

Earthquake preparedness checklist

This guide is intended to help organisations prepare for earthquakes. It is based on Resilient Organisations' 2020 research reviewing legislative and policy requirements for organisations, along with best practice risk management processes.

Many of the actions below will also help your organisation recover faster from other disruptions.



KNOW YOUR EXPOSURE

Check your [local civil defence emergency management \(CDEM\) website](#) for information on the potential earthquake and tsunami risk in your area.

Low risk does not mean no risk.



KNOW AND MANAGE YOUR RISKS

Under the 2015 Health & Safety at Work Act (HSWA), any person conducting a business or undertaking (PCBU), must identify and manage risks in their workplace (including the building) so far as is reasonably practicable.

KNOW THE SEISMIC STATUS OF YOUR BUILDING, AND ANY PARTICULAR VULNERABILITIES

- Has a seismic assessment of your building been done recently?
- Do you know the seismic rating of your building?
- Do you know if your building has any key vulnerabilities (either structural or non-structural)?
 - Have these been explained to you?
 - Have you taken these into account in your emergency response plans?



For more information on preparing your workplace check out these resources from Worksafe and EQC:

- ✓ [Dealing with earthquake-related risk in the workplace](#)
- ✓ [Stacking and shelving to withstand earthquakes](#)
- ✓ [Fix, Fasten, Don't Forget](#)

Both landlords and tenants are PCBUs responsible for identifying and managing risks within your building. Make sure you work together to manage these risks.

If you are a tenant and not sure, check with your landlord.

Businesses that proactively develop plans for disruptions are more likely to recover quickly and effectively after an earthquake.



KNOW YOUR RESPONSE PLANS AND ESCAPE ROUTES

- ❑ Make sure you have an up-to-date emergency plan that details your immediate response after an earthquake.
- ❑ If you are in or near a tsunami zone make sure your emergency plan includes tsunami evacuation routes.
- ❑ Make sure all your staff and building users are up-to-date with your response plans and evacuation routes.



Check out [WorkSafe's website](#) for more info on workplace emergency plans.



PREPARE YOUR STAFF

- ❑ Have emergency supplies in the workplace in case staff need to shelter in place i.e. water, food, torches, and battery radios.
- ❑ Have 'go bags' – takeaway supplies that staff can utilise in the event of a potential long walk home.
- ❑ Take part in the annual [ShakeOut](#) exercise to practice 'drop, cover, and hold'.
- ❑ Help staff be prepared at home as well. Encourage them to prepare their own [household preparedness plan](#).



KEEP UP-TO-DATE

- ❑ Pay attention to current events to learn from the outcomes and impacts of earthquakes in other locations.
- ❑ Chat with other local business owners to share ideas on reducing earthquake impacts.
- ❑ Stay in contact with your council, local Chamber of Commerce, and industry groups.
- ❑ Check the [Get Ready website](#) for earthquake risk information and preparation activities.
- ❑ Check annually to make sure all objects are fixed or fastened.



PLAN FOR CONTINUITY OF OPERATIONS

- ❑ Make sure you have a Business Continuity Plan. It should:
 - ✓ Assess the minimum requirements for your business to operate and how you can make sure these requirements are available post-event .
 - ✓ Consider likely supply and demand changes following any event.
 - ✓ Include clear plans for communicating with your staff, customers, suppliers, and other key stakeholders.
- ✓ Include basics such as keeping up to date contact information and maintaining IT backups or cloud storage of key information.
- ✓ Consider how you might support your community post-earthquake.
- ✓ Consider what information would be needed and/or what delegations need to be in place if key personnel are unable to work.

- ❑ Check your insurance policies - do they provide the amount and length of cover you need? Not sure? Our free resource, [Cover Your Assets](#) is a short guide to commercial insurance.



For more information on business continuity planning visit these websites:

[Work Ready](#) or [Get Prepared](#).

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