## This helpful checklist contains tasks designed to assist anyone with preparing themselves, their property and its occupants for an Extreme Weather Event.

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| **General Tasks** | **Complete** |
| House or garden maintenance to prepare for the season |[ ]
| Put loose items located in the yard away securely  |[ ]
| Be aware of the type of weather events that affect your neighbourhood |[ ]
| Consider downloading relevant disaster plans and completing them for your property |[ ]
| Make a list of contacts you would want handy if you were to evacuate  |[ ]
| Make a list of must have items you would want to take if evacuated including medication, valuables, photos, aids and equipment. |[ ]
| Pack an emergency kit with any medications, must have items and contact numbers.  |[ ]
| Consider pets and what they may need / how you could take them if evacuating |[ ]
| Listen to your local radio for information / watch tv / media for updates |[ ]
| Purchase a battery powered radio in case of blackout |[ ]
| Fill buckets and bath with clean water in case of interruptions to water supply |[ ]
| Follow all instructions provided by police and emergency services |[ ]
| Fill vehicle with fuel |[ ]

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| **Bushfire preparedness tasks** | **Complete** |
| If you already have a Fire Plan- follow it. |[ ]
| Clear gutters, trim back any overhanging trees and vegetation and keep grass low near the house |[ ]
| Remove material that can burn e.g. door mats, mulch, leaves, paint, outdoor furniture, wood piles, compost |[ ]
| Prepare a sturdy hose that will reach around the home (you’ll need a reliable source of water) |[ ]
| If possible, maintain alternative water sources e.g. water tanks, swimming pools, water-filled garbage bins to use if water is cut. |[ ]
| Reposition gas cylinders away from trees, direct pressure valves away from house |[ ]
| Place valuables, precious items, hard drives, and important documents within a strong, fire-proof safe or pack to evacuate |[ ]
| Decide the stage you will leave e.g. smoke, or when there is a fire nearby |[ ]
| Identify a meeting place that is safe and away from a fire area – could be a friend’s house or shopping centre. |[ ]
| Identify the safest way to get to the meeting place with a backup plan in case it is blocked.  |[ ]
| Know your nearest neighbourhood safe area e.g. sports ground, or local building identified for use during a fire. |[ ]

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| **Flooding preparedness tasks** | **Complete** |
| If you already have a Flood Plan - follow it. |[ ]
| Identify your nearest safe high ground and the safest way to it |[ ]
| Place valuables, precious items, hard drives and important documents within strong, water-proof garbage bags and tape up |[ ]
| Move outdoor items to a higher location (highest possible) and secure |[ ]
| Identify where and how to turn off the mains for water, electricity and gas. |[ ]
| Stack or move furniture and valuable items off site to a higher location  |[ ]
| Close windows, shutters and curtains |[ ]
| Sandbag internal drains and toilets to prevent backflow |[ ]
| Park vehicles under cover, away from trees, powerlines and waterways. Cover with secure blanket to reduce hail damage.  |[ ]
| Know your nearest neighbourhood safe area e.g. sports ground, local building or another town identified for use during a flood. |[ ]

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| **Cyclone preparedness tasks** | **Complete** |
| If you already have a Cyclone Plan – follow it |[ ]
| If you live in a low-lying coastal area, you may need to leave earlier |[ ]
| Identify your nearest safe high ground and the safest way to travel to it |[ ]
| If house is built to withstand a cyclone and is well maintained, you can shelter there. |[ ]
| Check your house for loose timber, rusted roofing, damaged surfaces that may come loose and organise for repair or secure if possible. |[ ]
| Fasten any cyclone screens, board up or heavily tape exposed windows and doors.  |[ ]
| Secure loose items in yard e.g. boat, caravan, trailer, sheds, outdoor furniture, LPG bottles, kennels etc. |[ ]
| Pack away loose items into cupboards and secure the cupboard doors. |[ ]
| Stack interior furniture if flooding may be an issue. |[ ]
| Sandbag internal drains and toilets to prevent backflow. |[ ]
| Lock doors, close curtains / blinds and stay away from windows |[ ]
| Prepare shelter area with mattresses, blankets, pillows and emergency kit. |[ ]
| Place valuables, precious items and important documents within strong, water-proof garbage bags and tape up. |[ ]
| During a cyclone turn off mains supply to water, electricity and gas.  |[ ]
| Stay inside until all the All Clear is given from authorities.  |[ ]

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| **If evacuating** | **Complete** |
| Allow time to secure your property. |[ ]
| Consider pets. |[ ]
| Leave well before extreme weather event affects our property. |[ ]
| Take enough food and supplies to last everyone a few days. |[ ]
| Pay attention to all warnings and follow advice given by police and emergency services workers. |[ ]
| Advise friends you are evacuating. Let them know you have arrived safely and when you return. |[ ]