*Business Logo*

**Emergency Preparedness**

**&**

**Disaster Recovery Plan**

*Business Image*

*Business Name*

*Business Address*

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# Business Information:

## Business Owner(s):

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone #(s): |  |
| Name: |  |
| Address: |  |
| Phone #(s): |  |

## Business Location: *(one plan per location)*

|  |  |
| --- | --- |
| Address: |  |
| Phone #(s): |  |

## Business License Information:

|  |
| --- |
|  |

## Insurance Information:

|  |  |
| --- | --- |
| Company: |  |
| Address: |  |
| Claim’s Phone #: |  |
| Local Contact: |  |

## Primary Business Purpose:

|  |
| --- |
| *Brief summary of the type of business and goods or services your business can provide.* |

## Emergency Contact Information:

**Manager(s)**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone #(s): |  |
| Name: |  |
| Address: |  |
| Phone #(s): |  |

**Employee(s)**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone #(s): |  |
| Name: |  |
| Address: |  |
| Phone #(s): |  |
| Name: |  |
| Address: |  |
| Phone #(s): |  |
| Name: |  |
| Address: |  |
| Phone #(s): |  |
| Name: |  |
| Address: |  |
| Phone #(s): |  |
| Name: |  |
| Address: |  |
| Phone #(s): |  |

*How will you contact employees? (phone tree, text message, social media, radio, pager?)*

## Supplier Contact Information:

|  |  |
| --- | --- |
| Company: |  |
| Address: |  |
| Phone #: |  |
| Local Contact: |  |
| Supplies |  |

|  |  |
| --- | --- |
| Company: |  |
| Address: |  |
| Phone #: |  |
| Local Contact: |  |
| Supplies |  |

|  |  |
| --- | --- |
| Company: |  |
| Address: |  |
| Phone #: |  |
| Local Contact: |  |
| Supplies |  |

|  |  |
| --- | --- |
| Company: |  |
| Address: |  |
| Phone #: |  |
| Local Contact: |  |
| Supplies |  |

## Critical Equipment Inventory:

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Number/Location** | **Type** |
| *Computers* |  |  |
|  |  |  |
|  |  |  |
| *Servers* |  |  |
|  |  |  |
|  |  |  |
| *Phones* |  |  |
|  |  |  |
|  |  |  |
| *Radios* |  |  |
|  |  |  |
|  |  |  |
| *Cash Registers* |  |  |
|  |  |  |
|  |  |  |
| *Debit Machines* |  |  |
|  |  |  |
|  |  |  |
| *Vehicles* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Note: Detailed supply inventories should be kept separate and secure for insurance purposes.*

# Hazard, Risk & Vulnerability Analysis

## Potential Hazards (natural, man-made, technological, health, etc.):

*Check with your local emergency program for identified potential hazards, risks & vulnerabilities.*

*Identify other hazards, include in list and rank in terms of likelihood.*

|  |  |
| --- | --- |
| **Hazard** | **Rank (high, medium, low)** |
| *Building fires* |  |
| *Earthquakes* |  |
| *Floods* |  |
| *Hazardous Materials* |  |
| *Landslides* |  |
| *Pandemics* |  |
| *Threats of Violence* |  |
| *Wildfires* |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Potential Business Risks

*Identify other risks, include in list and rank in terms of impact to business.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Risk** | **Rank** | **Potential Risk** | **Rank** |
| *Power outages* |  |  |  |
| *Communications failures* |  |  |  |
| *Building damage* |  |  |  |
| *Information & records loss* |  |  |  |
| *Inventory damage* |  |  |  |
| *Employee injury/loss/unavailability* |  |  |  |
| *Damage to reputation* |  |  |  |
| *Critical infrastructure damage* |  |  |  |

## Potential Business Vulnerabilities

*Identify other vulnerabilities, include in list and rank in terms of impact to business.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Vulnerabilities** | **Rank** | **Vulnerabilities** | **Rank** |
| *Loss of personnel* |  |  |  |
| *Loss of equipment* |  |  |  |
| *Loss of data & critical information systems* |  |  |  |
| *Loss of suppliers* |  |  |  |
| *Loss of customers/clients* |  |  |  |
| *Loss of reputation* |  |  |  |
| *Inability to open for business* |  |  |  |

# Evacuation Plan

*This may be as simple as a diagram of your facility with the evacuation routes, fire extinguishers and emergency supplies identified. WorkSafeBC identifies the requirements for worker safety so check with them for your type of facility/business.*

*Reminder: Employees need to understand the evacuation plans and need to practice evacuation at least 1 time annually (more if business includes hazardous materials or equipment).*

*What critical business information or equipment must be evacuated with you?*

## Shelter-In-Place Plan

Shelter-in-place plan will be used when a hazard does not allow for safe evacuation (i.e. hazardous materials spill nearby).

*Identify suitable interior locations and provide instructions on turning off ventilation and sealing area.*

# Key Business Functions

*Identify your most important business functions (what do your customers count on/need?)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Function | # of Days | 2 Weeks | 3 Weeks | Longer |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*How long can you close your business and still be able to get back up and running?*

*Identify ways you could operate the business manually (forms, pens, materials, etc.)?*

## Information & Records Backup System:

*Identify at least two options for backing up your information and records systems.*

## Alternate Business Locations

*Identify at least two options for an alternate location where employees can work on key functions. Questions to ask about potential locations:*

1. *Are these locations likely to experience the same hazard problem as my primary business location?*
2. *Is there backup power (i.e. generators) Do you have instructions for running generators?*

# Employee Emergency Preparedness

*Do you have basic food, water, first aid and sanitation supplies on hand for yourself and staff?*

|  |  |  |
| --- | --- | --- |
| **Description** | **# on Hand** | **Expiry/Replenish Date** |
| *Food Supplies* |  |  |
|  |  |  |
|  |  |  |
| *Water Supplies* |  |  |
|  |  |  |
|  |  |  |
| *First Aid Kit* |  |  |
|  |  |  |
|  |  |  |
| *Sanitation Supplies (toilet paper, soap, towels, etc.)* |  |  |
|  |  |  |
|  |  |  |

*Have your employees participated in an emergency preparedness workshop?*

*Are your employees prepared for emergencies at home?*

*Do your employees know the emergency plan?*

*Do employees have some emergency training (i.e. safety & security, first aid, rapid damage assessment, etc.)?*

*How will employees be notified to return to work?*

***Note: Check with your local Emergency Program Coordinator for information and workshops for employees.***

# Customer/Client/Supplier Preparation

*How will customers/clients/suppliers contact you after a disaster (phone, email, visit location or alternate location, etc.)?*

# Financial Management

*Do you have enough cash on hand to handle immediate needs?*

*Can you use internet banking services to monitor account activity, manage cash flow, and pay bills?*

*How do you pay employees? Can you provide cheques manually if the system fails?*

*Have you checked with your financial institution to find out about their disaster recovery plans?*

*How will you safeguard cash in the event resources such as banks cannot process transactions and security systems are not available?*

# Helping Others to Recover

*Is your organization able to offer goods and services at a discount or for free to assist others in disaster recovery?*

* 5% Discount
* 15% Discount
* 30% Discount
* Free Items
* Other (please specify)

*Do employees have key skills that could assist with recovery efforts?*

* Construction skills
* Medical/first aid skills
* Counselling skills
* Other (please specify)

*Would you be able to release employees to volunteer on recovery efforts? If yes, how many hours may be available?*

* 20+ hours
* 10 – 20 hours
* 5 – 10 hours
* Not available

*Is your organization able to provide support outside the normal operations (i.e. if your organization has a truck, could you assist with delivery of donated furniture?*

* Provide truck and personnel for hauling
* Provide other transportation equipment and personnel
* Provide shelter (i.e. apartments, rooms for rent, etc.)
* Other (please specify)

# Annual Plan Review

*Plans should be reviewed at least annually as well as after any incident or exercise that tested the plan. Take the opportunity to identify and capture lessons learned.*

# Disaster Recovery Information Resources

## Community Information Resources:

*North Shore: Business & Employer Emergency Preparedness Guide.*

<http://nsemo.org/sites/default/files/files/North%20Shore%20BEEP%20Guide%20v8.pdf%20-%20Website%20use.pdf>

*Emergency Preparedness for Industry and Commerce Council (EPICC)*

<http://www.epicc.org/default.aspx?MenuID=492>

*Earthquake Planning for Business: A Guide for Businesses in British Columbia*

<http://www.epicc.org/uploadfiles/documents/EPICC%20EARTHQUAKE%20PLANNING%20Nov%2020%202013%20Complete-2.pdf>

## Provincial Information Resources:

*Emergency Info BC*

<http://www.emergencyinfobc.gov.bc.ca/>

*Prepared BC*

<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc>

*Disaster Financial Assistance:*

<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/disaster-financial-assistance/forms-and-information>

*WorkSafeBC: Act Now! How to prepare an emergency response plan for your small business*

<https://www.worksafebc.com/en/resources/health-safety/books-guides/emergency-response-guide?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Demergency%2520response%2520guide%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D&highlight=emergency+response%2Bguide>

## International Information Resources:

*Open for Business: A Disaster Planning Toolkit For The Small Business Owner*

<http://www.crew.org/products-programs/open-business-disaster-planning-toolkit-small-business-owner>

*Ready.gov:*

<https://www.ready.gov/business>

*Business Emergency Plan (Ready Business)*

<https://www.ready.gov/sites/default/files/documents/files/sampleplan.pdf>

*Note: Emergency Program Coordinators to augment list of disaster recovery information resources.*