

Emergency Checklist

Get work ready

aucklandemergencymanagement.org.nz/work-ready

1. The first thing to do in an emergency is to make sure everyone is safe. 
2. Contact all relevant emergency services (Police, Fire, Ambulance). Dial 111.
3. Be guided by emergency services. Depending on the emergency, you may have time to switch off the electricity, gas and water; move electronics and valuables out of reach of flood waters; and check on your neighbours.
4. Follow your evacuation plan and ensure everyone is accounted for.
5. Record the details of the emergency so you can report those details to appropriate authorities such as the Police and your insurance company.
6. Contact all relevant people on your emergency contact list about your situation.
7. Keep up to date by listening to local radio and following Auckland Emergency Management at
 @aklcdem  @AucklandCEM
8. Update your social media and website with a brief factual message about the situation.
9. Locate copies of your insurance policies, customer data, business continuity plan and other important business documents. These should be stored in a safe, offsite location.
10. Locate your data backups – these should be stored in a safe, offsite location.