STAY OPEN FOR BUSINESS

SPC.INT/BUSINESSRESILIENCE

12 Easy Steps

to disaster proof your business

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BUSINESS NAME

FOR MORE INFO

BECOME A DISASTER-READY BUSINESS.

SPC.INT/BUSINESSRESILIENCE

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Thank you to our funding and content partners

A special thank you to

1. Core Products/Services

What products or services are fundemental
to the survival of your business?

1. .....
2. .....
3. .....

2. Essential Roles

What are the key roles needed to keep
your business running?

1. .....
2. .....
3. .....

3. Essential Equipment

What equipment is key to keep
your business running?

1. .....
2. .....
3. .....

If your equipment is damaged, what is your backup (if any)?

1. .....
2. .....
3. .....

4. Essential supplies

What supplies are key to keep
your business running?

1. .....

2. .....

3. .....

If these supplies are disrupted,
what is your backup?

1. .....

2. .....

3. .....

5. Relocation Options

If needed, do you have an alternative location for your business?

Location .....

Contact .....

6. Insurance

Is your business insured?
If not, what options are there?

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7. Delegation of Authority

Who has authority in times of disaster?
If required is there a designated back-up?

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8. Emergency Contacts

List all key contacts, including employees, suppliers, insurance agents

Name: Contact: Designation:

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Insurance Company: Policy Number: Contact:

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Emergency Agencies

Police: Fire: Ambulance:

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9. Business Records

How are your business records are stored ?
Are they backed up off site?

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10. Save this Plan

How will you save and share this plan?

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11. Disaster Preparedness

Are your staff trained in first aid?
Who is your delegated first aid person?

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Do you have an evacuation plan for a safe meeting point?

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Do you have emergency supplies?
i.e. first aid kit, water, tinned food, torch etc

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12. Practice and update this plan

Detail the schedule to run through and revise this plan

DATE FOR REVIEW	STAFF TRAINING