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How do I write an emergency management plan?

Last Updated: **9 May 2016**

In Australia, the reality of natural disasters such as flood, fire and even earthquakes can strike without warning. Your business is critical to your financial wellbeing and could also be a necessary service to your community, so naturally you want to protect what you can.

For example, a business may be affected by flood, with damage to information systems and most of its assets. Regardless of the damage, the impact of this disaster on business operations would be similar to that of a robbery and the same systems and assets were lost. Planning for the impact of an emergency rather than the emergency itself will give your business a greater chance of survival.

A good emergency management plan protects your livelihood by preparing you for unexpected disruptions to your business. The business.gov.au emergency management & recovery plan template steps you through the process of creating a solid, well-structured plan tailored to your business.

Emergency management planning can help you identify risks to your business, critical areas of your business and how to best protect them. It also covers continuity and recovery planning to help your business prepare for and survive any emergency situation.

As time passes your circumstances may change and having your Emergency management & recovery plan up to date will ensure you are always ready in the event of an emergency.

Free Emergency Management planning template and guide

Download printable versions of our [Emergency Management Plan template and guide](https://www.business.gov.au/Info/Plan-and-Start/Templates-and-tools/Emergency-management-template-and-guide) (<https://www.business.gov.au/Info/Plan-and-Start/Templates-and-tools/Emergency-management-template-and-guide>) or create your emergency management plan on your iPad by downloading our free [MyBizShield iPad App](https://www.business.gov.au/Info/Plan-and-Start/Templates-and-tools/Business-apps/Emergency-plan-app-MyBizShield) (<https://www.business.gov.au/Info/Plan-and-Start/Templates-and-tools/Business-apps/Emergency-plan-app-MyBizShield>). Search 'MyBizShield' in the App Store now!

What do I include in my Emergency Management Plan?

Title page - This describes what the plan is for and includes general information on your business. Find out more on what to include in the [title page of your business plan \(https://www.business.gov.au/Info/Plan-and-Start/Develop-your-business-plans/Writing-a-Business-Plan/Title-page-of-your-plan\)](https://www.business.gov.au/Info/Plan-and-Start/Develop-your-business-plans/Writing-a-Business-Plan/Title-page-of-your-plan).

Business Summary - A one-page overview written after your business plan is finalised.

The continuity plan (<https://www.business.gov.au/Info/Run/Emergency-management/The-continuity-plan-section>)

The emergency action plan (<https://www.business.gov.au/Info/Run/Emergency-management/The-emergency-action-plan-section>)

The recovery plan (<https://www.business.gov.au/Info/Run/Emergency-management/The-recovery-plan-section>)

Supporting documentation - List all of your attachments under this heading in your plan for referral. For example: copies of emergency procedures, maps, resumes, or financial tables.

This information is based on our free [Emergency management template and guide \(https://www.business.gov.au/Info/Plan-and-Start/Templates-and-tools/Emergency-management-template-and-guide\)](https://www.business.gov.au/Info/Plan-and-Start/Templates-and-tools/Emergency-management-template-and-guide). It gives an overview of what to include when writing your own Emergency Management Plan.

What to do...

- Download our free [Emergency Management Plan template and guide \(https://www.business.gov.au/Info/Plan-and-Start/Templates-and-tools/Emergency-management-template-and-guide\)](https://www.business.gov.au/Info/Plan-and-Start/Templates-and-tools/Emergency-management-template-and-guide).
- Start developing your [emergency action plan \(https://www.business.gov.au/Info/Plan-and-Start/Develop-your-business-plans/Emergency-response/Develop-your-Emergency-Action-Plan\)](https://www.business.gov.au/Info/Plan-and-Start/Develop-your-business-plans/Emergency-response/Develop-your-Emergency-Action-Plan).