

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:

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Insurance Information:

Company:	
Address:	
Claim's Phone #:	
Local Contact:	

Primary Business Purpose:

<i>Brief summary of the type of business and goods or services your business can provide.</i>

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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	

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Critical Equipment Inventory:

Equipment	Number/Location	Type
<i>Computers</i>		
<i>Servers</i>		
<i>Phones</i>		
<i>Radios</i>		
<i>Cash Registers</i>		
<i>Debit Machines</i>		
<i>Vehicles</i>		

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)
<i>Building fires</i>	
<i>Earthquakes</i>	
<i>Floods</i>	
<i>Hazardous Materials</i>	
<i>Landslides</i>	
<i>Pandemics</i>	
<i>Threats of Violence</i>	
<i>Wildfires</i>	

Potential Business Risks

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

Potential Risk	Rank	Potential Risk	Rank
<i>Power outages</i>			
<i>Communications failures</i>			
<i>Building damage</i>			
<i>Information & records loss</i>			
<i>Inventory damage</i>			
<i>Employee injury/loss/unavailability</i>			
<i>Damage to reputation</i>			
<i>Critical infrastructure damage</i>			

Potential Business Vulnerabilities

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

Vulnerabilities	Rank	Vulnerabilities	Rank
<i>Loss of personnel</i>			
<i>Loss of equipment</i>			
<i>Loss of data & critical information systems</i>			
<i>Loss of suppliers</i>			
<i>Loss of customers/clients</i>			
<i>Loss of reputation</i>			
<i>Inability to open for business</i>			

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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.

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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?

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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
<i>Food Supplies</i>		
<i>Water Supplies</i>		
<i>First Aid Kit</i>		
<i>Sanitation Supplies (toilet paper, soap, towels, etc.)</i>		

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.

Business Name

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.