[Insert Company Logo]

**Emergency Procedure – Flooding & Severe Weather**

Template for SafetyCheck Users

**1. Immediate Response**

If a flood or severe weather event occurs:

**1.1 Monitor Weather Alerts**

* Stay informed via official sources (e.g. MetService NZ, BOM AUS)
* Assess risks early if severe weather is forecast

**1.2 Ensure Personal Safety**

* Stop outdoor work in unsafe conditions (heavy rain, wind, lightning, hail)
* Seek shelter in a safe area
* Move to higher ground if flooding is imminent

**1.3 Secure Worksite & Equipment**

* Shut off power, gas, and water if safe
* Secure loose tools and materials
* **Do not drive through floodwaters**

**1.4 Contact Emergency Services (111 / local equivalent)**

Provide:

* Site address
* Type and extent of impact
* Risks and people affected
* Your name and contact

**2. Assembly & Headcount**

* Evacuate to designated assembly point
* Do not re-enter site until cleared by authorities
* Site Manager / Foreman to conduct headcount

Site Manager: [Insert Name]  
Contact: [Insert Number]

* Report any missing persons immediately

**3. Special Considerations**

* **Electricity**: Avoid fallen lines and wet outlets
* **Floodwater**: May be contaminated or deeper than it looks
* **Winds/Lightning**: Stay clear of trees, scaffolds, and metal structures

**4. Communication & Reporting**

**4.1 Notify After the Incident**

* Company Owner: [Insert Name & Number]
* Civil Defence / SES if further support is needed: [Insert Number]

**4.2 Post-Incident Actions**

* Inspect site for damage or hazards
* Resume work only when safe
* Review and update emergency plans if required

**5. Review & Training**

* Reviewed annually or after a major weather event
* Drills conducted every: [Insert Frequency]
* Briefed at inductions and toolbox meetings

**Company Details**

Company Name: [Insert Company/Trading Name]

Site Address: [Insert Site Address]

Date of Last Review: [Insert Date]

Next Review Date: [Insert Date]

Signed: [Insert Signature or Name]