Business Continuity & Seasonal Preparedness Checklist

Spring 2026 and Summer 2026-27

HOW TO USE THIS TEMPLATE Complete the business details, select the regional section that applies to you, assign owners and dates, then brief staff. Save a copy online and keep a printed copy off-site. Put people first and follow official emergency warnings.

Business name	
Trading address / site	
Owner or manager	
Primary phone and email	
Industry / critical products or services	
Plan version and date reviewed	
Next scheduled review	
Region selected	

IMPORTANT For life-threatening emergencies call 000. For flood and storm emergency assistance call VICSES on 132 500. Monitor official warnings through VicEmergency.

1. Identify risks and critical operations

Complete before the high-risk season and revisit after any major change.

Done	Action	Owner / review date
☐	Record the hazards that could affect this site: bushfire, grassfire, flood, flash flood, storm, damaging wind, extreme heat, power outage, telecommunications outage, water interruption, road closure and supply disruption.	
☐	Identify the products, services and activities that must continue first.	
☐	Set the maximum acceptable outage for each critical activity.	
☐	List the equipment, utilities, systems, records, people and suppliers each critical activity depends on.	
☐	Identify vulnerable customers, staff or visitors who may need additional assistance.	
☐	Record seasonal closure, relocation or evacuation decision points.	

Critical operations worksheet

Critical activity	Maximum outage	People / systems needed	Alternative method or location	Responsible person

2. Protect people and communicate

Make roles and decisions clear before conditions deteriorate.

Done	Action	Owner / review date
☐	Nominate a continuity lead and deputy.	
☐	Update staff emergency contacts and preferred check-in method.	
☐	Brief staff on warning sources, closure triggers, evacuation routes and assembly points.	
☐	Plan for staff who cannot attend because of road closures, evacuations, caring responsibilities or heat impacts.	
☐	Prepare short customer, supplier and staff messages for closure, relocation, delays and reopening.	
☐	Keep wellbeing and psychological support contacts available and communicate calmly and respectfully.	
☐	Run and record a short scenario exercise before summer.	

Emergency roles

Continuity lead	
Deputy	
First aid officer	
Site shutdown lead	
Staff communications lead	
Customer / supplier communications lead	

3. Protect premises, stock, records and technology

Done	Action	Owner / review date
☐	Inspect roofs, gutters, drains, trees, fencing and external storage; arrange qualified maintenance where needed.	
☐	Secure loose outdoor items, hazardous materials, gas cylinders and chemicals.	
☐	Move critical stock, files and equipment away from known flood paths or vulnerable areas.	
☐	Check fire extinguishers, alarms, first aid supplies and emergency kits.	
☐	Back up financial, payroll, customer, supplier, insurance and operational records; test that backups can be restored.	
☐	Enable multi-factor authentication and keep secure offline access to critical contacts and procedures.	
☐	Test backup power, lighting, battery packs and alternative internet or phone arrangements where relevant.	
☐	Photograph premises, stock and equipment for insurance records.	

4. Keep trading during disruption

Done	Action	Owner / review date
☐	Identify an alternative site, remote work option or reduced-service model.	
☐	Confirm how customers can place orders, make payments and receive updates if the premises are closed.	
☐	Identify alternative suppliers, freight routes and substitute products.	
☐	Agree priority customers, minimum stock levels and manual workarounds.	
☐	Review insurance, including property, vehicle, stock and business interruption cover, with your insurer or broker.	
☐	Maintain an emergency cash flow estimate and access details for banking and payroll.	
☐	Store current contracts, licences, key contacts and account details securely and accessibly.	
☐	Record the minimum conditions required to reopen safely.	

Key supplier and dependency register

Supplier / utility	What it supports	Primary contact	Alternative	Action required

5. Warning and action triggers

Use official warnings and your own pre-agreed safety thresholds. Never wait for a warning if conditions are unsafe.

Trigger / warning level	People actions	Business actions	Decision owner
Heightened conditions / Advice	Brief staff; confirm availability and travel safety.	Monitor official information; test communications; secure site.	
Watch and Act	Account for staff; prepare to leave or close early.	Pause non-essential work; protect records and stock; notify customers.	
Emergency Warning or unsafe local conditions	Follow emergency instructions; evacuate or shelter as directed.	Close or activate continuity arrangements only if safe.	
All clear / access restored	Check welfare before rostering return.	Inspect safely; contact insurer; document damage; stage reopening.	
6A. South-West Victoria Suggested focus: bushfire and grassfire readiness, strong winds and coastal storms, outages, rural access and freight continuity.			

Done	Action	Owner / review date
☐	Confirm the CFA fire district, local brigade information and Neighbourhood Safer Place information relevant to each site.	
☐	Check vegetation, access for emergency vehicles, on-site water and external fire exposure with appropriately qualified advisers.	
☐	Plan for coastal wind, storm damage and extended electricity or telecommunications outages.	
☐	Identify alternative routes for staff, deliveries, livestock-related operations or tourism customers.	
☐	Check arrangements for isolated staff, contractors and seasonal workers.	
☐	Add local council emergency information contacts for Glenelg, Southern Grampians, Moyne, Corangamite and Warrnambool as relevant.	

Contact / service	Phone	Website or notes
CFA South West Region / district contacts	(03) 9262 8444	Find CFA district and brigade contacts
VICSES Barwon South West	132 500	VICSES contact and regional information
Glenelg Shire Council		Emergency and council information
Southern Grampians Shire Council		Emergency and council information
Moyne Shire Council		Emergency and council information
Corangamite Shire Council		Emergency and council information
Warrnambool City Council		Emergency and council information

6B. West and Central Victoria

Suggested focus: grassfire and bushfire, extreme heat, storms, power interruption, road closures and supplier dependencies.

Done	Action	Owner / review date
☐	Confirm the fire district and local warning settings for each worksite and staff travel route.	
☐	Set heat-related work, cooling, hydration and closure arrangements consistent with workplace safety obligations.	
☐	Plan for smoke, reduced air quality, transport disruption and concurrent power outages.	
☐	Identify alternative suppliers and routes where operations depend on a single highway, depot or distribution point.	
☐	Test remote work or alternate-location arrangements before the peak risk period.	
☐	Add local council emergency contacts for Ballarat, Pyrenees, Moorabool, Hepburn, Golden Plains and Macedon Ranges as relevant.	
Contact / service	**Phone**	**Website or notes**
CFA West / North West district contacts	(03) 9262 8444	Find CFA district and brigade contacts
VICSES Grampians	132 500	VICSES contact and regional information
City of Ballarat		Emergency and council information
Pyrenees Shire Council		Emergency and council information
Moorabool Shire Council		Emergency and council information
Hepburn Shire Council		Emergency and council information
Golden Plains Shire Council		Emergency and council information
Macedon Ranges Shire Council		Emergency and council information
6C. South-West Gippsland Suggested focus: bushfire, flood, storm, landslip,		

road access, outages and tourism or agricultural continuity.	

Done	Action	Owner / review date
☐	Check local flood information, evacuation routes and roads that may become inaccessible.	
☐	Move critical equipment, chemicals, records and stock above known or potential water levels where practicable.	
☐	Plan for landslip, fallen trees, bridge closures and extended travel times.	
☐	Test alternative mobile, satellite or internet communications where coverage is vulnerable.	
☐	Prepare for demand surges, cancellations or visitor communications in tourism areas.	
☐	Add local council emergency contacts for Bass Coast, Baw Baw, South Gippsland and Latrobe as relevant.	

Contact / service	Phone	Website or notes
CFA South East Region / district contacts	(03) 9262 8444	Find CFA district and brigade contacts
VICSES Gippsland	132 500	VICSES contact and regional information
Bass Coast Shire Council		Emergency and council information
Baw Baw Shire Council		Emergency and council information
South Gippsland Shire Council		Emergency and council information
Latrobe City Council		Emergency and council information

7. Statewide emergency contacts and trusted resources

Contact / service	Phone	Website or notes
Life-threatening emergency	000	Police, fire or ambulance
VICSES flood and storm assistance	132 500	Emergency assistance for flood and storm
VicEmergency Hotline	1800 226 226	Warnings, incidents and relief information
CFA enquiries	(03) 9262 8444	Warnings, restrictions and local CFA contacts
Business Victoria	13 22 15	Disaster resilience and business support
Lifeline	13 11 14	Crisis support
Partners in Wellbeing	1300 375 330	Business wellbeing support and referrals

Planning resources

- Business Victoria: Business resilience
- Business Victoria: Disaster resilience resources
- CFA: Emergency information and services
- VICSES: Local flood guides
- VicEmergency warnings and incidents
- Emergency Plus app information

8. Review, exercise and improvement log

Done	Action	Owner / review date
☐	Brief all current staff and include continuity procedures in new starter induction.	
☐	Test one scenario before the high-risk season, such as no power, no site access, flood warning or fire warning.	
☐	Record lessons and update the plan, contact lists and supplier arrangements.	
☐	Review after an incident, near miss, staffing change, site change or major supplier change.	
☐	Keep one accessible digital copy and one secure off-site copy.	

Exercise and review record

Date	Scenario / reason	What changed	Approved by

Template note: This checklist is a practical planning aid and does not replace official emergency warnings, professional risk, insurance, legal, building, fire safety or workplace safety advice. Tailor it to your site, workforce, industry and local emergency arrangements. Contact details and web resources should be checked when the plan is reviewed.