

# Natural Disaster Preparation Checklists

Checklists to assist your preparation,  
recovery and resilience for natural disaster



Nursery & Garden Industry  
Queensland

# Emergency Contacts

**000 Triple zero**

*(112 from mobile)  
Police, Fire and Ambulance*

**132 500**

*State Emergency Service  
(SES)*

## Bureau of Meteorology (BOM)

### **QLD General Warnings**

1900 969 922 / [www.bom.gov.au](http://www.bom.gov.au)

### **QLD Tropical Cyclone Warnings**

1300 659 212 / [www.bom.gov.au/cyclone](http://www.bom.gov.au/cyclone)

### **QLD Land Weather and Flood Warnings**

1300 659 219 / [www.bom.gov.au/qld/warnings](http://www.bom.gov.au/qld/warnings)

### **QLD Coastal Marine Warnings**

1300 360 427 / [www.bom.gov.au/marine](http://www.bom.gov.au/marine)

### **Australian Tsunami Threat Information**

1300 878 6264 / [www.bom.gov.au/tsunami](http://www.bom.gov.au/tsunami)

## Industry

### **Nursery & Garden Industry Queensland**

(07) 3277 7900

[www.ngiq.asn.au](http://www.ngiq.asn.au)

[www.facebook.com/ngiq1](https://www.facebook.com/ngiq1)

# Helpful Websites

## **Nursery & Garden Industry Queensland**

[www.ngiq.asn.au](http://www.ngiq.asn.au)

## **Queensland Farmers' Federation**

[www.farmerdisastersupport.org.au](http://www.farmerdisastersupport.org.au)

## **Queensland Government Get Ready**

[www.getready.qld.gov.au](http://www.getready.qld.gov.au)

## **Bureau of Meteorology**

<http://www.bom.gov.au/cyclone/about/intensity.shtml>

## **ABC Emergency network**

<http://www.abc.net.au/news/emergency/plan-for-an-emergency/cyclone/#during>

## **Queensland Health & Safety**

<https://www.worksafe.qld.gov.au/injury-prevention-safety/workplace-hazards/dangers-in-your-workplace/storms-and-floods>

## **Master Electricians Association**

<https://www.masterelectricians.com.au/consumers>

**Before**

# General Procedures



## Stocktake

Do a quick stocktake: move the most valuable stock away from the potential disaster zone: off site or to higher ground. Which plants can you afford to lose?



## Moving Plants

Make a plan on how plants will be moved before and after the cyclone and instruct staff on how and who will perform these tasks.



## Deliveries

Assess despatch schedules, rearrange deliveries of growing media, pots or plants, and talk to clients expecting deliveries next week.



## Securing Items

Secure all loose items and materials. Ensure all dangerous substances such as chemicals are safe, secure and inventoried. Pallet wrapping has been effective in securing expensive items such as chemicals and fertilisers to secure and weigh them down.



## Photos

Take photos and video footage – before and after the cyclone/flood.



## Phone Charger

Fully charge mobile phones, laptops, ipads.  
Do you have portable solar chargers?



## **Fuel**

Fuel up all vehicles and spare fuel drums for generator.



## **Food & Water**

Ensure you have 3 days of food and drinking water supplies for family and pets.



## **Clothing**

Have ready-to-wear heavy covered shoes, long trousers, long sleeves, gloves and safety glasses.



## **Generator**

Test generator and arrange a back-up generator.



## **Neighbours**

Talk to your neighbours and share your emergency evacuation plans. Know your exit routes.



## **Documents**

Secure critical business documents into waterproof, plastic containers.



## **Computers**

Back up your computer and elevate / move computers.











**After**

# Initial Assessment



## Photos

Take photos and video of the damage and storm / flood waters.



## Protective Clothing

Ensure that protective clothing and safety equipment is worn during the initial inspection and clean-up process, wear heavy covered shoes, gloves, long sleeves and safety glasses.



## Gas Leaks

Check for gas leaks. Don't use electric appliances if wet.



## Chemical Leaks

Check that no chemical leakage has occurred and all dangerous substances are safe, secure and cross-checked against the pre-disaster inventory.



## Building Safety

Make sure all buildings and production facilities checked for safety before entering. Obtain an official assessment before reconnecting or using electricity, water and gas supplies.



## Stock & Infrastructure

Make a preliminary assessment of stock, shade cloth and infrastructure damage.



## Neighbours

If you are able to get out of the property safely, check on your neighbours.



## Contact Us

Contact NGIQ and inform them of the initial damage. NGIQ staff will complete a Damage Estimate Form for your nursery and can report your situation to Queensland Government Agriculture Coordination Group to activate resources.



## Insurance

Contact your insurance representative and request a loss assessor to visit the property.

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# Planning to do work safely



## Electricity Clearance

Check that an electricity clearance has been given before attempting to use it.



## Dangerous Materials

Identify any likely asbestos containing materials or dangerous chemicals.



## Assess

Assess what work needs to be done.



## Order of Work

Work out the order of the work to be done so that new risks are not introduced, e.g. think about how you will get access to the areas where the work is to be done, or the possibility of creating instability from removing things in the wrong order.



## Potential Problems

Consider what could go wrong during the clean up and repair work. Be prepared.



## Tools & Equipment

Work out what tools and equipment will be needed to do the work safely.





## Equipment Check

Check the correct equipment is available and is in good working order.



## Worker Skills

Check that the people required to operate the equipment have the right skills and competencies and ensure supervision of less skilled workers is available. Equipment such as chainsaws are dangerous in the wrong hands.



## Fatigue

Check that people allocated to perform work are not fatigued.



## Protective Equipment

Make sure that workers have the correct personal protective equipment (for example rubber-soled shoes, gloves, hats, sun protective clothing and high visibility vests) and it is worn correctly.



## First Aid & Drinking Water

Check that appropriate first aid, clean drinking water and hand hygiene measures are available and there is access to medical treatment in the event of an injury occurring.



## Toilets

Check that there is access to toilet facilities.



## Counselling

Highlight any counselling services available to staff and encourage their use.





# Initial Clean-up



## Take photos and video

Take photos and video of damage. Use prepared stock list inventories and the NGIQ checklists to document all information.



## Contact Insurance

Contact your insurance agent and request a loss assessor to visit the property.



## Keep Records

Maintain accurate record-keeping of all expenses and losses including the resources (people, equipment and consumables eg. fuel) used to assist with the clean-up. Retain tax invoices, receipts, quotes. If there is government funding assistance provided, you will need to show evidence of damage and the expenditure. For more information on Natural Disaster Recovery Grants currently available, contact Queensland Rural and Industry Development Authority: [www.qrida.qld.gov.au](http://www.qrida.qld.gov.au)



## Contact NGIQ

with an update on your business damage and likely need for government assistance. Talk to NGIQ about the type of technical support you might need to deal with plant health issues, contaminated dam water or mould spores on shade houses. ph: 07 3277 7900 email: [recovery@ngiq.asn.au](mailto:recovery@ngiq.asn.au) website: [www.ngiq.asn.au](http://www.ngiq.asn.au)



## Contact suppliers

for plants and equipment. Determine the likely time to replace damaged stock and equipment. Contact suppliers of fertilisers, containers, chemicals, growing media etc. so that you are sure of access to all the production requirements for your surviving plants.



## Contact customers

Explaining your situation and its impact upon them and their orders. Confirm the markets for your products and keep your customers up-to-date on your activities and expected date of business resumption.



## Check Supply Chain

Check the roads, transport companies and all other components of the supply chain to ensure the continued movement of your products.



## Assess your staff

Assess your staffing levels during the period from clean up to returning to full production. This time period may be days, weeks, months or years before you return to a profitable level of production. You may need to seek advice on your rights as an employer and responsibilities to employees. Contact NGIQ on ph: **07 3277 7900** or visit Fair Work Australia website: [www.fairwork.gov.au](http://www.fairwork.gov.au)



## Contact your accountant

or trusted financial adviser and ask them to work with you to ensure the business is financially viable during this recovery period.



## Health

Remember to check on the health and wellbeing of your staff, family and yourself. Fatigue, irritability, forgetfulness, anger, fear and depression can be evident months and years after a natural disaster. There is a range of support services available to individuals and business owners that can assist with the mental health issues following a crisis. For more information contact NGIQ on ph: **07 3277 7900** or visit [www.qld.gov.au/community/disasters-emergencies](http://www.qld.gov.au/community/disasters-emergencies)













# Checklist

# Buildings

Damage	Yes	No	Level
Roof	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls	<input type="checkbox"/>	<input type="checkbox"/>	_____
Structure & supports	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rain gutters	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Windows	<input type="checkbox"/>	<input type="checkbox"/>	_____
Furniture / Seats	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical – interior	<input type="checkbox"/>	<input type="checkbox"/>	_____
Potting Machinery	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nursery Benches	<input type="checkbox"/>	<input type="checkbox"/>	_____

Damage	Yes	No	Level
Nursery Trolleys	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Pumps	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Irrigation systems	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Pots:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Pots:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Pots:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Pots:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Pots:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Trays:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

Damage	Yes	No	Level
<b>Plant Labels</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Estimate \$\$ of  
damage to Buildings =

\$







# Growing Structures

Damage	Yes	No	Level
Roof	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vents	<input type="checkbox"/>	<input type="checkbox"/>	_____
Structure & supports	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rain gutters	<input type="checkbox"/>	<input type="checkbox"/>	_____
Flashing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls	<input type="checkbox"/>	<input type="checkbox"/>	_____
Skins / Plastic / Shade Cloth	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Screens	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nursery Benches	<input type="checkbox"/>	<input type="checkbox"/>	_____
Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	_____

Damage	Yes	No	Level
Electrical – interior	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical – exterior	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fans / Air-con	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Estimate \$\$ of damage  
to Growing Structures =

\$





# Farm Vehicles

Damage	Yes	No	Level
Tractor	<input type="checkbox"/>	<input type="checkbox"/>	_____
Forklift	<input type="checkbox"/>	<input type="checkbox"/>	_____
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	_____
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	_____
Truck	<input type="checkbox"/>	<input type="checkbox"/>	_____
Quad Bike	<input type="checkbox"/>	<input type="checkbox"/>	_____
Golf Buggy	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Estimate \$\$ of damage  
to Farm Vehicles =

\$

# Plants / Stock

Damage	Yes	No	Level
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Damage	Yes	No	Level
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Estimate \$\$ of damage  
to Plants / Stock =

\$









# House / Residence

Damage	Yes	No	Level
Roof	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls	<input type="checkbox"/>	<input type="checkbox"/>	_____
Structure & supports	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rain gutters	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Windows	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical – interior	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical – exterior	<input type="checkbox"/>	<input type="checkbox"/>	_____
Garage / Carport	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fans / Air-con	<input type="checkbox"/>	<input type="checkbox"/>	_____

Damage	Yes	No	Level
<b>Household Contents</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Estimate \$\$ of damage  
to House / Residence =

\$















# Nursery Industry Contacts

## Nursery Industry

### **NGIQ**

(07) 3277 7900

[www.ngiq.asn.au](http://www.ngiq.asn.au)

### **Queensland Farmers' Federation**

[www.farmerdisastersupport.com.au](http://www.farmerdisastersupport.com.au)

## Emergency Contacts

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Queensland  
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