

# STAYING IN TOUCH AND INFORMED

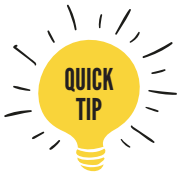


## Your business and your community



According to the Wellington Region Emergency Management, the most important factor in the survival of a business after a disaster is the quality of the relationships the business has with their staff, customers, suppliers and your community. So the more you get involved with various business networks, councils and groups in your community, the higher the chances are for your business to survive and succeed.

## Who is in your network that you can connect with?



**Get a list of chambers of commerce, business councils, business groups and business networks from your Ministry or Department of Trade.**



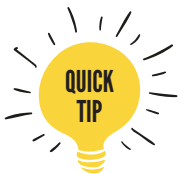
Find out how to become part of their mailing list or how to become a member. By being involved, your business is kept in the loop not only about risks and disasters, but also in other matters relevant to business-owners.



Professional and continuous development, networking with others, a voice on trade policies and other topics that are important in running a business.

## Who are your local authorities?

Learn which organisations in your community are the official authorities that determine evacuation orders, road closures, restricted movements etc during emergencies. Record the organisations' names, and if possible a contact person and their details so you can call when necessary. If you know which organisations are authorised to issue orders during emergencies, there will be no confusion on what you should do as an individual and as a business.



**Start a Viber, What's App or WeChat group on your smartphone and invite other members in your local business community or business disaster council so you can keep each other informed before, during and after a disaster.**

## TURN THE PAGE

This factsheet has been designed so that you can use it as an **EMERGENCY CONTACT INFO REFERENCE CARD**. Simply turn the page and you will find spaces to write all the important contact details that you need to record.



## Create a Business Continuity Plan (BCP) and put it into action.

If you do not have a BCP yet or not sure what it is, download our BCP template and create one yourself using our quick 12-step guide which you can complete in 12 minutes! Visit [pipso.org.fj/stayopen](http://pipso.org.fj/stayopen)

**REDUCE RISK, BE READY,  
RESPOND ACCORDINGLY  
AND RECOVER QUICKLY  
FROM ANY DISASTER.**

FOR MORE INFO

BECOME A DISASTER-READY BUSINESS.

[PIPSO.ORG.FJ/STAYOPEN](http://PIPSO.ORG.FJ/STAYOPEN)

After recording the contact details on this factsheet, you must include it with your Business Continuity Plan (BCP), SAVED IN MULTIPLE LOCATIONS AND ACCESSIBLE FROM ANYWHERE. Save these contact details and your BCP document in free online storage services like Google Drive or Dropbox. You can then access and even share the document to your staff using any laptop, smartphone or tablet that is connected to the internet. We suggest for you to print a few copies of the BCP document to be placed on the office staff wall and on your desk as well.

## EMERGENCY CONTACTS



**BUSINESS NAME:**

---

---



**MAIN CONTACT PERSON/PERSONS:**

---



**EMAIL ADDRESS:**

---



**PHONE NUMBER:**

---



**MOBILE NUMBER:**

---



### LOCAL DISASTER AUTHORITIES

Who are your local disaster management authorities and what are their contact details?

1 

---



**MOBILE NUMBER:**

---

2 

---



**MOBILE NUMBER:**

---

3 

---



**MOBILE NUMBER:**

---

4 

---



**MOBILE NUMBER:**

---

5 

---



**MOBILE NUMBER:**

---



### BUSINESS NETWORKS

Chambers of commerce, Employers federations, regional agencies? Where can you get credible information from quickly?

1 

---



**MOBILE NUMBER:**

---

2 

---



**MOBILE NUMBER:**

---

3 

---



**MOBILE NUMBER:**

---

4 

---



**MOBILE NUMBER:**

---

5 

---



**MOBILE NUMBER:**

---

**FOR MORE INFO**

**BECOME A DISASTER-READY BUSINESS.**

**PIPSO.ORG.FJ/STAYOPEN**



### STAFF AND THEIR UP-TO-DATE CONTACT DETAILS


1 \_\_\_\_\_


2 \_\_\_\_\_


3 \_\_\_\_\_


4 \_\_\_\_\_


5 \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_



### OTHER IMPORTANT CONTACTS


1 \_\_\_\_\_


2 \_\_\_\_\_


3 \_\_\_\_\_


4 \_\_\_\_\_


5 \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_

 MOBILE NUMBER: \_\_\_\_\_



Thank you to our funding and content partners



A special thank you to



**FOR MORE INFO**

**BECOME A DISASTER-READY BUSINESS.**

**PIPSO.ORG.FJ/STAYOPEN**