

Prepare your business

Getting prepared before a natural disaster strikes your community will help your business continue to operate and recover quickly. Business Continuity Planning provides a framework to help you consider risks and what is needed to be operational post-disaster, develop your response to a disaster and to organise adequate insurance.

qld.gov.au/getready

1. Prepare items for Emergency and Recovery

Keep items where you can quickly and easily retrieve them at your business and/or store items safely and securely off-site. Key items to consider when preparing:

Information Needed

- List of employee contact details
- Emergency services contacts i.e. warning about dangerous weather, road conditions and closures (www.qld.gov.au/emergency)
- List of customer and supplier details
- Product lists and specifications
- Latest stock and equipment inventory
- How you will be contacted

Access to important information

- Insurance policies
- Financial and banking records
- Copies of important documents could be scanned and the files saved on a USB memory stick and external drive

Have the right equipment at your business

- Complete first aid kit, first aid manual
- Battery powered radio, torch, and spare batteries
- Phone and photographic or video devices (useful for insurance claims)
- Masking tape
- Plastic sheeting
- Personal protective equipment - gloves, masks, disinfectant, safety glasses
- Waterproof bags for valuables

Ensure your business is secure

- Back-up data on USB memory sticks or external drives regularly
- Is cloud storage a useful option?
- Spare keys or security codes

2. Prepare for Evacuation

If a natural disaster is imminent, you may decide to evacuate your business or you may be ordered to evacuate by local authorities. Having an evacuation procedure avoids confusion and possible injury during an emergency situation.

Key steps

- Create a clear chain of command. Decide who is responsible for authorising an evacuation.
- Decide what circumstances would trigger an evacuation.
- Work out both primary and secondary evacuation routes and exits and create floor plans that feature these. Post these in places where they are easy to see.
- Develop procedures for dealing with any hazardous materials or shutting down critical operations.
- Make regular drills part of your business to help familiarise staff.

3. Record your Business Continuity Planning

Addressing these needs will form the foundation of your business continuity plan.

It is important to record what you need to do in an emergency and the preparation you need to undertake to recover quickly. Make someone responsible for various tasks.

Visit the Business and Industry Portal to find information and resources to develop your [business continuity plan](#) to prepare for, and enable your business to continue to operate after a natural disaster or other incident or crisis.