



City of Perth

Are you prepared Perth? Business Continuity

Handy guidance prompts to help you prepare for and get your business up and running again after an emergency event.

FOR FURTHER ADVISE AND TEMPLATES SEE:

Business.gov.au

www.business.gov.au/Risk-management/emergency-management/

Small Business Development Corporation WA

<https://www.smallbusiness.wa.gov.au/business-advice/insurance-and-risk-management/dealing-unexpected-events>

Chamber of Commerce and Industry WA

<https://cciwa.com/about-us/news-and-media-statements/expect-the-unexpected>

See reverse for more details

perth.wa.gov.au

Preparing for an emergency

- Prepare an Emergency Action Plan.
What to do and how to do it, where to go, who to contact and who will action it to secure your business.
- Record what events could impact your business and stop you from trading.
Loss of utilities, building damage, flooding, earthquake, fire, civil unrest, etc.
- List the critical areas and functions your business cannot trade without
A building, power, stock, walk in trade, staff, etc.
- List what impact a loss in the critical areas would have in the short, medium or longer term.
How long can you do without certain things and what must be sorted immediately?
- Look at ways to lessen the impact of those events on those critical functions and tasks
Store stock elsewhere, generators, sand bags, alternative location, multiskilled staff, etc.
- What will your insurance cover in each event?
Do you have enough cover to get your business up and running again easily?
- If needed, establish an emergency action team and assign tasks.

Prepare to respond to an emergency

- Prepare a grab and go bag.
This should include procedures, documents, radio, torch, contacts, keys, plastic bags, cash, water, batteries and other essentials to keep you running temporarily
- Make sure first aid kit, fire equipment and staff training is up-to-date.
- Store, secure and backup electronic data offsite and backup regularly.

- Physically maintain your property and surrounds and check your premises hard security.
- Look at how you will protect property and stock if able.
- Decide how you will keep up to date with the latest emergency information?
ABC radio, DFES website.
- How will you protect staff at work, staff travelling to and from work and customers?
- If you don't close, how will you maintain a safe workplace?
- Where will you evacuate to and how?
Practice and test your plan regularly.

Preparing to recover from the event

- Decide when you can recover and when you would have to close the business down.
- What authorities will you need to contact to reopen.
- How will you re-establish, water, power, phone and data?
- Check insurers requirements and available assistance in reopening.
- Determine how you will continue to pay debts and responsibilities.
- Who will you use to organise repairs and clean up?
- Can you retain staff when business is down and for how long?
- Can staff safely assist in the recovery process?
- Develop a contingency plan for alternative stock suppliers.
- How will you let people know that your business is open for business?
- Where can you get financial assistance from, if needed?