

PREPAREDNESS CHECKLIST

**1**

PREPAREDNESS (TIMEFRAME: NOW)

- INSPECT YOUR VENUE AND PROPERTY FOR POTENTIAL HAZARDS, SUCH AS RUBBISH, PALLETS, OR BOXES THAT COULD ACCUMULATE WATER DURING A STORM. REMOVE THEM PROMPTLY.
- ASSESS THE CONDITION OF DOWNPIPES; REPAIR ANY SIGNS OF RUST, CHIPPING PAINT, OR DAMAGE.
- EXAMINE GUTTERING USING A LADDER OR CHERRY PICKER; CLEAN IF FILLED WITH LEAVES AND DEBRIS. CONSIDER INSTALLING GUTTER GUARDS.
- INSPECT THE OVERALL CONDITION OF THE ROOF, LOOKING FOR RUST SPOTS, DISCOLORED SECTIONS, AND LIFTING ROOF NAILS/SCREWS. REPAIR IDENTIFIED ISSUES IMMEDIATELY.
- TAKE PHOTOS OF GUTTERING AND ROOF IF SAFE TO DO SO.
- CHECK THE ROOF SPACE FOR LIGHT SHINING THROUGH, RUST, AND WET/DISCOLORED SPOTS. REPAIR ANY ISSUES.
- ENSURE DOORS AND WINDOWS CAN BE SECURELY SHUT; REPAIR OR REPLACE IF NECESSARY.

- ELEVATE TECHNOLOGY (COMPUTERS, NBN CONNECTIONS, SERVERS, ETC.) OFF THE FLOOR.
CONDUCT REGULAR BACKUPS OF BUSINESS INFORMATION.
- POST EMERGENCY SERVICES CONTACT DETAILS (SES, 000) PROMINENTLY THROUGHOUT THE VENUE.
- INFORM STAFF ABOUT PROTOCOLS FOR MANAGING DAMAGE DURING SEVERE STORM EVENTS.

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RESPONSE

- DURING OPERATING HOURS, PRIORITISE THE SAFETY OF PATRONS AND STAFF. SHELTER AT THE VENUE IF NEEDED UNTIL THE STORM PASSES OR EMERGENCY SERVICES DECLARE IT SAFE TO LEAVE.
- KEEP PEOPLE INFORMED AND CALM ABOUT THE SITUATION.
- INSPECT THE VENUE FOR DAMAGE AND SAFETY ISSUES, INCLUDING POWER, GAS, AND WATER.
- CHECK THE FUNCTIONALITY OF VENUE TECHNOLOGY.
- INFORM YOUR MANAGER/SENIOR EXECUTIVE AND CONTACT EMERGENCY SERVICES.
- CALL YOUR QUANTACO BROKER TO REPORT THE SITUATION.
- IMPLEMENT YOUR EMERGENCY PLAN AND DOCUMENT DAMAGE WITH PHOTOS AND RELEVANT DETAILS.

RECOVERY

- WHEN SAFE, DOCUMENT INTERNAL AND EXTERNAL DAMAGE WITH PHOTOS.
- CONTACT YOUR QUANTACO BROKER TO DETERMINE WHEN THE LOSS ADJUSTOR WILL ARRIVE.
- ESTIMATE THE TIME REQUIRED TO RETURN TO NORMAL OPERATIONS; EXPLORE THE POSSIBILITY OF USING AN ALTERNATE VENUE TEMPORARILY.
- CONFIRM THE AVAILABILITY OF BACKUP DATA.

IMPORTANT NOTE: THIS INFORMATION IS GENERAL AND MAY NOT CONSIDER YOUR SPECIFIC OBJECTIVES, FINANCIAL SITUATIONS, OR NEEDS. IT IS NOT FINANCIAL ADVICE; CONSULT YOUR QUANTACO INSURANCE BROKER FOR PERSONALIZED GUIDANCE BASED ON YOUR BUSINESS'S SITUATION.