

CPSN Emergency and Disaster Management Plan

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Plan Storage

Type	Location	Person responsible	Version Update Confirmation
Hardcopy/non-cloud soft copy	A hardcopy or non-cloud soft copy will be maintained by all LT members in their home office	CEO	October 2025
Cloud	NEST policies and procedures	CEO	October 2025

Location of Plan- available to clients and support workers when reviewed in response to an emergency. Available to CEO, Leadership Team, CLCs - On NEST in Forms and other documents section of Policies, Procedures and Forms.

Emergency and Disaster Management Plan

1. Purpose of this Plan

This plan guides CPSN's preparation and response to emergencies and disasters to safeguard the organisation, its clients, employees, members, and visitors. The Plan should be read in conjunction with CPSN's Emergency and Disaster Management Policy and Emergency and Disaster Management Procedure. This plan outlines the risks faced by clients if supports are interrupted, as well as the responsibilities of the governing body. The management and activation of this plan are to be implemented by the CEO and Leadership Team and reported to the Board.

This document is intended to act as a guide only and should be tailored to meet the unique circumstances of the emergency, and advice issued by the relevant government bodies for Australia / Victoria and common sense, guided by the Leadership Team.

2. Statement of objectives

This plan has been developed to ensure that CPSN is able to continue to provide essential services during emergencies that would otherwise impact service delivery. This plan outlines the risks faced by clients if supports are interrupted, as well as the responsibilities of the governing body staff and volunteers.

Interruption to CPSN services can have a serious impact on clients and stakeholders, and therefore preparedness for emergencies and disaster is a top priority.

This plan exists to:

- ensure measures are in place to enable continuity of supports for CPSN clients, during and after an emergency or disaster
- provide timely and accurate information to our clients, members, and staff
- reduce the risk of serious illness and death
- reduce the emergence/spread of a potential pandemic outbreak, to the extent within our work environment to which this is possible.

This plan covers the following essential items:

- operational service context
- essential services
- business and service continuity
- insurance
- data security
- emergency actions
- communication
- evacuation procedures
- emergency plan drills
- emergency kit
- team role and responsibilities

- recovery plan, and
- review.

3. CPSN Operational Service Context

All CPSN Leadership Team and indirect or administration staff work remotely. In the event of an emergency relating to any planned work related activity location or vicinity, any scheduled staff will not attend in person.

Client Services:

CPSN client services are primarily managed by the clients and/or their families within their own private home environment and their emergency plan instructs their personal living location and personal circumstances. The emergency plan is developed by the client/family, included in the Client Home and Vehicle Risk Assessment, and discussed with their Support Workers. The Client Liaison Coordinator (CLC), or Support Coordinator communicates closely with the client and Support Worker/s to manage continuity of support to the client in the event of an emergency.

CPSN provides the following services:

- Innovative Choices: is managed primarily by the clients themselves, in their own home, the client works directly with their selected support worker to provide the services they need.
- Supported Independent Living (SIL)
- Support Coordination: CPSN provides support coordination services to clients living in their own home.
- Membership Services: Continuity of membership services – Limited service if an emergency warrants resources elsewhere, updates will be provided.

4. Leadership Team:

CEO

General Manager Service Delivery

General Manager Shared Services

Service Delivery Managers

Accountant

5. Essential services

Current essential services/supports provided	Training/skills required	Current arrangements	Back-up options
Services are provided to the individual in their own home environment (including SIL)	Skills and training are provided to suit the specific requirements to the clients' personal needs	CPSN Support Workers are assigned to clients to deliver specific supports as required by the client. These include but are not limited to personal care, community access, mealtime preparation, transport and home cleaning. Each client program is overseen by a designated CPSN Client Liaison Coordinator or Independent Living Coordinator	<i>Agency support staff from Caring 4 You and Hire Up</i> <i>Refer to After Hours Support Guidelines</i>

6. Business and Service Continuity

[All text throughout this document appearing in italics should be reviewed for the circumstances of each emergency. Consider the following examples and then add other/different operational requirements.]

Business Continuity Process by functions – this includes reviewing business as usual arrangements to ensure no changes are necessary in response to the current emergency		
Action	Possible Elements	Who will do it?
Review emergency plan and related documents. Update to reflect nature of current threat.	<ul style="list-style-type: none"> <i>Emergency and Disaster Management Policy</i> <i>Emergency and Disaster Management Procedure</i> <i>Emergency and Disaster Management Plan</i> <i>Related Government documents/instructions</i> 	Leadership Team
Indirect work locations	<i>Consider the nature of the emergency and it's relevant location and environmental impact</i> <i>Follow home/location safety plans</i>	Leadership Team
Review essential supply needs and place order	<i>Determine essential items for (staff amenities)</i>	Executive Assistant
Communicate with clients and their	<ul style="list-style-type: none"> <i>Reassurance email outlaying what to expect next</i> 	Leadership Team

support workers regarding expectations and potential service changes/continuity of support.	<ul style="list-style-type: none"> • <i>Use text messages for urgent messaging/better read rate</i> • <i>Phone calls to clients and staff.</i> 	
Staff working remotely	<ul style="list-style-type: none"> • <i>Following their own emergency safety plans / following government and state directions.</i> • <i>OH&S at home</i> • <i>Communicate via teams' meetings</i> • <i>CPSN's records are maintained using cloud-based technology systems. Office staff can access records remotely.</i> 	Leadership Team
Essential services identification to ensure continuity and back up services	<ul style="list-style-type: none"> • <i>Alternative contact points as required other than Leadership Team</i> • <i>CPSN's records are maintained using cloud-based technology systems. Office staff can access records remotely.</i> 	As required other than Leadership Team
Staff mapping to allow for unavailability, sick leave spike & role contingencies	<ul style="list-style-type: none"> • <i>Look to flexible support arrangements.</i> • <i>Consider sick leave may counteract or exceed indirect staffing demand . Review staffing requirements for Innovative Choices, Support Coordination and Telehealth in consultation with clients as required</i> • <i>Identify essential staffing responsibilities, upskill / cross-train teams/departments</i> • <i>For example, need a minimum of XX workers who are trained to deliver the services we provide</i> 	Leadership Team
Workers with relevant capabilities to respond to the emergency	<ul style="list-style-type: none"> • <i>Review worker capability records to identify workers with capabilities that are relevant to assisting in the response to an emergency or disaster (such as contingency planning or infection prevention or control)</i> 	General Manager Shared Services
Implications of Workers' secondary employment	<ul style="list-style-type: none"> • <i>Review records (and update as necessary) of details of workers' secondary employment if relevant. This may also e.g., include workers with emergency responder responsibilities such as CFA or Army Reserve</i> 	General Manager Shared Services
Business continuity to support essential services	<ul style="list-style-type: none"> • <i>Review whether any changes are required for business as usual activities to ensure continuity of essential services for example, staff deployment, IT, communications, access to client/staff records, staff leave management and payment, debtors/creditors management, cash flow</i> • <i>Review any impact on current projects</i> 	Leadership Team

Other		
Client Support & Service Delivery		
Continuity of Support	<ul style="list-style-type: none"> • <i>Continuity of Support provision</i> • <i>Status of program, client, support workers and service booking</i> • <i>Policies and procedures around travel</i> • <i>Ensure Clients and families are informed and kept up to date with current information</i> • <i>Ensure Clients and families understand what a lockdown or quarantine might look like for them and what supports they would have access to.</i> • <i>Ensure clients have an individual risk assessment completed.</i> • <i>Ensure they have awareness of wellbeing apps, e.g., Calm and Headspace, Beyondblue</i> • <i>Ensure any CPSN tech devices used to stay connected are updated and working</i> • <i>Ensure Zoom/Teams has been installed on CPSN devices</i> 	Leadership Team
Disseminate Easy English directions re: the emergency, what to do	<ul style="list-style-type: none"> • <i>Look to pre-existing templates to save time (i.e., Growing Space, VIC Health, NDIS)</i> • <i>Provide information to members, participants and support workers for distribution and discussion.</i> 	Leadership Team
Communicate with Clients, families and Staff re – expectations and potential service changes	<ul style="list-style-type: none"> • <i>Weekly or as required communication with clients</i> • <i>Text message for urgent messaging</i> 	Leadership Team
Addressing concerns around provision of support workers	<ul style="list-style-type: none"> • <i>Review and recommend as needed.</i> 	Leadership Team
Cancellation of Group Events	<ul style="list-style-type: none"> • <i>Cancellation of group events as soon as directed by government direction</i> 	Leadership Team
Individual Program restructure	<ul style="list-style-type: none"> • <i>Identify High risk areas and recommend limiting time (Gym, movie, shopping centres)</i> • <i>Finding safer alternatives and/or increasing hygiene practices within these environments</i> • <i>Talk with clients to encourage speaking with staff if they are concerned</i> 	Leadership Team

Consider if staffing needs should change for high-risk clients	<ul style="list-style-type: none"> • <i>Consider alternative staffing options – smaller teams, family members and alternative arrangements if required</i> 	Leadership team
Virtual support for clients	<ul style="list-style-type: none"> • <i>Meetings with NDIS, clients, and allied health services conducted via phone or Zoom/Skype/Teams</i> 	Leadership Team
Third party product or service – e.g., food and beverage	<ul style="list-style-type: none"> • <i>List key beverage and food requirements</i> 	Leadership Team
Third party product or service – e.g., necessary service equipment, transportation or allied health or other service	<ul style="list-style-type: none"> • <i>List assistive equipment, repair/maintenance requirements</i> • <i>PPE for support workers and employees where required.</i> • <i>List transportation requirements including numbers, current arrangements, for example, wheelchair accessible</i> • <i>List individual allied health needs, list current allied health providers working with the organisation</i> 	Leadership Team
Support Workers		
Provide staff with information about the emergency	<ul style="list-style-type: none"> • <i>Look to pre-existing templates to save time</i> • <i>Guide staff on how to respond to concerns or questions raised by clients</i> • <i>Monitor staff concerns for health & wellbeing. Refer to EAP.</i> 	Leadership Team
Encourage clients to disseminate any consumables needed to protect staff	<ul style="list-style-type: none"> • <i>Communicate with participants</i> 	Leadership team
Emotional Wellbeing Focus	<ul style="list-style-type: none"> • <i>Support staff to access supports so they are not unduly worried or anxious</i> • <i>Ensure staff understand what a lockdown or quarantine might look like for them and what supports they would have access to.</i> • <i>Ensure they have awareness of wellbeing apps, e.g., Calm and Headspace, Beyondblue</i> • <i>Ensure staff are aware of how to access CPSN's Employee Assistance Program (EAP)</i> • <i>Encourage staff to use tech devices they have accessible to them to stay connected</i> • <i>Encourage staff to download Microsoft Teams to stay connected</i> • <i>Support staff to download and install Teams or Zoom where possible</i> 	Leadership Team

Emergency Management Training & Infection Control		
<p>Identification of any training or upskilling to deal with emergencies i.e., Infection control training</p> <p>Staff Emergency Management Training</p>	<ul style="list-style-type: none"> • <i>Electronic where possible to avoid group gatherings</i> • <i>Look to existing training (i.e., Disability Services Consulting) Mandatory for staff, provided as a recommendation to clients and extended networks</i> • <i>Staff know what to do in an emergency and have been trained</i> • <i>Staff are familiar and know what to do with the client's emergency plan</i> • <i>Infection control and refresher training is delivered</i> • <i>Staff contact details are kept up to date and accessible to management and staff where appropriate</i> • <i>All staff, clients and families (where relevant) will receive training in the Emergency & Disaster Management Policy, Procedure and Plan which will be reviewed two yearly or as required.</i> • <i>All relevant staff will receive training in Infection Control including refresher training. .</i> 	<p>Leadership Team</p>
Client welfare		
<p>Innovative Choices, SIL, Support Coordination and Telehealth</p>	<ul style="list-style-type: none"> • <i>Continuity of support planning is in place and communicated with the clients / families.</i> • <i>Clients with high-risk supports are identified and plans to support are arranged in consultation with the client</i> • <i>Emergency planning is included in the client's risk assessment and the staff are familiar with the requirements.</i> • <i>CPSN reminds clients / families to review and test their emergency plans.ie. bushfire season, potential flood, high wind, conditions associated with their personal living situation.</i> • <i>CPSN provides updates to clients / families of the emergency management process.</i> • <i>Policies and procedures around travel</i> • <i>Ensure Clients are informed and kept up to date with current information</i> • <i>Ensure Clients understand what a lockdown or quarantine might look like for them and what supports they would have access too.</i> • <i>Ensure they have awareness of wellbeing apps, e.g., Calm and Headspace, Beyondblue</i> • <i>Encourage the use of available tech devices to stay connected</i> • <i>Encourage the use of Zoom / Teams to stay connected</i> 	<p>Leadership Team</p>

Membership		Lead
Communications, enquiries, advice, welfare, and wellbeing	<ul style="list-style-type: none"> • Consider emotional/health wellbeing of clients' needs, have detailed script for points of reference – have plans in place for escalation and referrals to mental health organisations. • Provide regular updates from DHHS and WHO to member list and on social media and text message if required. • Communicate good hygiene practices for members, for example, through official government posters or links • Communicate office closures and points of contact as required. • Encourage face to face meetings to be postponed or facilitated via Zoom or Teams. • Ensure regular updates as per DHHS and NDIS. • Partner with other organisations for referrals and supports. 	Leadership Team

7. Insurance

Type of insurance	Cover	Contact details
Workers compensation – WorkSafe Victoria	Work cover – employer # 8921864	Allianz Insurance (03) 9234 3285
Public liability – <i>Ansvar Disability Care Insurance</i>	General Liability and Professional indemnity insurance Cover # 3565/002	Invoices/Receipts, Requests/Referrals contact@allianz.com.au Certificates of Capacity wcadminteam@allianz.com.au New claims wcvicen@allianz.com.au

8. Data security

Information type	Information back-up procedures	Frequency	Who's responsible
<i>[Customer records, financial records, contact lists]</i>	<i>Review current arrangements for data security and take necessary steps to address issues resulting from the emergency</i>	<i>Insert [daily, weekly, monthly]</i>	Leadership Team

9. Emergency Action Plan

Emergency contacts:	
Police/Fire/Ambulance	000
SES	132 500
Poisons Info Line	13 11 26
Lifeline	13 11 14
Beyond Blue	1300 22 46 36
National Telephone Interpreter Service	1800 131 450
State Emergency Services (floods and storms)	132 500
Department of Health and Human Services	1300650172
NDIA	1800800110

A detailed

Implementation and Communication Plan will be prepared and approved by the CEO and General Managers Service Delivery and Shared Services and be an Addendum to this Plan.

10. Communication plan (see above):

Internal and external stakeholders that will need to be notified	Contact details	Method for communication	Key messaging	Person responsible
Clients receiving support from CPSN Support Workers	Contact list of all clients is located on SharePoint.	[email] [group meetings] Communication through manager, client liaison officers and	Staff and client safety and wellbeing remain a priority for CPSN We will continue to update	CEO General Managers Service Delivery General Manager Shared Services

		<i>[social media] [website updates] Facebook groups</i>	<i>you as the situation evolves. You can refer to [our website] for further updates.</i>	Leadership Team
Board Chair		<i>Phone, email</i>		
CEO / Leadership Team		<i>Phone, email</i>		
List admin staff here		<i>Phone, email</i>		
Staff and clients		<i>Phone, email</i>		
Support Workers	<i>Contact list of all SWs are located in FoundU, CPSN's HR Information System.</i>	<i>Phone, email,</i>		

11. Implementation Plan (see above)

12. Emergency/Evacuation procedures by type of emergency

Clients may have their own emergency plan to enact. CPSN will be alert to state emergencies and provide continuity of supports to the clients as required living in the area of the emergency.

The Support Workers, CLC and Support Coordinators would most likely be the first responders to inform CPSN of any emergencies related to CPSN clients.

On high fire / flood or dangerous weather days communicated via the EPA: the CLC and Support Coordinators will contact clients and the support workers to discuss safety strategy for the day.

Emergency	Outline of procedures	Evacuation point/address	Supporting documentation
@Taylors Lakes SIL	<ul style="list-style-type: none"> • CPSN After Hours Support Guidelines February 2024 • SIL Evacuation Procedure – Wanganui Court February 2024 	12 Wanganui Court Taylors Lakes	See NEST registered SIL documentation

Emergency	Outline of procedures	Evacuation point/address	Supporting documentation
	<ul style="list-style-type: none"> 12 Wanganui Court Residence 1 SIL Evacuation Diagram SIL - Wanganui Court House Guidelines – Dec 2023 SIL – Wanganui Court Dwelling Safety Features Environment Restraints 		
Fire/Bushfire in the Community:	<ul style="list-style-type: none"> Call 000 for emergency services CLC / Support Coordinators to be alert to clients living in Bushfire danger areas and will contact clients and their support workers to discuss continuity of support needs. Report the emergency immediately to GM Operation & Outcomes. Clients / Families will enact their own emergency plan. 	<p><i>Client / family would do this if in own home.</i></p> <p><i>Client / family to contact SW to discuss emergency and plan.</i></p> <p><i>CPSN to identify supports needed for the clients in consultation with the client and contact support workers to discuss safe provision of supports.</i></p>	<p>CPSN Support Plan</p> <p>Client Risk Assessment</p> <p>Victorian Vulnerable Persons Register</p> <p>CPSN register of Clients living alone</p>
Power outage	<ul style="list-style-type: none"> Call 000 for emergency services if required and follow advice Call power company contact centre for power outage updates Implement back up power source if available 	<p><i>Client / family would do this if in own home.</i></p> <p><i>Client / family to contact SW to discuss emergency and plan.</i></p> <p><i>CPSN to identify supports needed for the clients in consultation with the client and contact support workers to discuss safe provision of supports.</i></p> <p><i>Individual staff working at home will do this through local providers</i></p>	<p>CPSN register of clients living alone</p> <p>Victorian Vulnerable Persons Register</p>
Severe weather event	<ul style="list-style-type: none"> Call 000 for emergency services CLC / Support Coordinators to be alert to clients living in severe weather event danger areas and will contact clients and their support workers to discuss continuity of support needs. Report the emergency immediately to After Hours number or GM Service Delivery 	<p><i>Client / family would do this if in own home.</i></p> <p><i>Client / family to contact SW to discuss emergency and plan.</i></p> <p><i>CPSN to identify supports needed for the clients in consultation with the client and contact support workers to discuss safe provision</i></p>	<p>CPSN register of clients living alone</p> <p>Victorian Vulnerable Persons Register</p>

Emergency	Outline of procedures	Evacuation point/address	Supporting documentation
	<ul style="list-style-type: none"> • Clients / Families will enact their own emergency plan. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Disconnect electrical equipment – cover and/or move this equipment away from windows. • Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required. • Instigate a lockdown. 	<p><i>of supports.</i> <i>Individual staff working at home will do this through local providers</i></p>	
Pandemic	<ul style="list-style-type: none"> • Ensure person who tests positive to serious infectious disease is sensitively informed and immediately isolated or sent home. • Ensure all people are wearing appropriate PPE. • Notify the family/guardian of the individual. • Notify your public health unit. • Evacuate non-essential people from the workplace. • Activate relevant outbreak management plan as directed by states health directive. • Distribute the plan to all relevant stakeholders. • Release an initial communication to clients, staff, family and any other key stakeholders. • Implement contact tracing and monitoring of all clients. • Conduct testing of staff and clients. • Adjust the roster as relevant and source and induct a workforce if workforce disruptions occur. • Implement cohorting/zoning at the workplace to manage infections. • Support staff and clients who are isolating. 		<p>CPSN register of clients living alone Victorian Vulnerable Persons Register</p>
Flood	<ul style="list-style-type: none"> • Call 000 if emergency services are needed and follow 	<p><i>Client / family would do this if in</i></p>	<p>CPSN register of clients living</p>

Emergency	Outline of procedures	Evacuation point/address	Supporting documentation
	<p>advice.</p> <ul style="list-style-type: none"> • CLC / Support Coordinators to be alert to clients living in flood danger areas and will contact clients and their support workers to discuss continuity of support needs. • Report the emergency immediately to GM Operation & Outcomes. • Clients / Families will enact their own emergency plan. • Before the flood secure loose objects. • Disconnect electrical equipment – turn off electricity, gas and water mains. • Leave sandbags across doorways and over drainage holes and in toilets to prevent backflow. • Follow expert advice and leave immediately when told to evacuate. Take your emergency kit with you. • Support other staff and residents to evacuate the premises. • Obey any road closure signs and be careful at crossings and floodways as river levels may rise rapidly. Do not drive into water of unknown depth and current. 	<p><i>own home.</i> <i>Client / family to contact SW to discuss emergency and plan.</i> <i>CPSN to identify supports needed for the clients in consultation with the client and contact support workers to discuss safe provision of supports.</i> <i>Individual staff working at home will do this through local providers</i></p>	<p>alone Victorian Vulnerable Persons Register</p>

13. Emergency plan scenario planning schedule

Emergency drill:	Frequency:	Position/person responsible	Identified individuals requiring evacuation assistance (where appropriate)
Refer to SIL Emergency Evacuation documentation			

14. Emergency kit (Refers to SIL service and included in SIL Emergency Evacuation documentation)

Object	Last reviewed date	Person responsible
<i>Emergency and recovery contacts</i>	<i>Select date</i>	
<i>Insurance documents</i>	<i>Select date</i>	
<i>Financial documents</i>	<i>Select date</i>	
<i>Floor plan</i>	<i>Select date</i>	
<i>Employee contact list (including details of any secondary employment)</i>	<i>Select date</i>	
<i>Torch</i>	<i>Select date</i>	
<i>First aid kit</i>	<i>Select date</i>	
<i>Portable radio</i>	<i>Select date</i>	
<i>Plastic bags</i>	<i>Select date</i>	
<i>Spare batteries</i>	<i>Select date</i>	
<i>Pen/pencil and notepad</i>	<i>Select date</i>	
<i>Bottled water</i>	<i>Select date</i>	
<i>Non-perishable food</i>	<i>Select date</i>	
<i>Portable Charger</i>	<i>Select date</i>	
<i>Other</i>		

15. Team role and responsibilities

Role	Responsibilities	Person Responsible	Contact details
<i>Disaster coordinator</i>	<ul style="list-style-type: none"> - <i>Ensure staff education session on emergency and disaster management plan</i> - <i>Provide copies of plan to stakeholder groups</i> 	CEO GM Service Delivery GM Shared Services	

	<ul style="list-style-type: none"> - <i>Lead annual review of the plan</i> - <i>Implement emergency and disaster management plan as needed</i> 		
<i>Medical & Health oversight</i>	-	<i>Clinical Co-ordinator /Contractor</i>	

ROLE/FUNCTION	PRIMARY	BACKUP 1	BACKUP 2	TRAINING REQUIRED
Support workers	Support workers available	Support workers available	Support workers available	Emergency Management Training Infectious Disease Control training Manual Handling Training
Support Coordinators	SupCo	Agency	GM Service Delivery	
Clinical Coordinator	Registered Nurse	Agency	Agency	
FoundU – approval of timesheets	HR Coordinator	Payroll Officer	GM Shared Services	
Payroll	Payroll Officer	Human Resources Coordinator	Accountant	Relevant financial operation & procedures
Invoicing	Accounts Officer	Accountant	Payroll Officer	Relevant financial operation & procedures
Accounts Payable	Accounts Officer	Accountant	Payroll Officer	Relevant financial operation & procedures
Cashflow monitor	CEO	Accountant	Accounts Officer	Relevant financial operation & procedures
Signatories A & B	CEO, B	GM Service Delivery A	GM Shared Services Accountant , B	
Communications	GM Service Delivery / Service Delivery Manager – Clients HR Coordinator – SW's	Leadership Team	CLC HR Officer	

16. Recovery plan

Clients/family members will have their own recovery plan to suit their personal living environment. CPSN will continue to communicate with the client/family to support the continuity of supports requirements.

Damage	Impact to business	Action/ recovery steps	Actioned by	Estimated completion
<p><i>[e.g., Flood] Document damage, take photos with date and time stamp for insurance claims</i></p>	<ul style="list-style-type: none"> • <i>Significant disruption to staff rosters and client service delivery</i> • <i>All work triaged and managed via geographical clusters</i> • <i>Staff unable to return home and require accommodation at work</i> • <i>Food shortages</i> • <i>Supply chain issue including medical supplies</i> • <i>Essential services only</i> • <i>Property damage</i> • <i>Electricity and telco supply</i> • <i>Residents requiring evacuation</i> 	<p><i>Contact your home/property insurance</i></p> <p><i>Clean up:</i> <i>Wash hands regularly with soap and water, use electricity safely in wet areas (raise cords off damp floors, etc.), dress appropriately (long pants, long sleeved shirts, gloves, durable boots)</i></p> <p><i>General clean up:</i></p> <ul style="list-style-type: none"> • <i>Shovel out mud, wash away mud from hard surfaces</i> • <i>Scrub surfaces with hot water and heavy-duty detergent</i> • <i>Disinfect with chlorine bleach</i> • <i>Dry ceilings or walls, porous materials must be thrown away</i> • <i>Take furniture, rugs, bedding outside to dry</i> • <i>Remove mould if possible</i> 		<p><i>Select date</i></p>

