



## Emergency kit – Farm business administration

**It is a good idea to have a portable, waterproof container prepared and stored in the farm office that can be used to pack essential business information and gear - ready for a rapid evacuation if ever required.**

The contents of a business emergency kit will be different for each farm business. Below are a few ideas to help you determine what would be useful to include in your own business emergency kit.

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Keys / security codes

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Laptop / tablet and chargers/batteries

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Spare mobile phone / sim card / chargers

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Camera

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Critical data, records and documentation – scanned or saved to external hard drives / USB drives / DVD / smart phone

- Insurance policies
  - Essential contracts
  - Financial records
  - Bank accounts
  - Legal records
  - Customer records
  - Pay roll records
  - Stock and equipment inventory
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Business contacts list

- Staff
  - Customers
  - Suppliers
  - Freight company
  - Insurers
  - Banks / financier
  - Financial advisor
  - Accountant
  - Utilities, internet / telecommunications providers and support services
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Emergency contacts list (see separate Growcom template)

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Recovery contacts list (see separate Growcom template)

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Farm plan

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Household emergency kit / equipment

- Torch
  - Rope
  - Batteries
  - Transistor radio
  - Keys/security codes
  - First aid kit and manual
  - Masking tape
  - Plastic sheeting
  - Waterproof bags
  - Sand bag gear
  - Personal Protective Equipment (gloves, masks, safety glasses)
  - Disinfectant
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Information about household emergency kits and plans can be accessed here

<https://getready.qld.gov.au/what-if/emergency-plan>

**HOW DID YOU GO?**

If you have any ticks in the No column, use the table below to jot down what you need to do to be better prepared for an extreme weather or disaster event. Allocate a responsible person and a due date to implement the management action. Also have a look through the disaster preparation and risk management information pages and webinars on the Growcom website.

Disaster preparation action	Who's responsible	By when