



Moreton Bay Regional Council
**Appendix 4 - Disaster Resilience
Preparation Checklists**

2023

Emergency Kit Preparation Checklist¹

Equipment

- First aid kit – check contents are current and complete
- Personal protective equipment (PPE) e.g. masks, gloves, safety glasses, hand antiseptic, disinfectant
- Radio – portable battery powered
- Torches and batteries
- Spare batteries, power boards and power banks
- USB memory sticks/flash drives
- Computer storage (portable hard drives/data storage, back-up tapes, discs)
- Digital and printed business documents
- Spare keys and security codes
- Mobile phone and chargers (portable and car)
- Marker pens (for temporary signs) and general stationery
- Hazard tape
- Plastic sheeting and waterproof bags for valuables
- Utility knife
- Tie down straps and rope

On the day

- Cash
- Keys for buildings, vehicles and equipment
- Important or valuable equipment that is easily moved
- List of visitors or customers (on premises or expected) and contact details

¹ Source: <https://www.business.qld.gov.au/running-business/natural-disaster/disaster-hub/small-business>

Alternatives for Loss of Power, Access, Communication and Operations

- Plan for extended power outages – get a generator and fuel
- Plan and document how to prepare for supply chain disruptions
- Ensure you have enough stock, supplies or spare parts in case you're cut off
- Identify alternative off-site locations to operate from
- Plan for flexible staffing arrangements (e.g. work from home, online meetings)
- Review ordering, booking and cancellation policies, including goodwill measures such as refunds

Backup Data and Securing of Documents

- Back up your data and store off-site or use cloud storage
- Save digital copies of key documents (e.g. insurance, business registration, property deeds, key contracts, licences, certificates, awards)

Insurances, Policies and Finances

- Check insurances are up to date and adequately cover your organisation, assets and any rebuilds or repairs that may be required
- Photograph equipment or assets to show pre-event condition
- Review and document how you will manage orders and cancellations
- Check you have financial reserves and emergency cash on hand

Other Checklists

[See small business disaster hub checklists](#)



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