

Cyclone Preparation Checklist

A practical guide to launching your space with confidence.

✓ Tick off each item as it's completed or planned.

1. Before Cyclone Season

- ☐ Update your emergency response plan
- ☐ Confirm staff roles and communication procedures
- ☐ Update emergency contacts and contractor lists
- ☐ Review evacuation routes and muster points
- ☐ Check insurance policies and coverage details



2. Building & Property

- ☐ Inspect roofing, gutters, flashing, and cladding
- ☐ Check for corrosion or loose building fixtures
- ☐ Trim overhanging branches
- ☐ Remove or secure loose outdoor items and equipment
- ☐ Ensure stormwater drains are clear



3. Building Signage

- ☐ Inspect all signage for corrosion or loose fixings
- ☐ Check fascia signs, 3D lettering, roof signs, and under-awning signs
- ☐ Tighten or repair any movement or instability
- ☐ Schedule maintenance for ageing or worn signage
- ☐ Consider upgrading older signs to cyclone-resilient materials

4. Promotional & Portable Signage

- ☐ Identify all portable signs (A-frames, banners, flags, corflutes)
- ☐ Bring portable signage indoors when alerts are issued
- ☐ Create a storage plan for temporary signage
- ☐ Avoid putting out new temporary signage during cyclone warnings



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5. Digital Screens & Electronic Signage

- ☐ Inspect housings, seals, vents, and mounting brackets
- ☐ Check for gaps where water may enter
- ☐ Ensure electrical components are protected
- ☐ Back up content files
- ☐ Pre-load emergency alert and safety message templates
- ☐ Do NOT turn digital displays off during the cyclone
- ☐ Keep screens powered for public safety announcements



6. Business Interior

- ☐ Move equipment, stock, and files off the floor
- ☐ Cover electronics with waterproof sheeting
- ☐ Lock and secure all windows and doors
- ☐ Confirm emergency kit is stocked
(torch, batteries, radio, first aid, water, etc.)
- ☐ Back up digital records to the cloud



7. Documentation & Records

- ☐ Photograph building, signage, inventory, and machinery
- ☐ Record serial numbers and store securely
- ☐ Save service reports and warranties online
- ☐ Keep a digital copy of insurance information



8. After the Cyclone

- ☐ Do not re-enter until authorities say it is safe
- ☐ Inspect all buildings for damage
- ☐ Check signage for structural issues before powering or reinstalling
- ☐ Remove damaged promotional signage immediately
- ☐ Arrange repairs to building and digital signage
- ☐ Document all damage for insurance claims

**Protect your business.
Protect your community.**
Let's make sure your signage is
ready for cyclone season.