



businesstasmania

» for all your business needs

*Plan for your business to
survive, recover, thrive.*

Emergency Preparation Toolkit

How to prepare your business to survive an emergency event.

Create an emergency preparedness plan.

- ☐ **Identify risks to your business.** This could include natural disasters, property damage, data loss, cybersecurity breaches or the absence of key employees. Use this assessment to develop strategies to reduce their impact.

- ☐ **Secure important documents.** Store business registration records, financial documents, customer data and other critical files in a secure location. Use cloud-based storage for added security and accessibility.

- ☐ **Review your insurance coverage.** Ensure your policies meet your business needs. Read the Product Disclosure Statement and understand all policy requirements.

- ☐ **Plan for business continuity.** Identify your most profitable or essential products and services. Develop backup plans and outline steps to take if they become unavailable during a disruption.

- ☐ **Prepare financially.** Evaluate how an emergency could affect customer spending and investment confidence. Create a financial plan to maintain cash flow and secure necessary resources to keep operating.

- ☐ **Keep business records current.** Regularly update your asset register, inventory, employee details and emergency contact list. Use secure, cloud-based storage to store and access these records.

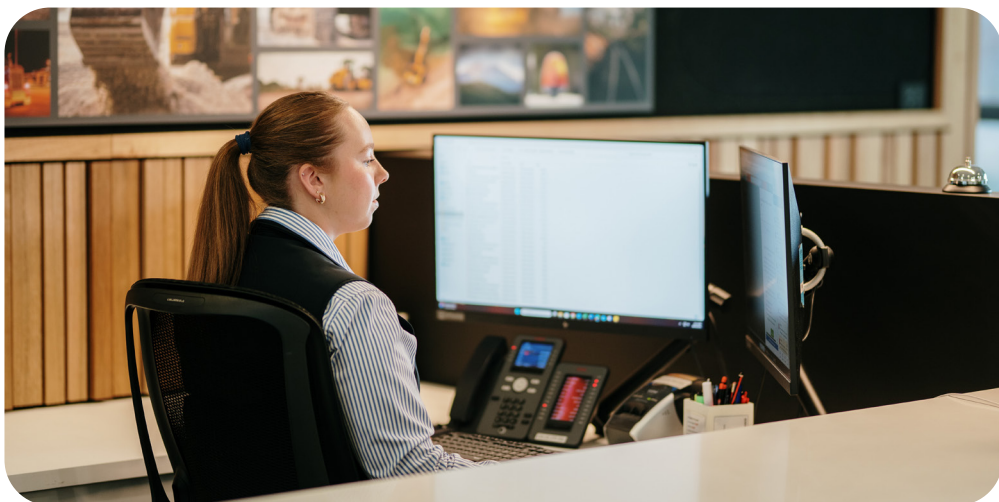
- ☐ **Maintain property and equipment.** Schedule regular maintenance, protect key equipment and stock, and arrange backups for essential services like electricity, water, telecommunications, gas and fuel.

- ☐ **Set up backup communication channels.** Establish clear methods for communicating during an emergency.

- ☐ **Plan for operating from an alternative location.** Identify a secondary location to operate from if your primary premises becomes inaccessible. Ensure it has the necessary utilities and infrastructure.

- ☐ **Protect critical stock and equipment.** Determine which items are essential and develop a plan to move them to a safe place, such as offsite storage or a safer position on site e.g. high shelving.

- ☐ **Build a network of alternative suppliers.** Maintain an up-to-date list of alternative suppliers to avoid disruptions to your supply chain.
- ☐ **Leverage technology.** Use e-commerce platforms, collaboration software and virtual office tools to keep operations going during an emergency.
- ☐ **Cross train employees.** Document employee skills and provide training across key roles to ensure business can continue if someone is absent or unavailable.
- ☐ **Strengthen data security.** Back up important documents and data regularly using both portable hard drives and cloud storage. Implement strong cybersecurity measures to prevent breaches and minimise disruptions.
- ☐ **Develop an emergency evacuation plan.** Clearly outline when to activate emergency plans and how you will communicate information during an emergency.
- ☐ **Create a detailed emergency response plan.** Include detailed evacuation procedures, communication strategies, current emergency contacts and keep an easily accessible Emergency Kit.
- ☐ **Schedule regular evacuation drills.** Conduct drills to ensure all employees understand the evacuation process and their roles and responsibilities during an evacuation.
- ☐ **Understand local bushfire plans.** If your business is in a bushfire prone area, review your community bushfire protection plan.



Nobody thinks it will happen to them but preparing your business to survive a disaster or unplanned disruption is vital for every business owner.

Business Tasmania's checklists can help you navigate an emergency event, recover faster and even continue trading while you rebuild.
For more information, contact Business Tasmania on 1800 440 026.

What to do during the emergency event.

- ☐ **Activate your emergency plans.** Follow your emergency procedures, emergency plan and business continuity plan.

- ☐ **Follow instructions from emergency services.**
Stay informed by listening to the radio, following @TasAlert, or visiting www.alert.tas.gov.au

- ☐ **Refer to your community bushfire protection plan.**
Access the latest version at www.fire.tas.gov.au

- ☐ **Remind employees of local emergency warning systems.**
Make sure everyone understands alerts relevant to your local area.

- ☐ **Prioritise safety.** Ensure you and your employees are safe before protecting property or assets – and only do so if it is safe.

- ☐ **Take preventative action if time allows.** Depending on the situation, you may be able to turn off utilities, board up windows, or use sandbags to protect entryways.

- ☐ **Secure your pets and livestock.** Ensure their safety as part of your emergency plan.

- ☐ **Communicate your location and status.** Notify someone of your whereabouts and contact everyone on your emergency contact list.

How to recover from the emergency event.

- ☐ **Contact your insurer.** Notify your insurance provider and begin the claims process. Work closely with them throughout recovery.

- ☐ **Restore essential services (if safe to do so).** Use backup batteries, generators or pumps to restore utilities and telecommunications.

- ☐ **Debrief your team.** Meet with staff within 24–48 hours to discuss the situation. Share essential updates early to reduce uncertainty and anxiety.

- ☐ **Access support services.** Reach out for help and encourage your team to do the same.
 - Beyond Blue: 1300 22 4636
 - Mental Health Helpline: 1800 332 388
 - Tasmanian Business Advice Service: 1800 440 026.

- ☐ **Relocate operations if needed.** If possible, move your business to an alternative location and set up remote work options for employees.

- ☐ **Find new ways to sell.** Explore alternative sales channels such as a website, consignment or partnerships with other businesses.

- ☐ **Keep stakeholders informed.** Maintain open communication with customers, suppliers and key stakeholders using established channels. Share how you will connect with them and estimated timeframes to manage expectations.

- ☐ **Communicate with creditors and debtors.** Inform them of your situation and negotiate new payment terms where necessary.

- ☐ **Explore available support.** Contact Business Tasmania to check what government assistance you may be eligible for.

- ☐ **Support you community.** If your business is able to help, consider helping nearby schools, charities or community centres.

- ☐ **Reassess your market.** Understand how the emergency has affected demand, consumer behaviour or your industry. Focus on factors you can influence to adapt and grow.

- ☐ **Update your business continuity plan.** Document your lessons learnt from this experience. Encourage collaboration with others to improve future preparedness.

Why your business needs an emergency kit.

Preparation is key to keeping your business running during a disaster. An emergency kit helps you respond quickly and effectively when the unexpected happens. Store your kit in a clearly labelled plastic container or a 'grab and go bag'. Keep it in an easily accessible location and make sure all employees know where it is.

Check and update the kit regularly to make sure everything remains current and functional.

- ☐ Business continuity plan
- ☐ Emergency procedures and evacuation plan
- ☐ Neighbour contact details
- ☐ Important contact information (employee emergency contacts, suppliers, customers etc.)
- ☐ Business registration documents
- ☐ Building site plans
- ☐ Other important documents (licences, certificates, awards etc.)
- ☐ Insurance policies
- ☐ Financial and banking records
- ☐ Product lists and specification
- ☐ Latest stock and equipment inventory
- ☐ Formulas and trade secrets
- ☐ Backup data on USB or external drive
- ☐ Spare keys or security codes
- ☐ Emergency radio (battery powered, solar or hand crank), some emergency radios come with adaptors for charging mobile phones
- ☐ Torch and spare batteries
- ☐ First aid kit
- ☐ Personal protective equipment.

The five essentials

1. Create and maintain an emergency and business continuity plan and emergency kit.

Access the Emergency Ready Business tool online or call Business Tasmania for assistance to create a plan.
www.emergencyready.business.tas.gov.au

2. Review your insurance policies to make sure you have adequate coverage.
3. Keep essential documents and data secure and accessible.
4. Communicate early and often with employees, customers, suppliers and stakeholders. Train your staff in emergency procedures.
5. Prepare for flexible operations such as planning to operate from an alternative location, source from backup suppliers or use additional sales channels.

Take action now to prepare your business for an unexpected emergency.



Key emergency contacts

- In a life-threatening emergency: call triple zero (000) for Police, Fire and Ambulance.
- For the State Emergency Service: call 132 500.
- For emergency updates and warnings: visit www.alert.tas.gov.au

Contact Business Tasmania



1800 440 026



ask@business.tas.gov.au



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