Disaster resilience Business Continuity Plan Part 3 – Take action

Use this Take action template to help guide your business during a disaster.

This template should be completed before a disaster so that you can refer to it during a disaster situation. This plan may be completed as a stand-alone document or, as one of four documents that combine to form a Business Continuity Plan. Fact sheets on assessing disaster risks and insurance are also available from [www.business.tas.gov.au](http://www.business.tas.gov.au/) and may be helpful when completing this template.

If you require further assistance on a business issues please contact Business Tasmania on 1800 440 026 or email ask@business.tas.gov.au

*Instructions are provided in italics. Where instructions are contained in [square brackets] please delete these and enter your relevant information.*

Plan information

|  |
| --- |
| Business Details  |
| **Business name**  | *[Your business name]*  |
| **Business owner** | *[Your name and title]*  |
| **Address and contact(s)**  | *[Business address and contact details]*  |
| **ABN/ACN** | *[Your Australian Business Number, if you are registered and/or your Australian Company Number if you are a company]*  |
| **Last updated**  |   |
| **Communication strategy** |
| **Communication type**  | **Person responsible**  | **Frequency**  |
| *[For example, email]* | *[Person responsible for communicating ]* | *[For example, monthly]* |

To help you keep track of your progress, tick off each section as you complete it.

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3.1 Emergency contacts

Keep up to date during disaster events at [www.alert.tas.gov.au](http://www.alert.tas.gov.au) and your emergency broadcaster, ABC local radio [www.abc.net.au](http://www.abc.net.au)

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| Emergency contacts  |
| **Life threatening emergencies** | Fire/Police/Ambulance – Phone 000 |
| **Flood and storm assistance** | State Emergency Services (SES) – Phone 132 500 |
| **Non-emergency – fire** | 1800 000 699  |
| **Non-emergency – ambulance** | 1800 008 008  |
| **Non-emergency – police** | 131 444 |
| **Poison Information Centre** | 131 126 |
| **Road condition and closures** | For statewide details go to [www.police.tas.gov.au](http://www.police.tas.gov.au)  |
| **Power supply/outages** | To report an outage/fallen power lines – 132 004For current outages [www.tasnetworks.com.au](http://www.tasnetworks.com.au/your-property/outages/current-power-outages) |
| **Weather and warnings** | Visit the [Bureau of Meteorology site](http://www.bom.gov.au/) [www.bom.gov.au/tas/](http://www.bom.gov.au/tas/?ref=hdr) |
| **Animal disease** | 1800 675 888 or visit the Biosecurity Tasmania website [www.dpipwe.tas.gov.au/biosecurity](http://dpipwe.tas.gov.au/biosecurity) |
| **Telecommunications** | Telstra – Faults and damage 132 203Telstra – Business-only technical support 132 299Optus – 133 937 |

3.2 Staff contacts

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| Staff contacts |  |
| **Name** | **Job title/emergency team role?** | **Contact details** | **Staff emergency contact**  |
| *[Staff member’s name]* | *[Job title and whether they have any emergency team role]* | *[Contact details]* | *[An emergency contact for your staff member and their phone number]*  |
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3.3 Emergency procedures

*List your emergency and evacuation procedures. This should include a map of evacuation locations. Checklists to help businesses prepare for specific natural disaster, such as bushfire and flood, are also available at* [www.business.tas.gov.au](http://www.business.tas.gov.au)

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| Emergency procedures  |
| **Procedure 1** | *[Fire Evacuation]* |
| **Description** | *[Describe the evacuation procedure]* |
| **Evacuation point** | *[Describe the evacuation point – attach a map]* |
| **Procedure 2** |  |
| **Description** |  |
| **Evacuation point** |  |
| **Procedure 3** |  |
| **Description** |  |
| **Evacuation point** |  |
| **Procedure 4** |  |
| **Description** |  |
| **Evacuation point** |  |
| **Procedure 5** |  |
| **Description** |  |
| **Evacuation point** |  |

3.4 Emergency kit

*Having an emergency kit can help you keep your business running if a disaster were to occur. Keep your emergency kit somewhere easy to access and make sure it is regularly checked and updated.*

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| Emergency kit  |
| **Location** | *[Kit storage location]* | **Person responsible** | *[For example, John Smith]* |
| **Contents** | **Item** | **Date checked** |
| **Documents** | Business Continuity Plan and emergency procedures | * *[day/month/year]*
 |
|  | Building site plan |  |
|  | Contact list (employees, clients, suppliers) |  |
|  | Product lists and specifications |  |
|  | Latest stock and equipment inventory |  |
|  | Insurance policies |  |
|  | Finance and banking records |  |
| **Data** | Back-up data on USB or external drive |  |
|  | Spare keys or codes |  |
| **Equipment** | Emergency radio (battery powered, solar or hand crank), some emergency radios come with adaptors for charging mobile phones |  |
|  | Spare batteries |  |
|  | Mobile phone charger(s) |  |
|  | Torch |  |
|  | First aid kit |  |
|  | Duct tape |  |
|  | Plastic sheeting  |  |
|  | Personal protective equipment |  |
|  | Waterproof container or bag |  |

3.5 Emergency team roles and responsibilities

*List the people in your organisation that have emergency management roles.*

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| Emergency team roles and contact details  |
| **Role**  | **Responsibilities**  | **Name and contact details**  |
| **First aid officer** | *[For example, attends first aid training and keeps certification current while in this role]* | *[Employee’s name and contact details]*  |
| **Chief fire warden** |  |  |
| *[Add others as your business requires]* |  |  |
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