

Cyclone Preparation Delegation Checklist



SITE PREPARATION

Person Responsible: _____

- Clear gutters, drains, and downpipes.
- Secure or bring inside all outdoor furniture, signage, and loose items.
- Relocate stock, documents, and equipment away from windows and off the floor.
- Cover sensitive equipment with plastic or waterproof covers.
- Check generator and backup power supplies (fuelled and tested).

DATA & DOCUMENT SECURITY

Person Responsible: _____

- Complete full backup of all business systems and files.
- Save critical documents (insurance, lease, supplier contacts) to the cloud.
- Secure physical files in waterproof storage or move offsite if needed.
- Test remote access for key staff working offsite.

STAFF COMMUNICATION

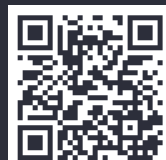
Person Responsible: _____

- Confirm all staff emergency contact details are up to date.
- Send company-wide update on cyclone preparations and any closure plans.
- Assign a check-in team post-cyclone to assess safety and reopening status.
- Ensure staff know who to contact if they can not work or need assistance.

INSURANCE & CLAIM PREPARATION

Person Responsible: _____

- Confirm insurance policy details, contacts, and claim process steps.
- Take date-stamped photos of:
 - External building (all sides).
 - Interior spaces.
 - High-value stock and equipment.
- Save photos to cloud storage and email them to management.
- Print copies of insurance documents and emergency numbers.



POST-STORM RESPONSE PLAN

Person Responsible: _____

- Coordinate safe site access after the cyclone.
- Take photos of any damage BEFORE moving or cleaning anything.
- Arrange emergency repairs if needed (keep all receipts).
- Notify broker/insurer to lodge a claim promptly.
- Update staff on reopening and recovery steps

FINAL CHECK

Person Responsible: _____

- All sections assigned and confirmed.
- Staff briefed and know their roles.
- Checklist reviewed and signed off.

Manager Sign-Off

Date

