

BUSINESS EMERGENCY PLAN CHECKLIST

STEP ONE GATHER DATA

BUSINESS INFORMATION:

- Registration Number
- License Number
- Bank Account Info.
- Accounts Numbers
(WorkSafeBC, BCeID, CRA, etc.)

INSURANCE INFORMATION:

- Broker/Agent Contact Info.
- Summary of Coverage & Policy
- Policy Number

KEY CONTACT INFORMATION:

- Employee Contact Info.
- Supplier/Distributor Contact Info.
- Emergency Contacts Info.
(Police/fire/ambulance, BCHydro, etc.)

STEP THREE PRACTICE!

THE BEST WAY TO BE PREPARED FOR AN EMERGENCY IS TO PRACTICE YOUR PLAN.
Perform controlled tests to see how effective your emergency response is and what should be improved.

STEP TWO ASSESS RISKS

IDENTIFY POTENTIAL HAZARDS:

- Consider local weather, technology failures, health hazards, etc.
- Think of, and record, how the hazards can impact business operations

TAKE INVENTORY OF ASSETS:

- Identify & record all equipment necessary to operate the business (Computers, food storage, vehicles, etc.)

ASSESS HAZARD IMPACTS:

- Taking the info. collected, make a plan of what you need to do, and access, to resume business in the event of each hazard
(What equipment do you need & how will you access it?)