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**How to use this document**

This document is intended to provide guidance for business related information that news publishers will need close to hand in the event of a major disruption or emergency event. It includes suggestions for how to continue reporting on the event as it happens, if it is safe to do so.

The text below is designed to be adapted for your publication’s specific needs in the event of an environmental emergency (flooding, fire or other extreme weather conditions). Consider your current workplace arrangements and your location when adapting this document.

**LINA RESOURCE AND SERVICES REMINDER:** As a LINA member, you can access [the LINA Shop-Talk on “Emergency Reporting”](https://lina.org.au/members-area/recordings/) which covers best practice for reporting on emergencies as they happen in your community

For suggestions for online team workflow management and communication you can go to [Operations in the LINA Member’s Area.](https://lina.org.au/members-area/members-area-operations/)

This document can be used in conjunction with the Emergency Action Plan template on the LINA site.

**Acknowledgements**

This template has been adapted from documents published by [SafeWork Aus](https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/emergency-plans-and-procedures) and by [business.gov.au](https://business.gov.au/)  
  
  
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**Emergency Management Action Checklist**

Plan ahead and ensure you have the following close to hand:

* Emergency contacts
* Evacuation plan
* Emergency kits
* Clearly defined roles for your employees in the event of an emergency

**Emergency contacts:** This is a list of people and organisations that you may need in the event of an emergency.

**Evacuation Plan:** What you will do in the event of an emergency. This includes planning evacuation routes and rallying points. Depending on your local area and instructions from emergency services, these may change.

**Emergency Kit:** Items that you will need in an emergency, including items that can help you keep reporting if it safe to do so.

**Employee Roles:** To avoid confusion and ensure your emergency procedures run as smoothly as possible, assign tasks and roles to your staff ahead of time. This includes planning for who may need to take over these roles, if one of your staff members is away.

**Roles for you employees:**

**Fire Warden:** In the event of an emergency, the fire warden’s role is to help coordinate the safe evacuation of the workplace for visitors and their fellow workers.

**First Aid Officer:** The First Aid officer must hold a nationally recognised statement of attainment and attend training regularly to ensure their knowledge is up to date.

**Emergency Monitor:** A dedicated person who can help to monitor emergency broadcasts and messages. **This can be particularly useful if you are continuing to report on the situation, so that you can keep your community informed.**

**Evacuation Plan**

*Schedule drills of this plan, so that when the time comes everyone knows what they have to do.*

**Your plan should include:**

* Trigger events - When will you leave? IF you leave.
* Exit routes and rallying points – Where will you go and how will you get there?
* Procedures for continuing to report on the unfolding events (if it is safe to do so)

**Action Checklist**  
  
  
*This is not a substitute for creating your own plan, but rather a guide as to actions to take during the situation. Adapt this for your own situation.*

* Contact/monitor emergency services in your area to stay up to date
* Keep your staff informed of ongoing developments
* Ensure your emergency kit is close at hand

**Evacuation:**

* Assess emergency evacuation routes
* Inform staff of evacuation
* Get your emergency kit
* Switch off electricity, gas and water (if needed)
* Evacuate to a safe place
* Ensure you have done a headcount to make sure everyone is accounted for.

**Once you are in a safe place, you can resume your reporting. Below is a list of things you will need to not only keep safe, but keep your community informed.**

**Emergency contacts**

*This is a list of the contacts you will need in the event of an emergency. Ensure this can be easily located and all staff have access to it. While you will likely have some of these details already, as part of your newsroom activities, it’s best to also put them in this document as well for ease of access in an emergency.***Often, updates about the emergency event will appear on official social media accounts as well. You can re-share these to your readers, while also using them as a source for your own real time reporting.  
  
Use** [**LINA’s Useful Contacts List**](https://lina.org.au/journalist-story-ideas/) **to find social media accounts for your State Government, as well as Helpline services your community may need during or after the event.**

| **Contact** | **Phone number** | **Social Media** |
| --- | --- | --- |
| **Emergency services** | 000 |  |
| **State Emergency Services (SES)** |  | You can go to <https://www.ses.org.au/> or LINA’s [Accounts To Follow List](https://lina.org.au/journalist-story-ideas/) here. |
| **Local Police** |  |  |
| **Local Fire Brigade** |  |  |
| **Local Ambulance** |  |  |
| **Local Council** |  |  |
| **State Government** |  | LINA’s [Useful Contacts List](https://lina.org.au/journalist-story-ideas/) can help with this. |
| **Fire warden** |  |  |
| **First aid officer** |  |  |

**Emergency Kit**

These are items that you may need in the event of an emergency for your own wellbeing as well as reporting. Be sure to regularly check your emergency kit, for any items that may need to be replaced or re-stocked.

**These can include:**

* First aid kits
* Torches
* Batteries
* Water
* Canned food
* Garbage bags
* Personal hygiene products
* Radio -***This can be a good source of information for your reporting of the situation.***
* Maps of the area **- *This will help you keep track of where the emergency is unfolding.***
* Chargers for your mobile phones and laptops ***- Your equipment will need to have power in order for you to update your site/social media quickly.***
* A regularly backed up external hard drive of your work ***- Try to keep a record of all of your articles/pictures/interviews during this time. You may want them for future stories as a reference of the work you’ve done.***
* A list of emergency contacts (you can find a template above)
* Your Emergency Management Business Plan (See below)

**Information back up**

Keep a record of files, contact information, server information ect. Remember to back up your files on a separate source regularly, whether it be cloud or removable storage.

**Ensuring you have access to your site, social media accounts and contacts can also help you continue reporting on the emergency event, if it is safe to do so.**

| Information Type | Who’s responsible: | Location: |
| --- | --- | --- |
| *Example: Contact lists for potential interview sources* | *[Example: Editor]* | *[Example: Contact List is kept on a Shared Drive or online CRM Platform]* |
| *Example: Media Kits* | *[Example: Graphics team]* | *[Example: Kept in Canva account. Email/Login info:]* |
| *Example: Log-in details* | *[Example: IT Team]* | *[Example: Stored in ClickUp/One Password]* |
| *Example: Documents relevant to stories* | *[Example: Editor]* | *[Example: External hard drive, or cloud storage]* |

**Emergency Management Plan - Business Details**

Insurance

*[List your relevant insurance in regard to your business, contents or car insurance. For each policy check your product disclosure statement and list the main things the policy covers and any exclusion - The definition of terms may vary between insurers.*

*You can use the* [*Business Gov insurance topic*](https://business.gov.au/Risk-management/Insurance) *for more information]*

| Insurance Type | *[Example: Building insurance.]* |  |  |
| --- | --- | --- | --- |
| Policy Coverage | *[Examples: damage from fire, floods, storms]* |  |  |
| Policy Exclusions |  |  |  |
| Insurance Company |  |  |  |
| Contact Name |  |  |  |
| Phone Number |  |  |  |
| Date product disclosure reviewed | *[Date]* |  |  |
| Payments due | *[Date and Frequency]* |  |  |

**Relocation options**

***[Consider attaching a map of temporary accommodation options to your plan.]***

Temporary workspace locations in the event of an emergency:

| Location Type | *[Examples: Home office]* |  |  |
| --- | --- | --- | --- |
| Address |  |  |  |
| Resources and equipment available | *[Examples: computers, furniture, photocopiers, phones, internet access]* |  |  |
| Resources needed | *[Examples: software, staff, business records, storage space]* |  |  |