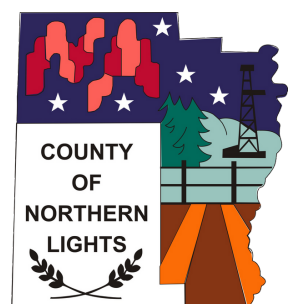


IS YOUR BUSINESS PREPARED?

**RESOURCES & INFORMATION
FOR YOUR BUSINESS**





WHY DO I NEED TO PLAN?

An emergency preparedness plan isn't just for at home; it should be developed for your business as well. Your business should have an evacuation plan in place, and in the event you and your staff are stuck at work, you will need supplies to be self-sufficient for 72 hours

EMERGENCY PREPAREDNESS ITEMS FOR YOUR BUSINESS

Here is a list of some of the items you may need to create an emergency kit for work. Note that you may need additional supplies.

- emergency contact list for all staff, family members, suppliers, insurance company, and utility/service providers
- battery-operated flashlights
- crank/battery-powered radio
- blankets
- First aid kits
- bottled water
- non-perishable food items
- a backup power source



Scan for more info
on Emerg Kit supplies

The next few pages will give you an idea of how to create an Emergency Plan for your business.



STEP 1: KNOW YOUR HAZARDS

Start off by knowing, and recording, what type hazards can impact your business, the likeliness they may occur, and what actions you can take to mitigate and reduce the risk.

Some examples include:

Severe Weather & Environment:

Snow storms, thunderstorms, hail, tornadoes, flooding, extreme heat, and wildfires

- What will you do if a large number of staff are unable to come to work?
- Does your insurance policy cover severe weather damage?

Infrastructure:

Electrical or gas outage, gas leaks, chemical spills or releases

- What can you do if the power or gas goes out for an extended period of time?
- Do all staff know how to handle hazardous material spills?
- Does everyone know where the muster point is?

Operational:

Supply chain, transportation, IT, tele-communications or internet disruptions

- How long can you operate with a supply chain disruption?
- Do you have a backup of files in a secure location?
- If your phone or internet stopped working, how would you communicate?

Personnel:

Influenza, pandemic

- What do you do if staff are unable to work due to illness?
- How can you prevent the spread of flu at work?

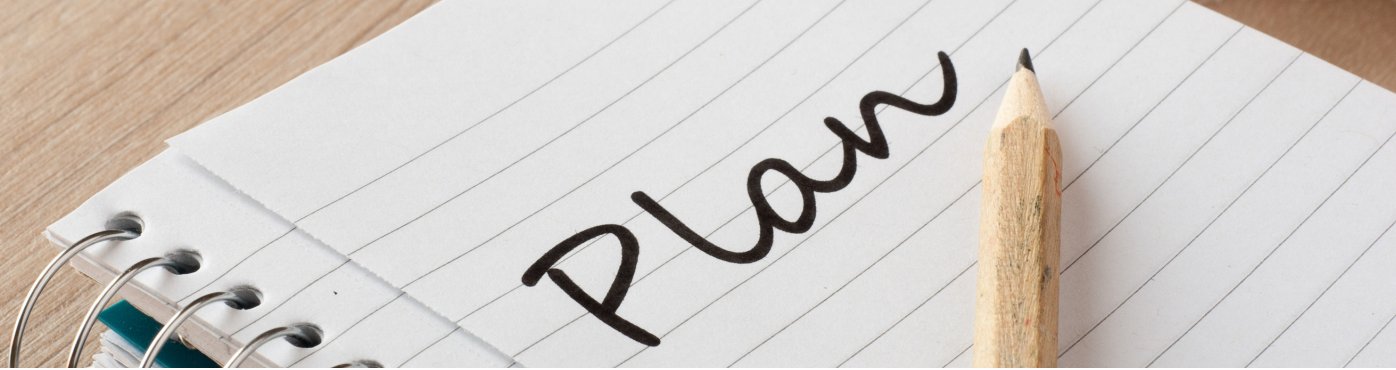
Security Risks:

Theft, vandalism, fraud, data-base breach, cyber-theft

- Do you have a firewall?
- Do staff have anti-virus software on mobile devices?
- Do you have a security system and optimized camera placement?
- Do your files and computers have sufficient protections against cyber-theft?
- Do you have two-factor authentication set up on accounts?



**Scan for more info
on hazards**



STEP 2: BUSINESS CONTINUITY PLAN

A business continuity plan helps reduce the impact of business disruptions caused by emergencies. By having a plan in place, you increase the likelihood of staying operational and simplify the process of resuming business activities following an emergency.

Start off by establishing an Emergency Preparedness team, with a designated lead, to develop your continuity plan.

Some things to consider when developing your plan:

Identify and Prioritize Essential Services and Functions

What are your essential services, and what resources do you need to provide the service(s)? I.e, Number of staff, technology and equipment requirements, supplies/materials needed, who is in charge of the service, and is there a trained staff member who can perform their duties if they are absent?

Rank services based on which are essential, which can be suspended for a short period, and which can be suspended for an extended period of time.

Alternate Business Operation Locations

Are you able to perform business functions in an alternate location? What equipment and technology will you need to operate out of an alternate location? Will staff members be located at different locations?

Key Contacts for Stakeholders

Do you have contact information for suppliers, contractors, customers, insurance providers, business partners, emergency personnel, utility providers, etc, and is it accessible outside of your business location? How will you stay in contact and communicate with them? Email, social media, your website?



**Making your Business
Continuity Plan is easy!
Use the BDC template**



THE DIFFERENT EVACUATION STAGES

Did you know there are different evacuation warning stages? Warning messages come in three stages: *Evacuation Alert*, *Evacuation Order*, and *Evacuation Rescind*.



Evacuation Alert

When an **Evacuation Alert** is used to inform the community of a potential or current threat that could lead to an evacuation order. An Evacuation Alert allows for the affected population to **begin preparations to evacuate** (fueling vehicles, gathering documents, preparing food and water, clothing, pet supplies, etc.) whilst providing them with information regarding the possible evacuation.



Evacuation Order

When an **Evacuation Order** is issued the **impacted population and their pets must leave the specified area immediately**. Such an order would be done under a State of Local Emergency and would be broadcast as a Critical Alert over the Alberta Emergency Alert system. Evacuees will be directed in the emergency alert as to how they can register; a reception centre, calling in, or other method. The information you provide helps local emergency social services prepare to meet the needs of our affected community members during an emergency or disaster.



Evacuation Rescind

An **Evacuation Order Rescind** occurs when the Director of Emergency Management, in consultation with the Incident Commander, determines that it is safe to return. Information will then be given on the process to return to your home.

