



Emergency Preparation Toolkit

Plan for your business to
survive, recover, thrive.

Business Tasmania

▶ all your business needs in one place

How to prepare your business to survive an emergency event.

Create an emergency preparedness plan.

- Review your insurance policy to ensure your business is adequately covered against your most prominent risks. Make sure to read the Product Disclosure Statement.

- Create your emergency evacuation plan. Share your plan with your staff, and undertake regular training drills.

- Keep an up to date asset register, stock inventory, database of staff, emergency and stakeholder contact details. Consider a secure cloud-based digital storage option.

- Store your business registration, financial information, customer data and other important business documents in a safe location. Consider a secure cloud-based digital storage option.

- Identify the main risks to your business and ensure your infrastructure is appropriately protected. Risks may include remoteness, floodplains, bushfire prone area and an over-reliance on one supplier.

- In preparing for a bushfire, make sure you are familiar with your community bushfire protection plan.

- Review your supply chain, including your business' interdependencies and be aware of those which could be vulnerable to disruption during an emergency and recovery period.

- Identify temporary premises to relocate to if your current location is compromised.

- If appropriate, research and identify alternative ways of selling your products for use during a recovery period (e.g. website, consignment arrangements, business partnerships).

- Research virtual office services that could be useful in an emergency such as a telephone answering service, mail forwarding, or a virtual assistant.

- Decide how and when you will communicate with stakeholders following an emergency, using existing and alternative channels.

- Consider the financial impacts as a result of reduced consumer spending and investment confidence during a crisis.

- Ensure extra funds are available to compensate for a decline in profits and to maintain business liquidity over the duration of a downturn.

- Organise a backup for essential services (local telecommunications, electricity, gas, water and fuel).

Nobody thinks it will happen to them but preparing your business to survive an emergency event is vital for every business owner.

These checklists are designed to help your business to come through an emergency event, recover faster and even continue trading while you rebuild. If you would like more information, contact Business Tasmania on 1800 440 026.

What to do during the emergency event.

- Implement your emergency preparedness plan.

- Be guided by emergency services personnel. Listen to the radio for updates, follow @TasAlert for updates or visit www.alert.tas.gov.au

- Refer to your community bushfire protection plan, available at www.fire.tas.gov.au

- Remind your employees of all emergency warning systems in your local area.

- Your first priority is the safety of yourself and your employees. Once you are secure, look at protecting your premises and assets ONLY IF it is safe to do so.

- Depending on the emergency event, you may have time to switch off electricity, gas and water, board up windows, or sandbag entryways.

- Secure your pets and livestock.

- Establish communications and inform someone of your whereabouts. Contact those people on your emergency contact list.

Key emergency contacts

Phone triple zero (000) for Police, Fire or Ambulance in a life threatening emergency. For the State Emergency Service phone 132 500.

Visit TasAlert www.alert.tas.gov.au for emergency warnings and emergency management information.

How to recover from the emergency event.

- Contact your insurer and work with them.

- If it safe to do so, reconnect or connect your backup battery, generator and pumps to restore essential services such as local telecommunications, internet access, electricity, gas, water and fuel.

- Meet and debrief with staff within 24-48 hours. Communicate the basics to them as soon as practical to allay concerns.

- Engage with support services for you and your staff as required, such as Beyond Blue 1300 22 4636, Rural Financial Counselling Service 1800 686 175.

- Relocate your business to a temporary location if possible and/or arrange a virtual office service (such as a telephone answering service, mail forwarding, or a remote secretarial service).

- Set up alternative ways of selling your products for example a website, consignment, through business partnerships.

- Alert customers/suppliers and relevant stakeholders. Estimate timeframes of returning to business to give clear expectations; alert creditors and debtors and negotiate terms.

- Keep communication open with customers, and other stakeholders through established methods (i.e. how you usually connect with them) where possible or establish alternate method.

- Contact Business Tasmania to see what government assistance you may be eligible for.

- If your business is able to assist your local community following an emergency, consider helping your local business community, local schools, charities and community centres.

- Assess your market. What has changed? What will be affected by this change? Is there something within your control that can positively affect this change?

- Record what you have learned from this experience, and make changes to your plan for the future. Encourage others to do the same, develop collaborative and mutually beneficial options.

What is a Grab and Go bag?

Preparation is key. Below is a list of suggested items to keep in a secure location which will help you during, and after an emergency.

Grab and Go Bag contents

- Emergency procedures and plan

- Building site plan

- Contact lists (employees, clients, suppliers and emergency contacts)

- Latest stock and equipment inventory

- Insurance policies and contact details

- Finance and banking records

- Business documentation – registration certificates, ATO details, payroll records, licences, registrations, accreditations, contracts and agreements

- Backup data on USB or external drive

- Spare keys or codes

- Logins and passwords

- Mobile phone, phone charger/s or fully charged power banks

- First Aid kit

- Medications/prescriptions

- Personal protective equipment

- Personal identification (passport, birth certificate or drivers license)

- Wallet

- Water

- Torch and batteries

The five essentials

1. Review your insurance policy to ensure your business is adequately covered.
2. Store your data securely and back it up electronically.
3. Prepare a Grab and Go Bag with your emergency essentials.
4. Consider alternative trading methods and business dependencies.
5. Keep communication open and seek support.

Take action now and prepare your business to withstand an unplanned emergency.

Contact

Ph: 1800 440 026

www.business.tas.gov.au

Email: ask@business.tas.gov.au

Social media

 [@BusinessTasmania](https://www.facebook.com/BusinessTasmania)

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