

Grab and Go Bag Checklist

Preparation is key. Below is a list of suggested items to keep in a secure location which will help you during and after an emergency.

- Emergency procedures and plan
- Building site plan
- Contact lists (employees, clients, suppliers and emergency contacts)
- Latest stock and equipment inventory
- Insurance policies and contact details
- Finance and banking records
- Business documentation – registration certificates, ATO details, payroll records, licences, registrations, accreditations, contracts and agreements
- Backup data on USB or external drive
- Spare keys or codes
- Logins and passwords
- Mobile phone, phone charger/s or fully charged power banks
- First Aid kit
- Medications/prescriptions
- Personal protective equipment
- Personal identification (passport, birth certificate or drivers licence)
- Wallet
- Water
- Torch and batteries
- Prepare your premises – switch off mains, unplug sensitive equipment