

# Cyclone business preparation checklist

## PREPARE

	Identify and assess the possible risks to your business from a cyclone
	Prepare a plan on how you are going to continue business during a blackout
	Become familiar with your community disaster plan
	Find the best information channels for alerts and updates on the cyclone, and have a method on hand to access it (e.g.: A <a href="#">Baintechn Black Out Buster</a> connected to a radio, TV or PC with internet connection)
	Create a list of current emergency phone numbers, including numbers for your local police, fire, ambulance, State Emergency Service, local council, gas and electricity companies, and staff contacts
	Prepare an <a href="#">emergency kit</a>

## PREPARE YOUR STAFF

	Discuss the situation with your staff
	Allocate tasks for your staff to prepare the business for the cyclone
	Ensure staff safety by sending them home when necessary
	Invest in a <a href="#">Baintechn Black Out buster</a> , ensuring that during a blackout your phones or mobiles have power so you can contact staff members in an emergency

## PREPARE YOUR STOCK AND EQUIPMENT

	Ensure you have enough stock to supply your business and customers in the critical period after the event
	Plan for where equipment and vehicles will be relocated and/or how they would be protected
	Plan for the possibility of an extended power outage
	Prepare your business with a <a href="#">Baintechn Black Out buster</a> , which provides up to 12 hours of power for critical appliances
	Arrange help from similar businesses in areas that are unlikely to be affected by the cyclone

## PREPARE YOUR PREMISES

	Check that your building is in a sound condition
	Trim any overhanging branches
	Clear your property of any loose items that could blow about in high winds
	Secure or brought inside any outdoor fixtures
	Use a <a href="#">Baintechn Black Out Buster</a> to ensure that in the event of a blackout your business remains secure from looters
	Treat your windows to minimise damage from debris (e.g. metal shutters, or taped)

## PREPARE YOUR DATA

	Back up your data, and secure them in a safe place?
	Identify and prioritise your computer programs for ongoing business success (email, accounting, ordering applications) and secure the media (CDs/DVDs) and licences for these
	Locate and pack your critical documentation (e.g. Insurance, financial, legal and identification documents) in a portable waterproof container
	Invest in a <a href="#">Baintechn Black Out Buster</a> , ensuring that in a black out your computers will stay powered giving you time to save, and back-up your data in an emergency