

Essentials Checklist

This simple checklist will help you identify if you are prepared to respond effectively and recover from a crisis.

HAVE YOU...	Yes	No
1. Prepared an emergency management plan for your business - which includes your responsibilities to clients and staff?	<input type="checkbox"/>	<input type="checkbox"/>
2. Secured adequate insurance coverage for your business to cover issues such as asset damage and loss and business interruption?	<input type="checkbox"/>	<input type="checkbox"/>
3. Identified the emergency management arrangements for your area and made contact with local emergency services?	<input type="checkbox"/>	<input type="checkbox"/>
4. Found out who to contact and determined how you will stay informed in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
5. Developed an appropriate policy and procedures to deal with cancellations, curtailment or forward bookings?	<input type="checkbox"/>	<input type="checkbox"/>
6. Listed your business with the nearest accredited Visitor Information Centre and/or the database of your regional and local tourism associations?	<input type="checkbox"/>	<input type="checkbox"/>
7. Identified the protocol for working with the media during an emergency especially the need for a sole regional spokesperson on tourism?	<input type="checkbox"/>	<input type="checkbox"/>
8. Prepared a business continuity plan?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to 7 - 8 questions of these questions, you are well on your way to deal effectively with a crisis.

If you answered YES to 5–6, your business is engaged but you need to undertake some tasks to increase your capacity to cope with a crisis.

If you answered YES to 4 or less, you do not currently have adequate processes in place to respond effectively to a crisis, and your preparation requires urgent attention.

If you answered YES to 5 - 6, your business is quite well prepared but you need to undertake some tasks to increase your capacity to cope with an emergency.