

Lessee flood preparation checklist



Sporting Club or Community Organisation Details

Enter your Sporting Club or Community Organisation name in the box below:

Date Completed:

Distribution List

To assist in updating and revising the checklist, an up-to-date list of all plan locations and persons supplied with a copy of the checklist should be included.

Copy Number	Name	Location
001		
002		
003		
004		
005		
006		

References and related documents

Include all documents that have a bearing on your flood preparation checklist.

Document Title



Introduction

Like the rest of Queensland, Logan is not immune to the threat of natural disasters such as floods, bushfires, heatwaves and severe weather. These events may result in interruptions to services and damage to infrastructure that may impact on your organisation and its members in a number of different ways.

While significant disaster or large scale emergency events will involve government and non-government agencies, the active participation of local sporting clubs and community organisations before, during and after such events contributes to assisting to minimise impacts to the community as a whole. Building community resilience can assist in minimising the impact of any disaster or emergency on the local community.

What is the purpose of this checklist?

Logan City Council (Council) has developed the Lessee Flood Preparation Checklist (the Checklist) to support and assist Community, Sport and Recreation Lessees within the City of Logan to plan and prepare for, respond to and recover from the potential impacts of flooding.

This checklist incorporates the [Prevention, Preparedness, Response and Recovery \(PPRR\)](#) framework below:



You can customise this checklist to include information specific to your organisation by adding additional information.



Prevention

Risk Management

It is important to identify the hazards and risks that could affect your organisation, as well as how your members, volunteers and the community may be affected.

The [Logan Interactive Mapping](#) tool allows your organisation to view flood hazard overlay mapping and assists the community with planning for flood events.

Map of your area

Include an aerial map of your sporting club or community facility, using the [Logan Interactive Mapping](#) tool to display the flood hazard overlay. Please contact the Sport and Recreation team on 3412 3412 if you need assistance.





Preparedness

Knowing your organisation has strategies in place to help cope with a natural disaster like a flood should make it easier for your organisation to minimise losses and get back to normal with the operation of your organisation and management of your leased facility.

Read through this flood preparation checklist and select 'Yes', 'No' or 'N/A' to find out if your organisation is prepared and identify who has responsibility for the item. If you answer 'No' to any question, you will create a list of actions to complete to ensure your organisation is as prepared for a flood event as possible.

Communication

Have you:

Responsible person/position:

- | | Yes | No | N/A | |
|--|-----|----|-----|-------|
| • Registered for the Logan Early Warning Service and downloaded the app to get early alerts for potentially severe weather, flood notifications and bushfires www.logan.qld.gov.au/earlywarning? | | | | _____ |
| • Identified a process to notify your members about the threat of flooding and cancelling all training and events as required? | | | | _____ |
| • Identified a process to notify all other user groups about the threat of flooding and cancelling all bookings as required? | | | | _____ |
| • When necessary, an evacuation centre may be activated and opened during a disaster event. Council will provide details of the open evacuation centres on the Disaster Dashboard . If asked to evacuate, residents are strongly encouraged to seek refuge with family or friends in the first instance. | | | | _____ |

Stock & Equipment

Have you:

Responsible person/position:

- | | Yes | No | N/A | |
|---|-----|----|-----|-------|
| • Planned a place well above flood level where you can keep waste containers, chemicals and poisons in a flood? | | | | _____ |
| • Organised how you will keep computers, furniture, equipment, memorabilia and stock off the floor and above flood levels? | | | | _____ |
| • Organised how and where you can move machinery and other equipment, such as sporting and maintenance equipment, to higher ground? | | | | _____ |
| • Planned how you will remove perishable items from the kitchen/canteen as well as any removable equipment? | | | | _____ |
| • Taken photographs of your equipment and stock as well as records of any identification information for insurance purposes? | | | | _____ |



Infrastructure

Have you:

Responsible person/position:

Asked your Sport and Recreation Development Officer about flood maps or records in your area?	Yes	No	N/A	_____
Identified potential flood heights at your facility?	Yes	No	N/A	_____
• Planned on disconnecting pumps and moving electrical components to higher ground?	Yes	No	N/A	_____
• Planned on turning off electricity to the building and other site infrastructure including field lights?	Yes	No	N/A	_____
• Considered using appropriate building materials and equipment that are less likely to be damaged and easier to clean to mitigate against flood damage when upgrading your amenities, canteen or other feature of your leased facility?	Yes	No	N/A	_____
• Updated your knowledge on what to do in the event of flooding, particularly any localised plans and arrangements that are established for your area?	Yes	No	N/A	_____

Insurance

Have you:

Responsible person/position:

• Checked whether there is adequate insurance to cover you in the event of a flood, including public liability, contents and loss of income insurance?	Yes	No	N/A	_____
• Contacted your insurance company to check if there are any specific preparations you need to make prior to a flood event?	Yes	No	N/A	_____
• Confirmed how to lodge an insurance claim with Council through the 'Insurance Claim for a Leased Facility' form?	Yes	No	N/A	_____

The form is available on Council's website on the [Facility Management](#) page.

Business Documentation and Records

Have you:

Responsible person/position:

• Located and packed your critical documentation (e.g. insurance, financial, legal and identification documents) in a portable waterproof container?	Yes	No	N/A	_____
• Backed up your critical data to a portable storage device and stored it in a secure location?	Yes	No	N/A	_____

Health and Safety

Have you:

	Yes	No	N/A	Responsible person/position:
• Familiarised your organisation's management committee with Council's Disaster Dashboard, disaster.logan.qld.gov.au				_____
• Prepared personal protective equipment for volunteers to use that may assist with the flood recovery?				_____
• Trained committee members, volunteers and club members in flood response procedures as detailed in this checklist? Additional information on training staff is available on the Business Queensland website?				_____

Organisation Continuity

Have you:

	Yes	No	N/A	Responsible person/position:
• Developed regular maintenance and review strategies for your Flood Preparation Checklist?				_____
• Stored a copy of your Flood Preparation Checklist off-site in a safe, disaster-proof location?				_____

Response

Evacuation Procedures

You need to have appropriate evacuation procedures that cater for both members and visitors. These procedures should be stored in a place accessible to all members.

The objective of an evacuation plan is to provide a set of procedures to be used by site occupants in the event of a critical incident. You should:

- Start with a floor plan of the site
- Clearly identify the location of emergency exits
- Develop strategies for providing assistance to persons with disabilities
- Make sure that everyone knows what to do if evacuation is necessary
- Select and indicate a meeting place (evacuation point) away from the site
- Test the plan on a regular basis

Key Contacts

It is vital to maintain communication with Council and your key stakeholders during the flood response and recovery process so please ensure to maintain regular contact via the key contacts detailed below:

Contact	Phone	Email
Council	3412 3412	council@logan.qld.gov.au
Sport and Recreation Development Officer		
Suppliers		
Gas / Electricity		
Phone Company		
Internet		
Security		
A list of useful contacts for non-emergency matters can be located on Council's Disaster Dashboard disaster.logan.qld.gov.au		

Recovery

Recovery is the return to your pre-flood condition. Performing your critical activities as soon as possible after a flood event is your primary focus. The recovery process includes:

- Developing strategies to recover your organisation's operations in the quickest possible time
- Identifying resources required to recover your operations
- Listing the person/s who have responsibility for each task and the expected completion date

It is vital to maintain communication with Council and your key stakeholders during the flood response and recovery process so please ensure to maintain regular contact via the key contacts detailed below:

Flood Recovery Checklist

Flood Recovery	<input type="checkbox"/>	Actions
• Notified Council (Phone 3412 3412) that your leased facility was impacted by the flood event?		
• Notified Energex (13 19 62) if you suspect you have any fallen powerlines or damage to the electricity network?		
• Immediately closed any fields/surfaces that have been inundated with flood waters due to the risk of contamination? Council can assist with provision of 'Field Closed' signs. Please note: To ensure the safety of your members and members of the public, Council may elect to close any fields that may have been exposed to contamination as a result of the flood event for an extended period.		
• Submitted an Insurance Claim for a Leased Facility form to commence the insurance claim process for any damage to buildings or infrastructure?		

Flood Recovery	<input type="checkbox"/>	Actions
<ul style="list-style-type: none"> Notified your insurer of the flood damage, arranged an assessment and commenced the claims process for any loss of contents, income etc? 		
<ul style="list-style-type: none"> Monitored Council's Disaster Dashboard, disaster.logan.qld.gov.au for up to date information in relation to the flood event? 		
<ul style="list-style-type: none"> Ensured all volunteers have necessary personal protective equipment and are informed of the Lessee Flood Preparation Checklist? 		
<ul style="list-style-type: none"> Taken pictures or video of damage to the infrastructure and club possessions as evidence for any future insurance claims? 		
<ul style="list-style-type: none"> Commenced clean-up of the club, providing it is safe to do so? Remove and discard any water or mud-damaged goods that pose a health risk. Do not attempt or authorise any building work, including emergency repairs – contact your Sport & Recreation Development Officer for assistance. Please note: Council can assist with provision of skip bins and/or rubbish removal to assist in the immediate flood response and clean up. 		
<ul style="list-style-type: none"> Contacted Council following the initial clean-up to arrange professional cleaning and sanitization of any flooded infrastructure? Contact your Sport and Recreation Development Officer for assistance. 		
<ul style="list-style-type: none"> Maintained regular contact with your Sport and Recreation Development Officer on your organisation's recovery efforts? 		
<ul style="list-style-type: none"> Liaised with Council to coordinate the reconnection of electricity when safe to do so and the completion of facility repairs? Please note: it may take some time for repairs to commence depending on the extent and scale of damage across the city. 		
<ul style="list-style-type: none"> Communicated regularly with club members, volunteers and user groups on the condition of the facility and recovery efforts? 		
<ul style="list-style-type: none"> Contacted the State Government's Sport and Recreation Services to apply for the Sport and Recreation Disaster Recovery Program if appropriate? 		
<ul style="list-style-type: none"> Captured lessons learnt from your organisation's flood recovery efforts and updated your Lessee Flood Preparation Checklist? 		

Notes

Notes

