

Emergency kit preparation checklist

Equipment

- First aid kit – check contents are current and complete
- Personal protective equipment (PPE) e.g. masks, gloves, safety glasses, hand sanitiser, disinfectant
- Radio – portable battery powered
- Torches and batteries
- Spare batteries, power boards and power banks
- USB memory sticks/flash drives
- Computer storage (portable hard drives/data storage, discs)
- Digital and printed business documents
- Spare keys and security codes
- Mobile phone and chargers (portable and car)
- Marker pens (for temporary signs) and general stationery
- Hazard tape
- Plastic sheeting and waterproof bags for valuables
- Utility knife
- Tie down straps and rope

On the day

- Cash
- Keys for buildings, vehicles and equipment
- Important or valuable equipment that is easily moved
- List of people (on premises or expected) and contact details

An effective emergency kit preparation checklist simplifies managing the situation when disaster strikes.

Alternatives for Loss of Power, Access, Communication and Operations

- Plan for extended power outages – get a generator and fuel
- Plan and document how to prepare for supply chain disruptions
- Ensure you have enough stock, supplies or spare parts in case you're cut off
- Identify alternative off-site locations to operate from
- Plan for flexible staffing arrangements (e.g. work from home, online meetings)
- Review policies relating to:
 - Competition suspension/resumption
 - Restrictions on activity
 - Registrations, booking and cancellation policies, including goodwill measures such as refunds

Backup Data and Securing of Documents

- Back up your data and store off-site or use cloud storage
- Save digital copies of key documents (e.g. insurance, business registration, property deeds, key contracts, licences, certificates, awards)

Insurances, Policies and Finances

- Organisations need to be familiar with all parts of their insurance documentation. This includes the Product Disclosure Statement (PDS, which contains the detailed policy wording), the schedule of insurance (which lists the specifics and any exclusions of the insurance policy) and the Certificate of Currency (which confirms the policy number and commencement and expiry dates)
 - Check insurances are up to date and adequately cover your organisation, assets and any rebuilds or repairs that may be required
- Photograph equipment or assets to show pre-event condition
- Review and document how you will manage orders and cancellations
- Check you have financial reserves and emergency cash on hand

Other Checklists

See small business disaster hub checklists

<https://www.publications.qld.gov.au/dataset/small-business-crisis-hub-resources>