**INFORMATION, DATA & SYSTEMS IT**

Have you prioritised critical business information and data? This includes:

› employee details

› payroll

› contracts

› product

› intellectual property

› software details

› client relationship management information

Can you and your key people access critical business information and data?

Are you able to access and use your business systems remotely?

Are all your online business assets protected? Do you have all your software keys and registration details?

**PRODUCTS, GOODS & SERVICES**

Can all your products, goods and services continue operating as normal?

Will you need to change any products or services or deliver them differently?

Do you have a back-up venue for your business and employees if you can’t access your premises?

Have you lost regular customers? Do you need to market to a new audience for sales?

Leading your business during disasters

A checklist for business response and continuity to help you when disasters strike.

This quick reference checklist will help you protect your people and assets as you respond to a disaster. It will also help you to continue operating until you return to normal business operations.

Tick as relevant to your business operations.

**EVACUATION & EMERGENCY CONTACTS**

Are you activating your evacuation and emergency response plan?

Do you have emergency and key business contact details, including for your employees?

Can you and your employees access your emergency contacts?

Do you have local and regional contacts including your local business community?

Do you have a process to maintain your emergency contacts and keep them up to date?

**PEOPLE, ASSETS, RESOURCES & OPERATIONS**

Is it safe for you and your people to keep operating during this disaster?

Do you have a wellbeing program in place for you and your affected staff? Do you have a workforce plan if you can’t maintain normal staffing?

Are your assets and resources operational and maintained? This includes:

› fuel

› back-up pumps

› machines and generators

› uninterruptible power supplies

Do you need extra people, assets or resources, including appropriate personal protective equipment (PPE), to maintain minimum service levels?

What functions are critical to maintain business operations? Do you have them protected?

**FINANCES & FINANCIAL MANAGEMENT**

Have you reviewed your financials, including cash flow, revenue, expenses and balance sheet? Have you identified your main financial risks?

Have you discussed your financial position with your accountant or financial adviser?

Have you prioritised your finances for the coming weeks and months?

Have you discussed your financial position with your bank? What are your arrangements for loans, overdrafts and lines of credit?

**REVIEW COMMERCIAL ARRANGEMENTS**

Have you reviewed your arrangements with service providers, suppliers and customers? Can you get business relief during the disaster?

Have you identified opportunities to minimise the effect on your business? Can you reduce service agreements or change payment arrangements for IT services?

Can you renegotiate commercial arrangements? Can you suspend services for a limited period?

This might include:

› waste

› telecommunications

› utilities

› rates

Do you have alternatives if there are disruptions to utilities like water, gas and electricity? This might include:

› back-up generators

› water supplies

**LOGISTICS, SUPPLY CHAINS & INSURANCE**

Do you have alternate suppliers if your supply chain can’t supply you?

Can you collaborate, share logistics and supply chains with other local businesses?

Have you got appropriate levels of business insurance?

**PROFESSIONAL SUPPORT & NETWORKS**

Can you connect to a local or regional professional network to support your response?

Have you contacted your business or industry association to see if there is any sector-wide response or advice?

What other contacts or support networks would help you right now?

**GRANTS & GOVERNMENT FUNDING**

Do you know which grants or government funding you may be eligible for?

Do you have grants organisations and government entities on your key emergency contact list?

Can you respond to grants and funding support opportunities? If not, where can you get help?

Can you access the information you need for grant and government funding applications?

**PARTNERSHIPS & COMMUNICATIONS**

Have you contacted other local businesses to see how you could help each other during the disaster response?

Do you know which local community support organisations you could help, or could help you?

Are your customers aware of any changes to how your business trades?

Do your staff feel informed and connected during each disaster response stage?

Leading your business during disasters © 2020

