

CLIMATE HAZARD PLANNING PROMPTS

Instruction Notes

Use this document to work through one climate hazard at a time. Start by deciding whether the hazard is relevant to the site, how important it is, and how confident you are in that assessment. Then use the planning prompts to discuss what might trigger action, what impacts could occur, who needs to make decisions, how communication would be managed, what response actions may be needed and what recovery considerations should be planned for. Record short, practical notes as you go.

You do not need to complete every prompt in detail at once. Focus on the questions most relevant to the site, the hazard and the people involved. Use the prompts to support team discussions, planning workshops or reviews of existing arrangements. At the end, record any gaps identified, the action required, who is responsible and the priority, so improvements can be followed up.

Keep responses brief and practical. Short notes or dot points are sufficient.
Identify which hazards are relevant to the site and prioritise those that require further planning. Focus on the hazards with the greatest potential impact or uncertainty.

Hazard	Relevant? (Y/N)	Priority (Low/Med/High)	Certainty (Low/Med/High)	Notes
Heatwave / Extreme Heat				
Flood (e.g. flash, riverine, stormwater)				
Severe Storm (e.g. wind, hail, lightning)				
Smoke / Air Quality (e.g. bushfire, pollution)				
Water Supply Disruption				
Other (site- specific)				

Define what indicates a hazard is developing and when action may be required. Focus on clear triggers that support timely and confident decision-making.

HAZARD PLANNING PROMPTS						
Hazard:	Heatwave x Extreme Heat	Flood	Severe Storm	Smoke / Air Quality	Water Supply Disruption	Other
Triggers:						
What are the triggers or early warning signs? (e.g. weather warnings, system alarms, external alerts)						
What is already in place to manage this hazard? What monitoring or alerts are used? (e.g. weather forecasts, warnings, sensors)						
What specific trigger requires action (not just awareness)? (e.g. "Flood warning issued" vs "Water entering basement")						
At what point do we escalate from monitoring to response? (e.g. thresholds, timeframes, confirmed impacts)						
Decision Clarity						
Who is responsible for confirming the situation and initiating action?(e.g. Building Manager, Security, Facilities)						
What happens if confirmation is delayed or unclear? (e.g. default to precautionary action)						

What could delay or hinder timely decision-making, and how will this be managed?						
Impacts						
How could this hazard impact this site?						
What building systems / critical services could be affected? (e.g. power, lifts, HVAC)						
Who is most at risk? (e.g. tenants, public, contractors)						
Are there people who may require additional assistance to consider? (e.g. disability, health or communication needs)						
Communication Trigger						
At what point do we communicate with occupants? (e.g. early warning vs confirmed incident)						
What initial message would be communicated? (e.g. Awareness Only - People to Wait, or Clear instruction - People to Act)						
Response						
What are the immediate priorities?						

What decisions may need to be made? (e.g. close building, shelter-in-place)						
How do we communicate response procedures?						
What supports or workarounds may be needed for prolonged responses?						
What external stakeholders or agencies may need to be notified or coordinated with?						
Communication Management						
How will communication be managed during the incident? - Who is the message from? - What is the key message or instruction?						
Does communication align with emergency services instructions where relevant?						
Which channels will be used? (e.g. PA, SMS, Wardens)						
When will the first message be issued and how often will updates be provided?						
How will understanding or compliance be confirmed?						

What may affect how occupants respond, and how will this be managed?						
What could cause delay or hesitation? (e.g. Who influences behaviour?)						
Are instructions clear, specific and actionable? • What to do • How to do it • When to act • Where to go						
What will be done if primary communication systems are unavailable?						
Recovery						
What needs to happen before reopening?						
What wellbeing and communication needs exist?						
How will confidence and communication be managed during recovery? • Before reopening? • How will occupant confidence be supported?						

Gaps & Actions

Identify specific gaps in monitoring, decision-making, communication, or response. Focus on what could delay action, create confusion, or impact safety.

Gaps Identified	Action	Owner	Priority
1			
2			
3			
4			
5			
Notes			