



*A safe, strong Bay of Plenty, together
Te Moana a Toi kia kaha mā tātou katoa*

Appendix 7.5

DURING an Emergency

Checklist



YOUR ORGANISATION NAME



Checklist – During an emergency

Review the checklist and think about what tasks you need to complete to keep you, your family, and your staff safe during an emergency as well as what actions you can take to understand how your business has been affected.

This checklist should be reviewed and updated when your BCP is updated or after an emergency event.

Monitor the emergency

Stay up to date with the latest information for your area. This will help keep you, your family, your staff, and customers safe.

- Check official sources of information including credible local radio stations, Bay of Plenty Civil Defence Emergency Management website and their social media channels.
- Continually assess the risks to you and your family and your business with any updated information.
- Enact your evacuation plan if you need to (or requested to by officials) and it is safe to do so.
- Assess other mandates and restrictions from emergency services and other official emergency response staff (i.e. drinking water restrictions, road closures, etc).

Implement your emergency plan procedures

This is the point when you begin implementing your emergency plan.

- Follow procedures (eg fire evacuation)
- Ensure all staff are accounted for
- Quickly decide what staff should/need to leave to check on family
- If applicable, talk to Emergency Services (if onsite) to determine likely length of time and requirements before returning to worksite etc.

Activate your business continuity plan (BCP)

- Activate and implement your BCP
- Create or implement your action list of what needs to be done straight away
- What activities can be temporary be halted?
- Assign roles and responsibilities to staff as per your BCP
- What internal and external comms are required?
- Record decisions and impacts to your business
- Notify your insurers as soon as practical

Identify the implications for your business

This includes how your business has been disrupted as well as businesses in your supply chain.

- Record all the known effects on your business as well as any future risks and uncertainties.
- Prioritize each of the effects, uncertainties and future risks and identify if they are easy (1), moderate (2) or difficult (3) solve.

Assess the disruption to other connected businesses

You may rely on other businesses to provide stock, transport, or other services. It's important to understand how they have been affected as it may impact on your business.

- Contact all businesses within your supply chain (including your main customers and clients) and ask how they have been affected.
- Record any supply chain issues and how it will affect your business.
- Notify businesses to cancel or delay orders/deliveries/services or direct to alternate location.

Keep communicating

- Keep communicating with staff and delegate tasks if they are able to help. Offer support to your staff if they need it.
- Keep in contact with your business connections including suppliers, competitors, neighbours, insurance advisor, accountant, electricity provider, internet provider, etc. Offer support if you are in a position to do so.
- Importantly, keep customers updated on the situation of your business. Be transparent and provide timeframes if you are able to.

Monitor your staff and your Wellbeing

- Ensure workload of all staff and management remains reasonable (consider shifts, working from home, shorter hours)
- Provide access to wellbeing support services
- Ensure time with families remains a priority during an emergency event



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