

## Top 10 Steps to Prepare Your Business for Evacuation

If you are on evacuation alert or think you will be put on evacuation alert, there are some important steps you will want to consider. If you have an evacuation plan, review the plan and start the implementation process. If you do not have an evacuation plan, here are 10 things to consider:

1. **Protect your information** - back up electronic files using a USB stick, emailing them to yourself, backing up to an online '[cloud](#)' and grabbing your laptop, external hard drive, or computer tower if needed.
2. **Pack insurance and registration information for all commercial vehicles** in your evacuation kit. For more information to go:  
<http://www.icbc.com/about-icbc/newsroom/Pages/2017-Jul10.aspx>
3. **Preparing for an Insurance Claim** - take pictures and/or a video of your business pointing out key equipment. Don't forget to take a copy of your insurance documents with you.
4. **Remove any uncertainty as to what staff should do in an emergency.** Assign tasks to help staff respond as quickly as possible. Make sure you have their contact information and out of area contacts.
5. **Turn off utilities** - electrical, gas and water, and remove any fire hazards that may be near the building.
6. **Empty cash from your cash register** and seal in an envelope. Sign the envelope, the cash amount and the date across the seam. If you go to use any of this cash in your evacuation efforts, be sure to track how much of it you spend and if it is a business-related expense.
7. **Make sure you have a list of links to emergency information.** A list is provided at the end of this document.
8. **Create a list of emergency phone numbers** and key contacts, be sure you have access to this list if you are evacuated.
9. If there is an environmental threat 50 km or further from your place of business, you may still be eligible to **register for business interruption insurance**. In the case of wildfires, most insurance companies require that the nearest fire be no closer than 25 – 50km from your place of business.
10. **Contact suppliers** about a potential delivery disruption (if applicable) and/or contact customers about a potential disruption in services (if applicable).



## **Emergency Links**

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### **Red Cross**

<http://www.redcross.ca/>

### **Smoke**

<http://firesmoke.ca/forecasts/viewer/run/ops/BSC-WC-01/current/>

### **BC Wildfire Services**

<http://www2.gov.bc.ca/gov/content/safety/wildfire-status>

### **Emergency Info BC**

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

### **Drive BC**

<http://www.drivebc.ca/>

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

<http://www.epicc.org/>

### **Insurance Bureau of Canada**

<http://www.IBC.ca/bc/business>

## **Utilities**

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### **BC Hydro**

1-800-BC-HYDRO (1-800-224-9376)

### **FortisBC**

#### *Natural Gas*

Natural Gas Emergencies 1-800-663-9911

Billing & Inquiries 1-888-224-2710

#### *Electricity*

Electricity Emergencies or Power Outages 1-866-436-7847

Billing & Inquiries 1-866-436-7847

## **Banking Information**

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**BMO** 1-844-837-9228

<https://www.bmo.com/main/business>

Supporting impacted customers needing help with short-term deferral payment options, special accommodations and other assistance. Customers are encouraged to visit any branch or contact BMO for more information. Small business and commercial clients are also encouraged to contact their BMO account manager regarding special accommodations.

**CIBC** 1-877-454-9030

<https://www.cibc.com/en/small-business.html>

Providing financial relief and personalized advice.

**HSBC** 1-866-808-4722 (Business Banking)

<http://www.business.hsbc.ca/en-ca>

Working with impacted customers to meet their financial services needs in the days and months to come.

**Interior Savings Credit Union** 1-855-220-2580

<https://interiorsavings.com/>

Ashcroft branch & insurance agent closed as of July 13th.

**RBC**

<http://www.rbcroyalbank.com/business-select.html>

Offering special financial considerations and assistance to our clients during this challenging time.

RBC Clients Affected 1-800-769-2511

Clients affected by the wildfires who wish to discuss their specific financial needs and get personalized advice are encouraged to call.

RBC Insurance Clients Affected 1-800-769-2526

Insurance clients with questions or concerns about their policy or claim, or to file a claim, are encouraged to call.

**Valley First**

<https://www.valleyfirst.com/Business/>

## **Employee Help**

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We encourage you to reach out to your employees during the time of evacuation. Employees needing assistance are encourage to reach out to local Work BC offices located around the Province. <https://www.workbc.ca/>

The Government of Canada is committed to helping those employees impacted. Impacted worked are encouraged to apply as soon as possible Employment Insurance. No ROE is required at this time. Additional information can be found at

<https://www.canada.ca/en/employment-social-development/corporate/portfolio/service-canada/wildfires-british-columbia.html>

## **Social Media**

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**Facebook**

<https://www.facebook.com/BCProvincialGovernment>



[www.facebook.com/BCForestFireInfo](http://www.facebook.com/BCForestFireInfo)

**Twitter**

<https://twitter.com/EmergencyInfoBC>

<https://twitter.com/BCGovFireInfo>

<https://twitter.com/redcrosscanada>

<https://twitter.com/BCGovNews>

<https://twitter.com/TranBC>

<https://twitter.com/DriveBC>