**Drought preparation checklist**

This drought preparation checklist will help you prepare your business for a drought.

A drought is declared when a region records a deficient water supply for an extended period of months or years.

Read through this drought preparation checklist and tick the items you've already done.

Complete the list of actions to ensure your business is as prepared for a severe drought as possible.

You can customise this checklist to include information specific to your business by adding items to the 'Other' section.

**Operational requirements**

[ ]  Regularly maintain your water consumption sources (e.g. install water-efficient nozzles on taps, checked for leaks)

[ ]  Regularly maintain equipment that uses water

[ ]  Devise an action plan for maintaining, using and reviewing all water resource supplies

[ ]  Assemble facts about rainfall records (you could use a combination of official records and local experience)

[ ]  Identify alternative water sources

[ ]  Identify water recycling processes and opportunities

**Business continuity**

[ ]  Develop your [Disaster resilience for business toolkit](https://business.vic.gov.au/business-information/disaster-resilience/business-resilience#disaster-resilience-for-business-toolkit)

[ ]  Clearly identify and analyse the possible risks to your business from a drought

[ ]  Test and update your plan

[ ]  Develop regular maintenance and review strategies for your plan

[ ]  Review and modify your plan regularly

[ ]  Check with your local industry networks and [Bureau of Meteorology](http://www.bom.gov.au/app/) for drought planning guidelines or requirements when developing your plan

[ ]  Contact local authorities to obtain specific information to help develop drought management strategies for your business

**Other**

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