
**All Hazards Business Preparedness
Checklist for the Grape and Wine Sector**



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The Grape and Wine sector makes a significant contribution to the Australian economy; therefore, it is crucial to ensure that the sector remains as resilient and robust as possible in the face of emerging threats, including pandemics, trade and export restrictions, and disasters.

Grape and Wine sector businesses need to be able to identify these threats in a timely manner and respond to them when they do happen to ensure they will be more resilient and in better shape to recover from the potentially damaging effects of these events. An important step in this process is to build closer working relationships with the emergency management sector.

This checklist has been developed from a number of Grape and Wine industry, government agency, and other emergency management resources to establish a comprehensive list of items to be checked off on an annual basis to assist with disaster preparedness to make your venture more resilient to all hazards and to maintain viability in the post-disaster phase.

How to use the checklist

Part 1 presents the checklist items that are relevant to your business. These items cover your emergency survival plan, property and plant preparation, and business preparation. Further in-depth information on key terms in the checklist can be found in the associated document entitled, 'Key considerations guidance for disaster risk reduction in the Grape and Wine sector' that accompanies this checklist. The key considerations document provides greater detail on the items in the checklist in addition to a host of other issues of concern for your business in relation to disaster preparation.

Part 2 of the checklist covers a number of long-term issues that could be useful to consider in order to strengthen long-term strategic planning for your business in relation to disaster preparedness and ongoing business resilience.

Part 1: Annual checklist

Emergency Survival Plan

- Liaise with your local Emergency Management (EM) organisations to develop an effective Emergency Survival Plan (ESP) – a comprehensive list of EM organisations, including scope and contact details can be found in the key considerations
- Create and/or revise your ESP
- Rehearse the processes for your ESP across your business on a regular basis
- Document lessons learned from past incidents or drills to continuously improve the ESP
- Consider the needs of employees and customers with disabilities or special requirements

- Conduct regular fire drills and other emergency simulations to ensure staff, customers, and guests are prepared
- Conduct regular inspections and maintenance of all safety equipment
- Create protocols for staff, guests, neighbours, and the surrounding community so that people have a plan to follow and are clear about their roles
- Create and/or restock the contents of your emergency kit (containing what you need to help survive an emergency situation, what to take with you to safety, and what you may need for up to four days following the emergency)
- Recheck the storage of your emergency kit (ensuring it's in a waterproof storage container, in a place that is easy to get to, where the people in your business know the location)
- Check and/or restock your first aid kit
- Create and/or revise a list of emergency phone numbers
- Establish a system for monitoring weather alerts and potential disaster warnings (connect to the SES, the BOM, Alert SA, and other early warning systems)
- Build relationships with local emergency service organisations and the local community to coordinate preparedness and emergency response plans
- Coordinate with neighbouring businesses and organisations for collaborative preparedness efforts
- Develop an evacuation plan for all your related business(es) (e.g., guests eating at your restaurant, staying in your accommodation, wine-tasting at the cellar door, etc)
- Train staff on emergency procedures, including evacuation routes, first aid, customer communication, handling hazardous materials safely

Emergency Survival Plan for businesses providing accommodation (extra considerations)

- Develop a comprehensive emergency response and evacuation plan tailored to layout and guest capacity
- Provide emergency preparedness information to guests upon check-in, including evacuation procedures and emergency contact numbers
- Provide guests with access to emergency supplies, such as flashlights and emergency kits, in their rooms
- Train staff on handling guest pets during emergencies, including evacuation procedures for animals

Property and Plant Preparation

- Engage a professional disaster prevention consultant to inspect the building site and suggest improvements
- Ensure that garden areas are well maintained and that buffer zones are put in place to protect buildings, including clearing vegetation and flammable materials from around all buildings, including homes, winery facilities, restaurants, accommodation facilities, etc
- Remove understory fuels such as brush and small trees to prevent fire from cascading into the upper canopy
- Maintain open tree canopies to allow access for emergency vehicles
- Develop more resilient ecosystems around the area where the business is situated, using rocks and gravel to landscape the spaces around structures
- Keep roofs and gutters clean, install metal gutter guards, install wire mesh to prevent embers from entering roof eaves, chimneys, and vent openings, use fire-resistant roof shingles and sidings, and install dual-pane windows and sprinkler systems
- Implement backup power systems, such as generators, to ensure critical operations such as refrigeration, fermentation, cooking appliances can continue during power outages. Ensure these are regularly maintained and tested before they are needed
- Ensure on-site equipment is available to be deployed to help fight fires, mitigate flooding, protect against storms, provide shelter from heat
- Ensure on-site water storage is built and/or regularly maintained, with hydrant locations strategically located across the property. Coordinate with emergency services to ensure the right size hose connections are in place and that they have clear access to water sources
- Install sprinkler systems across all perimeter areas and on rooftops in areas prone to wildfire emergencies. These should be able to be remotely activated and monitored for ongoing function, particularly during a fire event
- Install and maintain emergency lighting and signage throughout the property
- Secure essential supplies such as water, cleaning chemicals, and fermentation aids to sustain winemaking processes during emergencies
- Develop protocols for protecting vineyards and crops from disaster events

- Develop protocols for monitoring and managing wastewater and runoff to prevent environmental contamination during emergencies
- Organise prescribed burns in coordination with local fire services and/or introduce livestock grazing programmes

Business Preparation

- Conduct a risk assessment to identify potential hazards such as fires, floods, earthquakes, and chemical spills
- Develop a business continuity plan to ensure essential operations can continue during and after a disaster
- Develop a financial contingency plan to address potential revenue loss and cash flow challenges
- Assess insurance coverage and ensure it adequately protects against potential losses
- Give insurance broker as much information as possible to enable them to compare and purchase appropriate insurance
- Identify potential risks and vulnerabilities specific to your business(es)
- Reduce risk exposure by documenting disaster mitigation and prevention measures
- Develop a plan for managing customer and guest cancellations and refunds during emergencies
- Establish protocols for assessing and addressing damage to facilities and equipment after a disaster
- Develop a supply chain resilience plan to mitigate disruptions to the supply chain
- Establish relationships with vendors and suppliers for quick access to resources during emergencies
- Develop a clear chain of command with well-defined roles and responsibilities for emergencies
- Establish internal and external communication protocols
- Ensure security of data storage to keep business information safe (e.g., moving all company data storage to the cloud)
- Implement cybersecurity measures to protect digital assets from cyber threats during disasters

- Implement security procedures to protect guests and property during emergencies, such as lockdown procedures
- Implement security measures to ensure that theft, looting, and vandalism don't occur during emergencies, such as securing equipment and locking doors
- Establish alternate work locations or remote work capabilities to maintain operations if the primary location is inaccessible
- Consider the roles, perhaps sales, marketing, and administration, that could be switched to remote working so that not all staff need to be in the disaster-prone areas of the business
- Create emergency telephone trees for family members
- Provide information and training, and ideally certification, for workers on how to operate fire-fighting and communications equipment
- Maintain up-to-date guest records and contact information for emergency purposes
- Develop protocols for accounting for guests during and after an emergency evacuation
- Establish protocols for coordinating with nearby accommodation providers for guest relocation if necessary

Issues specific to wineries and vineyards

- Establish a system for tracking and managing inventory, including wine barrels and bottles
- Develop a plan for managing grape harvests and processing during emergencies to minimise spoilage and loss
- Implement protocols for monitoring and controlling fermentation temperatures during power outages or equipment failures
- Provide training to staff on emergency response techniques specific to winemaking processes, such as tank draining and barrel maintenance
- Develop a plan for communication with customers and distributors about the status of wine production and availability during emergencies
- Consider relocating wine inventory storage to warehouse locations with good access to transport corridors

Part 2: Checking of long-term plans on an annual basis

- Are your long-term plans (if you have any) for supply and demand water management (including second and third use of water for appropriate purposes) on target?
- Are your long-term plans for locally distributed energy generation on target?
- Are your long-term plans for restoration of habitat between farmed land on target?
- Are your long-term plans for your hillsides (if you have any) being planted with native plants and trees on target?
- Are your long-term plans to increase tree cover to lower ambient temperatures in summer on target?
- Are your long-term plans to adopt drought-tolerant varieties and rootstocks to reduce water use on target?
- Are your long-term plans to adopt precision irrigation to preserve water on target?
- Are your long-term plans to diversify your crops and land uses on target?
- Are you planning to manage your business strategically to deal with climate-related issues?
- Has anything changed in your operations in relation to new business ventures (e.g., adding a restaurant or a bed n' breakfast to your operations) that you need to take into account in your long-term planning?

Some final considerations

There are many issues to consider to keep your business, staff, and guests safe in the face of a disaster. Of course, disasters by their very nature are unpredictable and tend to lead to effects that cascade from one part of your business to other parts. This checklist will assist you to ensure that you have taken the most important issues into consideration that will make your business more resilient and better prepared, and therefore, more able to maintain viability in the post-disaster phase.