# **Emergency management – take action checklist**

Use this checklist to 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 registrations, financial, insurance, customer data and other important business information. These should be stored in a secure offsite location or in cloud 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/) 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). |

**Keep your business going**

Depending on your situation, you could 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 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 needed for your key business functions and the employees required to perform these functions. |
| Arrange a start date with employees. If they are unavailable, arrange backup employees who have been trained in key areas. |
| Set up alternative ways of selling your products or services (such as an online store). |

Download our [emergency management and recovery plan template](https://business.gov.au/planning/business-plans/develop-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.