

Property loss prevention Cyclone/windstorm checklist and action plan



Self-assess and mitigate your business risk

If your facility is potentially exposed to a cyclone or windstorm, we've pulled together a handy checklist and action plan to help you prepare and manage the risk to your business.

It's for your own use and guidance, as applicable to your facility.

Cyclone/windstorm - annual review	
Review your windstorm/cyclone emergency response plan. Ensure it is specific to your operations and situation. Review exposures and emergency response team responsibilities.	☐
Ensure windstorm/cyclone emergency response team members understand their duties in the event of a windstorm. This should include confirmation of authorisation to implement actions plans based on local authority (bureau of meteorology) warning levels.	☐
Liaise with local emergency services in regard to the content and existence of your plans.	☐
Prior to windstorm/cyclone season – review and tidy your yard areas. Remove unnecessary items (potential projectiles). Consider removal of potentially dangerous trees or overhanging branches.	☐
Ensure ties/straps, etc. are available to tie down/secure external storage and equipment in the event of impending storm. This should include roof mounted equipment.	☐
Undertake visual review of building cladding and roofing. Roofing including flashing and gutters should be inspected and repaired prior to windstorm season.	☐
Ensure appropriate/designated personnel to monitor weather conditions and keep emergency team abreast of situation at times of heightened risk.	☐
Ensure appropriate communication protocols are established, back-up communications such as two-way radios and spare batteries are available. Depending on the operations consideration should be given to an on-site diesel generator for back-up power after an event.	☐
Procedures should include a controlled shutdown of plant and equipment throughout based on established plans and warning levels. Ensure appropriate personnel are authorised.	☐
Consider vital records and computer equipment. Consider relocation to alternate site outside of region.	☐
Consider if establishment of an off-site control centre/hot site is viable/practical for eventuality where it is too dangerous to be on site.	☐
Ensure up to date emergency contact details are maintained. Extend this to include potential key contractors in the aftermath of a storm. Consider agreements with contractors outside the local area.	☐
Consider potential for storm surge/water inundation if in low laying coastal region. Review potential water protection requirements and equipment (ensure available and in good condition).	☐
Undertake practice drills.	☐
Cyclone/windstorm approaching	
Closely monitor windstorm/weather bureau warning levels. Ensure close communication with your emergency response team.	☐
Heed emergency services advice regarding evacuation or retreat to higher ground. Know your local community evacuation points/centres.	☐
Implement your emergency plans based on the warning levels and/or storm proximity. This could include shutdown of equipment and isolation of services. This should include power and natural gas at appropriate time. Unnecessary (non essential) electrical equipment should be shut off when possible.	☐
Ensure outdoor storage and equipment, including roof mounted has been tied/strapped down as planned.	☐

Cyclone/windstorm approaching (continued)	
Make a check of outdoor areas to eliminate loose rubbish and materials (potential projectiles), tie down or relocate equipment indoors as possible, secure outdoor flammable liquid drums (ensure in outdoor bunded/contained area), properly secure any portable buildings, tie down outdoor cranes and similar (e.g. ship loaders) and/or rail mounted equipment.	☐
If personnel plan to be on site, ensure appropriate supplies and equipment are available, including water, non-perishable food, dry clothing, torches, first-aid, two-way radios, mobile phones and batteries.	☐
Check and test any backup generators (ensure adequate fuel supplies) and test communication equipment (two-way radios), etc.	☐
Ensure vehicles have sufficient fuel.	☐
Install window and door shutters (or at least metal screens) and braces.	☐
Ensure fire services remain operational.	☐
Ensure drains and gutters throughout are clear.	☐
Protect vital/high value equipment with tarpaulins/waterproof material.	☐
As possible, mains electrical power should be isolated to prevent short circuiting of equipment.	☐
Install any temporary flood/water inundation systems/protection planned.	☐

Cyclone/windstorm – during the storm	
Stay inside, bunker down at height of the storm and remain in predetermined location safe from wind and flood.	☐
As possible, monitor buildings for leaks, structural damage, etc.	☐

Post cyclone/windstorm	
Secure the facility and review the damage.	☐
Identify any safety concerns – for example - potentially live power, flammable gas or liquid leaks and structural issues.	☐
Advise insurer depending on extent of damage.	☐
Communicate with key personnel and contractors and prioritise repairs once it is safe to do so. This could include temporary roof repairs/covering and repair of broken windows.	☐
Ensure all site policies and procedures are adhered to during emergency repairs – smoking, work permits (incl. hot work), etc.	☐
Undertake salvage and dry-out activities.	☐
Have your electrician or electrical contractor review the site electrical infrastructure and equipment before reinstatement.	☐
Ensure fire systems are checked and operational.	☐
Clear drains and gutters to remove any debris that may have accumulated.	☐

For more information

vero.com.au/risk-management

Contact us at riskengineering@vero.com.au

This checklist does not constitute a certificate, statement, record or advice about the compliance of any of your fire protection systems with any applicable standard, requirement, specification, legislation or code. You should consult an appropriately licensed contractor about your compliance requirements. The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. Subject to any rights you may have under any law, AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist - please make your own enquiries.