

Emergency Checklist

For your Business

- BACKUPS – Regular backups are important. Keep a copy in Cloud Storage (such as Dropbox) and have a copy on a physical drive too. Remember to keep this drive at an off site location.
- BACKUP SYSTEM – Keep a PC or Laptop at home with your software already installed. Use this PC to dispense all chronic and acute medication during disaster recovery. Use Online Shop for all Frontshop items during disaster recovery.
- Paper-based (as required by pharmacy council) Schedule 6 register to be stored offsite each day.
- IMPORTANT DOCUMENTS – Make sure your documents are in a safe place and that you have scanned copies available on your Cloud storage and your backup drive. These documents may include insurance documents
- EMERGENCY CONTACTS – Keep a list of the emergency contacts for your team, suppliers and security company and even your local neighbourhood watch group or Community Policing Forum.
- POWER BANKS – These are great to have, in case of prolonged power outages, to ensure you can charge you cell phone, laptop or other essential devices. Always make sure they are charged.
- VHF RADIO COMMUNICATION – It may be worth investing in another tool for comms in the event cell phone towers are affected by network outages or damage during a crisis.
- EVACUATION PLAN – Ensure every member of your team is familiar with the evacuation plan in case of an emergency. Every member of the team may specific roles to play during an emergency.
- SASRIA – This is a vital part of any business insurance policy. SASRIA provides special risk cover against risks such as civil commotion, public disorder, strikes, riots and terrorism.

For your Home

As well as having the above to hand you may also want to have a few things in a convenient place at home that will be easy to access in an emergency

- Medications and a First Aid Kit
- Spare Batteries
- Emergency Contacts
- Flashlights
- Important Documents

For Communication

- SMS credits must already be loaded on the WeCare Intelligence app. This ensures no delay in communication to all patients regarding operation from disaster recovery site.
- Broadcast Whatsapp list must already be setup. This ensures no delay in communication to all patients regarding operation from disaster recovery site.
- The recording of patients' mobile numbers with each patient profile created is essential. If one has a business Whatsapp phone, whatsapp chat must be backed up to the cloud each day.
- Setup two mobile pay as you go SIM cards on these smart phones. Very important to check network coverage of disaster recovery physical address i.e. Vodacom, MTN.
- Divert all incoming calls to landlines to these two mobile numbers. Have a mobile Wi-fi router setup at a disaster recovery site with pay as you go data bundle.

If you need any assistance, please contact your Support Team

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031 767 0796

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012 667 7300

ComPharm
012 667 0260

Cape Town
087 802 2621

Port Elizabeth
041 404 6829