

# Bushfire preparation checklist



Vero cares about protecting your staff and business. As the weather heats up, it's important to be prepared for bushfires. This checklist should help equip you in case an emergency takes place.



## Check emergency kit

Prepare your emergency kit and check it to ensure everything works and has not expired (includes first aid supplies, torch, battery operated radio and medicines)



## Develop survival plan

Develop a survival plan for your staff, including tasks specific to your workplace

Consider:

- ▼ Where is your safe assembly area and do staff know it?
- ▼ Do you have mobile numbers for all staff?
- ▼ Do you have emergency contact numbers?
- ▼ Do you have a current Business Continuity plan?



## Practice survival plan

Practice and review the emergency survival plan with your staff at regular intervals



## Clear rubbish

Clear gutters and rubbish around the premises. Ensure no flammable items are stored near the work area



## Service fire systems

Regularly service any sprinkler systems and ensure all fire hoses are well maintained



## Secure documentation

Keep critical documentation in a portable fireproof container



## Back up data

Back up critical data to the cloud or on a portable storage device. Keep it separate from your business premises



## Are you covered?

Check your insurance cover and ensure the sums insured are up to date



## Monitor the situation

Search online for bushfire alerts and updates relevant to your state and keep monitoring the situation