



12 Easy Steps

to disaster proof your business

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BUSINESS NAME

FOR MORE INFO

BECOME A DISASTER-READY BUSINESS.

PIPSO.ORG.FJ/STAYOPEN



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Acknowledgments

Thank you to our content and funding partners: The European Union (EU), African, Caribbean and Pacific Group of States (ACP) and United Nations International Strategy for Disaster Reduction (UNISDR).

A special thank you to the Wellington Region Emergency Management Office (WREMO) who was generous with their content assistance. the numerous business-owners and entrepreneurs from around the Pacific who participated in our toolkit testing to give valuable feedback, and to The Greenhouse Studio who created and designed the materials for this toolkit.

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Thank you to our funding and content partners

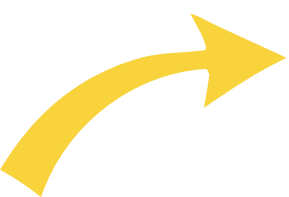


A special thank you to



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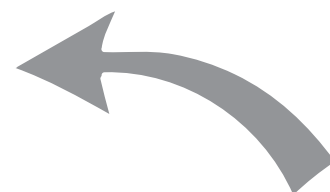
1. Core Products/Services

What products or services are fundamental to the survival of your business?

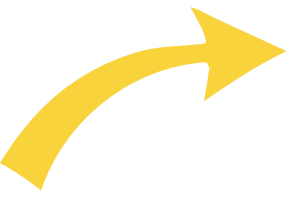
1.
2.
3.

2. Essential Roles

What are the key roles needed to keep your business running?



1.
2.
3.

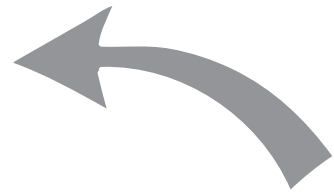


3. Essential Equipment

What equipment is key to keep
your business running?

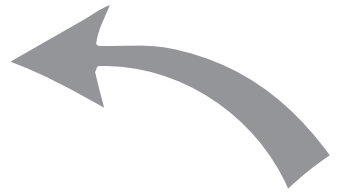
1.
2.
3.

If your equipment is damaged, what is your backup (if any)?



1.
2.
3.

4. Essential supplies



What supplies are key to keep
your business running?

1.
2.
3.



If these supplies are disrupted,
what is your backup?

1.
2.
3.



5. Relocation Options

If needed, do you have an alternative location for your business?

Location

Contact

6. Insurance



Is your business insured?
If not, what options are there?

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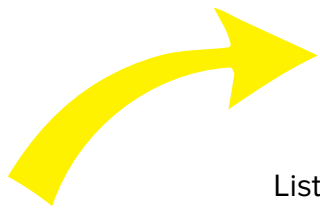
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8. Emergency Contacts

List all key contacts, including employees, suppliers, insurance agents

Name:

Contact:

Designation:

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**Insurance
Company:**

**Policy
Number:**

Contact:

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Emergency Agencies

Police:

Fire:

Ambulance:

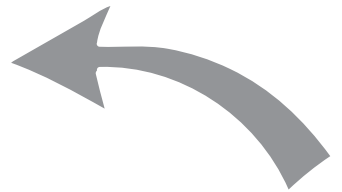
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9. Business Records



How are your business records are stored ?
Are they backed up off site?

10. Save this Plan



How will you save and share this plan?



11. Disaster Preparedness

Are your staff trained in first aid?
Who is your delegated first aid person?

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Do you have an evacuation plan for a safe meeting point?

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Do you have emergency supplies?
i.e. first aid kit, water, tinned food, torch etc

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Detail the schedule to run through and revise this plan

[illegible]

