

Cyclone preparedness checklist

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Being prepared, with a plan that looks to best protect you, your team and the business and property during cyclones and weather events will put you in a stronger position after the event. Here is a checklist to help you prepare for a cyclone and severe weather event.

Tick them off as you go.

Have a plan	
<ul style="list-style-type: none"> • Monitor weather updates, www.metservice.com. The safety of you and your employees, and your customers, is the priority. 	
<ul style="list-style-type: none"> • Also monitor local emergency information hubs and civil defence advice. 	
<ul style="list-style-type: none"> • Talk to your team about your plan and what would happen if your business is impacted. 	
<ul style="list-style-type: none"> • Review your insurance policies to ensure your business is adequately covered. 	
<ul style="list-style-type: none"> • Create a business continuity plan. Consider: <ul style="list-style-type: none"> ○ What would you do if your supplier couldn't reach you? ○ Or if your building wasn't accessible? ○ Or if your customers couldn't get back to town? ○ Detail every realistic scenario and plan the action you'd take to minimise the risks they present. 	
<ul style="list-style-type: none"> • Consider having a back up power source. Some businesses are able to operate during power outages if they have generators etc. 	
Communications	
<ul style="list-style-type: none"> • Ensure you have up to date contact details for all of your staff. 	
<ul style="list-style-type: none"> • Have a clear communication plan in place for reaching out to your staff and suppliers in case of an emergency. <i>What's App groups, Facebook groups and phone trees are some examples.</i> Be aware, after some disasters power and phones can be unavailable for long periods of time. <ul style="list-style-type: none"> ○ Does anyone else in your organisation know where to 	

<p>find this information if you are not there?</p> <ul style="list-style-type: none"> o Do your staff and their families have a plan for communicating with you in a crisis? 	
<ul style="list-style-type: none"> • Have a plan for communicating with your customers <ul style="list-style-type: none"> o Be aware that things may change and bookings could be cancelled. However, there may not always be the need to cancel. Some of the feedback we have had has been that bookings are cancelled often well in advance and at times unnecessarily so be sure to keep in touch with your customers. 	
<p>Securing the business</p>	
<ul style="list-style-type: none"> • Secure your stock, equipment and furniture <ul style="list-style-type: none"> o If you have stock outdoors, ensure you have a process for moving it indoors or store stock in any other area that may be less prone to flooding. o If you can't move furniture, look to how you can make it as secure as possible. 	
<ul style="list-style-type: none"> • Secure and back up your systems, such as computers POS. <ul style="list-style-type: none"> o Can you access your work email etc from off-site? o What about your customer contact lists, process manuals, important contracts? o Is the information stored on your mobile phone also stored elsewhere? o Is there always a backup copy off site? 	
<ul style="list-style-type: none"> • Make sure you have copies of important documents that you may need to access - your insurance policy, financial and banking or any other important documents. Save a copy securely on the cloud, or on a memory stick or external drive that can be quickly and easily retrieved. 	
<ul style="list-style-type: none"> • Move everything that you can off floors and undercover. 	
<ul style="list-style-type: none"> • Complete a stocktake 	
<ul style="list-style-type: none"> • Take photographs, especially of high-value items. 	
<ul style="list-style-type: none"> • Check your emergency supplies and first aid kits. 	
<ul style="list-style-type: none"> • Make sure your business has adequate supplies of <ul style="list-style-type: none"> o torches, o fresh batteries, o brooms, o mops, o buckets, as well as a backup water source. o It is a good idea to have a first aid manual, battery powered radio, torch and spare batteries and a waterproof bag for valuables. 	

<ul style="list-style-type: none"> • Ensure that there are no obstructions disturbing the flow of water down any storm water drains near your business to avoid flooding. <ul style="list-style-type: none"> ○ Check roofing to ensure it is secure ○ Check gutters and clear of debris 	
<ul style="list-style-type: none"> • Do a walkthrough of the business and clear any materials around the area that can be easily considered a flying debris during a cyclone. 	
<ul style="list-style-type: none"> • Ensure vehicles are away from low lying areas (and car insurance is up to date). 	