

[qld.gov.au/getready](http://qld.gov.au/getready)

#### Prepare your household with all nine fact sheets:

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- 8 Prepare your car
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Available in more than 20 languages online at: [disaster.qld.gov.au](http://disaster.qld.gov.au)

#### Fact sheet

# 9

#### Always remember:

**Having an emergency kit is an important step to prepare for, survive and cope with emergencies.**

**Know:** All householders need to know where your Emergency Kit is kept.

**Check:** and update the contents of your kit regularly, to ensure everything is in working order and has not expired.

**Discuss:** your emergency kit with all householders and make sure everyone knows what to do in an emergency.

**On this page is a list of items which should be in your kit at all times.**

**On the other side of this page is a list of extra items which, if you do not keep at all times, you should add to your kit during storm or cyclone season.**

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## Prepare your business

Getting prepared before a natural disaster strikes your community will help your business continue to operate and recover quickly. Business Continuity Planning provides a framework to help you consider risks and what is needed to be operational post-disaster, develop your response to a disaster and to organise adequate insurance.

### Prepare items for emergency and recovery

Keep items where you can quickly and easily retrieve them at your business and/or store items safely and securely off-site. Key items to consider when preparing could include:

#### Information needed

- List of employee contact details
- Emergency services contacts i.e. warning about dangerous weather, road conditions and closures: [www.qld.gov.au/emergency](http://www.qld.gov.au/emergency)
- List of customer and supplier details
- Product lists and specifications
- Latest stock and equipment inventory
- How you will be contacted

#### Access to important information

- Insurance policies
- Financial and banking records
- Copies of important documents could be scanned and the files saved on a USB memory stick and external drive

#### Have the right equipment at your business

- Complete first aid kit, first aid manual
- Battery powered radio, torch, and spare batteries
- Phone and photographic or video devices (useful for insurance claims)
- Masking tape
- Plastic sheeting
- Personal protective equipment - gloves, masks, disinfectant, safety glasses
- Waterproof bags for valuables

#### Ensure your business is secure

- Back-up data on USB memory sticks or external drives regularly
- Is cloud storage a useful option?
- Spare keys or security codes

### 1. Prepare for evacuation

If a natural disaster is imminent, you may decide to evacuate your business or you may be ordered to evacuate by local authorities. Having an evacuation procedure avoids confusion and possible injury during an emergency situation.

#### Key steps

- Create a clear chain of command. Decide who is responsible for authorising an evacuation.
- Decide what circumstances would trigger an evacuation.

- Work out both primary and secondary evacuation routes and exits and create floor plans that feature these. Post these in places where they are easy to see.
- Develop procedures for dealing with any hazardous materials or shutting down critical operations.
- Make regular drills part of your business to help familiarise staff.

### 2. Record your Business Continuity Planning

Addressing these needs will form the foundation of your business continuity plan.

It is important to record what you need to do in an emergency and the preparation you need to undertake to recover quickly. Make someone responsible for various tasks.

Visit the Business and Industry Portal at: <http://www.business.qld.gov.au/business/running/risk-management/business-continuity-planning> to find information and resources to develop your business continuity plan to prepare for, and enable your business to continue to operate after a natural disaster or other incident or crisis.

qld.gov.au/getready

**Extra items to include in your emergency kit during cyclone and storm season.**

Weather warnings are issued when emergencies like floods, storms and cyclones are expected.

During storm and cyclone season, add the items on this page to your emergency kit.

It is preferable to keep stocks of these items in your kit all the time.

However, if you do not have enough space in your kit, make a note of where to find the extra items in your home so you can collect them quickly.

Blank lines for notes.

**Remember: if you have visitors during an emergency, you will need supplies for them also.**

at least **3 days** is how long you may be without assistance

# Emergency kit: extra items, storm times

### Food and water

- Three days' supply of non-perishable food *(plus can opener, cooking gear, plates and utensils)*
- Clean water in sealed containers *(10 litres per person is recommended for three days supply)*
- Water purification tablets

### In kit or location

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### Medical and sanitation supplies

- Extra supplies of medications
- Extra toiletry and sanitary supplies, sunscreen and insect repellent
- Prescription details for all medications
- Spare spectacles

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### Tools, communications and supplies

- Wide masking tapes for windows
- Wrench or pliers to turn off all utilities
- Tent or tarpaulin
- Woollen and thermal blankets
- A mobile phone, spare battery and charger

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### Clothing and footwear

- Change of clothes for everyone, stored in plastic bags
- Spare clothes and bedding

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### Miscellaneous items

- Extra supplies for infants (extra formula, nappies etc)
- Extra items for the elderly or people with special needs
- Spare cash in case electronic bank tellers don't work
- Pets – provisions and information *(such as vet's papers, leash, food and water, collars with identification tag, pet beds, litter pan and scooper, carrier or harness, medication)*

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**In an emergency, there may be interruptions to power and water supplies. Ensure you have adequate stocks on hand:**

- Barbeque or portable stove with fuel
- Fully charged batteries for mobile phone
- Spare batteries for torch and radio
- Esky or gas / battery powered refrigerator

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