledge of your team to complete this table - identifying specific road closures or local impacts that you need to be aware of.

Wilson River at Lismore (Rowing Club) Gauge Height	Expected Consequence	Locality	Team Member Specific impact	Affected /

Utilities / Providers

Electricity	
Solar	
Water	
Telephone	
Internet provider	
Insurance	

Evacuation Action Plan

Use the suggested actions at the beginning of this guide to identify the actions that you will take at each stage of your evacuation.

PREPARE – STANDBY

Actions to take as a Significant Weather System approaches the Northern Rivers

Use examples from the suggestions list in the Guide to identify actions to take to ensure that you are ready to evacuate if necessary.

Trigger examples:

- A cyclone forms off the coast of Far North Queensland
- The BOM issues a Flood Watch that flooding is likely in coming days.
- We are in a La Nina event and the ground is saturated

Action	Responsible Person	Check off when done

1. Things to Pack and Where to take them (see website for example)

Item/s	How to Pack	Transport / Vehicle	Evacuation Location	Responsible Person

After Evacuation Review

After the evacuation is over, bring your Team together to review how it went and to hear suggestions and make improvements. Consider the following topics:

You might want to

1. Prevention and planning activities
2. Internal communication
3. Leadership/chain of command
4. Team capacity and co-ordination
5. Equipment
6. External relationships and communications
7. Resources and budgeting

Sort feedback and ideas into three levels of priority

High priority (immediate – 3 months)

Action	Responsible Person

Medium priority (3-6 months)

Action	Responsible Person

Low priority (+6 months or when funding permits)

Action	Responsible Person