# **Emergency management – take action checklist**

Complete this checklist **during** an emergency situation.

**Act in an emergency**

Check the tasks below to help guide you during an emergency situation.

|  |
| --- |
| **Task** |
| [ ]  Remind your employees of all emergency warning systems in your local area. |
| [ ]  Contact the relevant emergency services (SES, police, fire, ambulance). |
| [ ]  Be guided by emergency services personnel. Depending on the emergency, you may have time to switch off electricity, gas and water, board up windows or sandbag entryways.  |
| [ ]  Follow your emergency procedures - take your emergency kit, make sure everyone is accounted for and evacuated to a safe location outside the building or to a designated evacuation centre. |
| [ ]  Locate copies or back-ups of your registration, financial, insurance, customer data and other important business information. These should be stored in a secure offsite location or in cloud-based storage. |
| [ ]  Contact all the relevant people on your emergency contacts list about your situation and whereabouts. |
| [ ]  Keep up to date – listen to local radio or television updates and follow official emergency social media. If it’s weather related, visit the [Bureau of Meteorology](http://www.bom.gov.au/weather/index.shtml) website.[Find emergency information for your state or territory](https://www.business.gov.au/risk-management/emergency-management/what-to-do-in-an-emergency#state-and-territory-emergency-resources). |

**Maintain 'business as usual'**

Depending on your situation, consider the following tasks to keep your business operating.

|  |
| --- |
| **Task** |
| [ ]  Review your critical business areas and identify the minimum functions required to keep your business going. |
| [ ]  Connect your backup for essential services (local telecommunications, electricity, gas, water and fuel). |
| [ ]  Relocate your business to a temporary location (such as a temporary business centre, hotel, someone's home or an office provided by a service provider).  |
| [ ]  Arrange a virtual office service (such as a phone answering service, mail forwarding, or a remote secretarial service). |
| [ ]  Identify the skills required to perform your key business functions and the employees required to perform these functions. |
| [ ]  Arrange a start date with employees. If unavailable, arrange backup employees who have been cross-trained in key areas.  |
| [ ]  Set up alternative ways of selling your products or services (including an e-commerce website or online auction account). |

Download our [Emergency management and recovery plan template](https://www.business.gov.au/risk-management/emergency-management/how-to-prepare-an-emergency-management-plan) for a detailed emergency plan. Find further information and resources in our [Emergency management](https://www.business.gov.au/risk-management/emergency-management/) topic.