

## FACT SHEET - FLOOD EMERGENCY PLAN

Parts of the town of Inverell are located on a floodplain. As a consequence of this, Council has imposed certain development controls on land within the floodplain aimed at minimising potential damage from flooding.

The major requirements relate to certain minimum floor levels, the installation of flood protection measures and the use of flood resistant materials.

In addition to those requirements, Council requires the preparation of a **Flood Emergency Plan** for all new buildings and for all existing buildings which are being extended or altered or there is a change of use.

The purpose of this **Flood Emergency Plan** is to ensure that the occupiers of all premises are aware of:

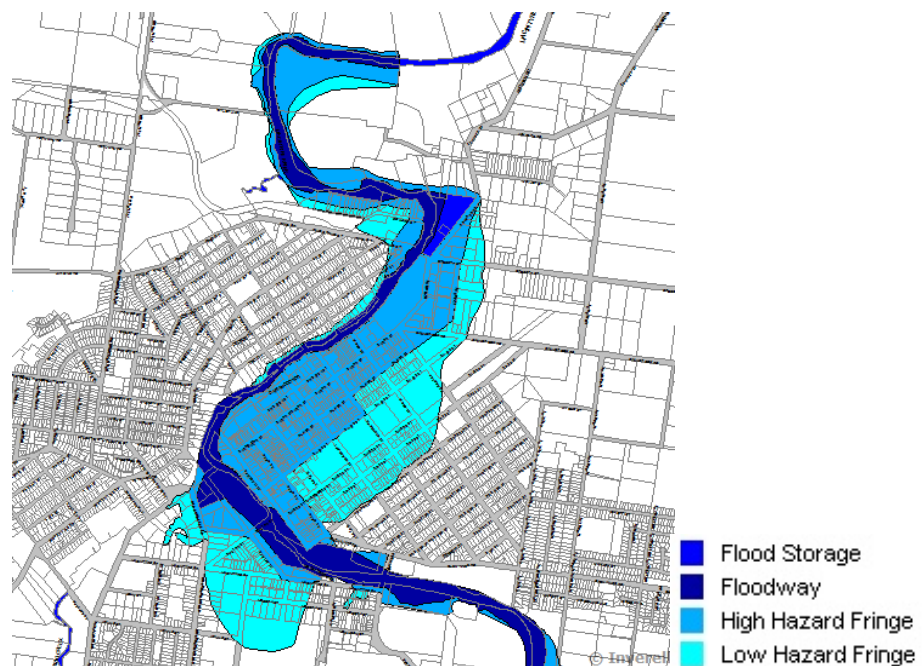
- The potential for flooding
- What needs to be done in the event of a flood warning being issued
- Who will be available to help
- Who to contact for information
- Who to advise when evacuation occurs
- The predicted level of the flood in relation to the premises
- The types of hazards which may be present.

Set out on the following pages is a standard flood emergency plan.

This standard form will not cover all aspects required for each premises/activity in their entirety. Because of individual circumstances, there may be additional information/detail, which should be included in some plans.

Council provides this standard form to guide applicants in the preparation of their flood emergency plans only. Council takes no responsibility for the omission of information or actions required in the event of a flood in the preparation of this plan.

For further information or assistance, please contact Council's Planning Officers on 02 6728 8200.





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## FLOOD EMERGENCY PLAN TEMPLATE

### INFORMATION ABOUT THE PREMISES

Name of Business and Location

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Name and Address and contact numbers of occupier

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Name and Address and contact number of owner

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Primary contact – Name and Address - Business and after hours

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Alternative contact – Name and Address – Business and after hours

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Development type

\*Activity

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\*Hours of operation

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\*Number of employees

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\*Number of people normally on premises – adults, children, infirm/disabled

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Height of the 1991 flood in relation to floor level

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Flood hazard category of land on which premises are located ie:

Low Hazard Flood Fringe, High Hazard Flood Fringe, Flood Storage, Floodway

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Types of materials kept on premises

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Type and allocation of emergency equipment – torches, lights, first aid kits etc

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Flood protection devices incorporated in the buildings and their storage locations

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Are sandbags required? If so, how many? Are they on site?

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**NB: It should be noted that the Inverell SES can not guarantee supply of sandbags in the event of a flood warning.**

#### **ACTIONS REQUIRED IN THE EVENT OF A FLOOD**

- Listen to 2NZ for warnings and for estimated flood levels
- Secure valuables
- Install flood protection advises
- Seal off wall/floor vents
- Elevation of stock
- Elevation of equipment/plant
- Removal of stock
- Removal of equipment/plant/vehicles
- Advise SES of situation
- Turn off power/gas, remove fuses, turn off circuit breakers and turn off main valves.
- Special action in the event of a warning for an extreme flood
- Any other actions required for your particular property/activity?

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In the event of any of the above, how many people will be required to complete the work and how long will it take?

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Who are the people and how can they be contacted?

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In the event of removal of items, where are the items to be removed to and what route and method of transportation are to be used?

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Evacuation of staff and customers. At what point in the process should people be evacuated? What route to follow and where will they go?

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**OTHER MATTERS:** For example, opening of gates, blocking of drains to prevent surcharge, collection of loose items to prevent being swept away, protection of windows, raising of chemicals, garbage and poisons to above flood level. Please list any other matters which should be included as a part of this plan.

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**RECOVERY PHASE PROCEDURES**

- CHECK WITH SES AND POLICE FIRST
- HAVE WIRING CHECKED
- HAVE GAS APPLIANCES CHECKED
- BEWARE OF SNAKES, SPIDERS ETC
- BEWARE OF WADING IN SHALLOW WATER BECAUSE OF HEALTH RISKS AND SUBMERGED OBJECTS. ALWAYS WEAR SHOES OR BOOTS AND GLOVES.
- ANY OTHER SITE SPECIFIC ISSUE, PLEASE LIST

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If any matters relevant to your business have been omitted within this plan please attach the extra information to this document.

Plan prepared by:

Print name:  Signature:  Date