



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

Appendix 7.6

AFTER an Emergency

Checklist



YOUR ORGANISATION NAME

Checklist – After an emergency

Review the checklist and think about what tasks you need to complete to find a pathway forward for your business after an emergency.

Prepare your business recovery plan and actions

This is the point where you need to take all the thought processes, experience and notes you have created and record in a concise recovery plan which is easily understandable by others.

- create a recovery action plan which systematically records the challenges, different options, preferred option and the prioritized actions required to achieve the outcome of the preferred option.
- Ensure that the people and equipment you need are available to assist where required.

The following are key components of your recovery plan:

Identify short- and long-term challenges

Your business may face a variety of challenges, some of which may be easily resolved in the short-term to others which may continue for months or years.

- Create a list of challenges that your business is facing. Some challenges may need to be broken down into smaller components.

Assess different options and solutions

There may be a variety of options for the different challenges your business is facing. This is when you begin to problem solve by exploring different options.

Develop a list of prioritised actions

The next part involves breaking down the solutions into achievable and sequential actions. It's important that each solution is broken down into a step-by-step process of how you are going to achieve the intended outcome.

- Record all the actions that are required to achieve each of the solutions listed from the previous step.
- Prioritise the list of actions based on the importance of each task and when they need to be achieved by.
- Include any other people or equipment that you will need to complete each action.

.Begin implementing your recovery plan and record progress against each of the actions as well as listing any new actions where they arise

Keep communicating

This remains a pivotal part after a civil defence emergency and will help you to continue progressing forward.

- Keep communicating with staff and delegate tasks if they are able to help. Accept help if you need it.
- Keep in contact with your business connections including suppliers, competitors, neighbours, insurance advisor, accountant, bank, 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.

Continue to monitor staff and your “Wellbeing”

- Ensure workload of all staff including 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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