

# PreparedBC: Emergency Plan for Small Businesses



This resource is designed to help small business owners plan and prepare for emergencies that could interrupt operations. Use this template as a starting point and add to it as needed. One simple step today can make a difference in how effectively your business responds to and recovers from a disaster.

### MY BUSINESS

***Business name***

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***Address***

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***City, province, postal code***

---

***Telephone number***

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### THE RISKS IT FACES

The following natural and man-made disasters could impact my business:

- ---
- ---
- ---
- ---
- ---
- ---
- ---
- ---
- ---
- ---
- ---



### MY BUSINESS BACK-UP LOCATION

If my primary business location is not accessible, we will operate from:

***Address***

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***City, province, postal code***

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***Telephone number***

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### MY BUSINESS EVACUATION PLAN

***Meeting place/assembly site:***

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- We have developed these plans in collaboration with neighbouring businesses and building owners to avoid confusion or gridlock.
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures \_\_\_\_\_ times a year.

### MY BUSINESS SHELTER-IN-PLACE PLAN

***The shelter-in-place room is located:***

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- Co-workers are aware of what emergency supplies, if any, the business will provide in the shelter location, as well as which supplies individuals might consider keeping in a portable, personalized kit.
- We have located, copied and posted building and site maps.
- We will practice shelter procedures \_\_\_\_\_ times a year.

## HOW MY BUSINESS WILL COMMUNICATE INFORMATION

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency:

***Primary emergency contact***

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***Telephone number***

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***Alternate phone number***

---

***Email***

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If this person is unavailable or unable to manage the crisis, the person below will act in his/her place:

***Secondary emergency contact***

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***Telephone number***

---

***Alternate phone number***

---

***Email***

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We will communicate our emergency plans with co-workers in the following way:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

In the event of a disaster we will communicate with employees in the following way:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### HOW I'M PROTECTING ESSENTIAL BUSINESS RECORDS AND PROCESSES

If our computers are destroyed, we will use back-up computers at the following location:

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\_\_\_\_\_ is responsible for backing up our critical documents, including payroll and accounting systems.

Back-up records, including a copy of this plan, site maps, insurance policies, bank account records and computer back-ups, are stored onsite here:

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Another set of back-up records is stored at the following off-site location:

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If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

To protect our computer hardware and software, we will:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## MY CRITICAL CONTACTS LIST

### **Emergency phone numbers** *(Call 9-1-1 where available)*

Fire: \_\_\_\_\_

Police: \_\_\_\_\_

Ambulance: \_\_\_\_\_

### **Non-emergency phone numbers**

Fire: \_\_\_\_\_

Police: \_\_\_\_\_

Ambulance: \_\_\_\_\_

Insurance provider: \_\_\_\_\_

Utilities: \_\_\_\_\_

### **Employee Emergency Contact Information**

<b>Name:</b> _____ Phone: _____ Alternate phone: _____ E-mail: _____	<b>Name:</b> _____ Phone: _____ Alternate phone: _____ E-mail: _____
<b>Name:</b> _____ Phone: _____ Alternate phone: _____ E-mail: _____	<b>Name:</b> _____ Phone: _____ Alternate phone: _____ E-mail: _____
<b>Name:</b> _____ Phone: _____ Alternate phone: _____ E-mail: _____	<b>Name:</b> _____ Phone: _____ Alternate phone: _____ E-mail: _____

### *Suppliers and Contractors*

<b>Company name:</b>		
<hr/>		
Contact name:	Account number:	
<hr/>		
Address:		
<hr/>		
Phone:	Fax:	E-mail:
<hr/>		
Materials / service provided:		
<hr/>		
<b>Company name:</b>		
<hr/>		
Contact name:	Account number:	
<hr/>		
Address:		
<hr/>		
Phone:	Fax:	E-mail:
<hr/>		
Materials / service provided:		
<hr/>		
<b>Company name:</b>		
<hr/>		
Contact name:	Account number:	
<hr/>		
Address:		
<hr/>		
Phone:	Fax:	E-mail:
<hr/>		
Materials / service provided:		
<hr/>		

## EMERGENCY PLAN FOR SMALL BUSINESSES

**Company name:**

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Contact name:

Account number:

Address:

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Phone:

Fax:

E-mail:

Materials / service provided:

---

**Company name:**

---

Contact name:

Account number:

Address:

---

Phone:

Fax:

E-mail:

Materials / service provided:

---

**Company name:**

---

Contact name:

Account number:

Address:

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Phone:

Fax:

E-mail:

Materials / service provided:

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## EMERGENCY PLAN FOR SMALL BUSINESSES

If these companies experience a disaster, we will obtain supplies/materials from the following:

Company name:		
<hr/>		
Contact name:	Account number:	
<hr/>		
Address:		
<hr/>		
Phone:	Fax:	E-mail:
<hr/>		
Materials / service provided:		
<hr/>		
Company name:		
<hr/>		
Contact name:	Account number:	
<hr/>		
Address:		
<hr/>		
Phone:	Fax:	E-mail:
<hr/>		
Materials / service provided:		
<hr/>		
Company name:		
<hr/>		
Contact name:	Account number:	
<hr/>		
Address:		
<hr/>		
Phone:	Fax:	E-mail:
<hr/>		
Materials / service provided:		
<hr/>		

## EMERGENCY PLAN FOR SMALL BUSINESSES

Company name:		
<hr/>		
Contact name:	Account number:	
<hr/>		
Address:		
<hr/>		
Phone:	Fax:	E-mail:
<hr/>		
Materials / service provided:		
<hr/>		
Company name:		
<hr/>		
Contact name:	Account number:	
<hr/>		
Address:		
<hr/>		
Phone:	Fax:	E-mail:
<hr/>		
Materials / service provided:		
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### MY PLAN REVIEW SCHEDULE

We will review and update our Business Emergency Plan on \_\_\_\_\_

**Additional Notes:**

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# epicc

*This resource was created in partnership with the Emergency Preparedness for Industry and Commerce Council.*

