

CYCLONE PREPAREDNESS CHECKLIST



1

CUSTOMER COMMUNICATION

- Maintain an up-to-date client contact list with all relevant details, either electronically or as a hard copy accessible to management when required.
- Communicate regularly with customers through appropriate channels such as notices on the organisation's website and email to inform them of closure and anticipated re-opening times. Including a contact number in these notices can be helpful for customers needing to reach the business.
- Re-scheduled meetings and communicate any changes to orders or deliveries to your clients.



2

SECURE THE WORKPLACE

- Protect your stock, facilities and equipment (including computers, telephones) from being damaged is crucial to ensure your business have the ability to resume operations after a cyclone. Consider covering these items with plastic and/or elevating them to avoid damage by water.
- Store cleaning chemicals and toxic materials above ground level during a cyclone to avoid any water contamination in the work spaces after a cyclone.
- Fuel company vehicles and park them in a garage; if no garage is available, park them away from trees to avoid potential damage.



3

SECURE YOUR SITE & EQUIPMENT

- Work with your professional landscaper or gardener to remove tree branches near or above the utility poles and wires. Ensure that there are no obstructions blocking the flow of water to storm water drains near your business to prevent flooding.
- Secure metal rooftops and board up any windows to prevent breakage from high-flying debris during a cyclone. Conduct a walkthrough of the business and remove any materials that could become flying debris during a cyclone.
- Perform stocktake of all supplies, equipment, inventories to submit a comprehensive insurance claim on these if damaged during a cyclone.



4

BACK UP YOUR DATA

- Raise vital documents above ground level, cover them in plastic and store them securely in a safe place away from any windows.
- Test your IT Disaster Recovery plans and conduct simulations.
- Work with your IT team to ensure timely backups of company online documents and data, and store them in a safe place away from your business premises.



5

EMERGENCY SUPPLIES

- Ensure your business has adequate supplies of torches, fresh batteries, brooms, mops, buckets and a backup water source.
- Ensure your first aid kit is up-to-date with no expired items. First Aid kit to remain available on hand in case of emergency.
- Store sufficient amount of petrol if your business has a backup generator to use in the event of a power outage after a cyclone.



6

EMERGENCY CONTACTS

- Business owners should have all emergency hotlines on their phone in case of an emergency.



7

EXPECT THE UNEXPECTED

- Remain flexible and adaptable. Remember that the nature of the cyclone and the impact on employees can influence your decisions and recovery plan. Avoid making assumptions and do not hesitate to act.
- Activate your incident and crisis management teams before the cyclone arrives.



8

GENERAL RULES

- Ensure your Business Continuity Management System (BCMS) is up-to-date and that BCP team members are clear on their responsibilities.
- Conduct simulations or rehearsals so roles and responsibilities are well-understood during a disruption caused by a cyclone
- Verify that the contact details of all individuals involved in the BCMS are current and that they remain accessible.
- Check that your insurance coverage is up-to-date. Listen to the radio and follow social media, news outlets and authorities for safety instructions.
- Follow the vigilance instructions issued by the authorities. Only contact emergency services in case of an absolute emergency.
- Report the authorities if you see people in serious danger.



9

POST CYCLONE

- Wait for authorities to confirm it is safe to circulate. Your Incident Response Team (IRT) should assess the property, document damages or injuries and take pictures for insurance purposes. Report damages and injuries to the Crisis Management Coordinator, who will decide whether to activate the Crisis Management Team and BCPs.
- Do not obstruct emergency services' work. Communicate with your employees to confirm if it is safe to resume work. Deploy your BCP to ensure only critical processes are operational. Inform your customers and suppliers about the situation such as the business accessible and provide guidance on any relocation or a hotline if available.

For more information on this topic and on our Resiliency Solutions & Services, please contact us on resiliency@birger.technology.