

Prepare at Work

RECIPE FOR DISASTER

What WILL it take...for your small business to prepare for an emergency?

Victoria gets its share of weather events such as windstorms and snow, which can disrupt power or make transportation difficult. Plumbing failures and fire can also interrupt a business. We're also due for a major earthquake.

Emergencies can happen anytime, anywhere. Stats show that most small businesses that are not up and running in the first two weeks after a disaster, fail in the following year. Planning ahead can help you recover faster, reducing the likelihood of a large financial loss.

What to do during an earthquake?

DROP! COVER! AND HOLD! until the shaking stops.

Don't wait for an emergency to happen.

This recipe will help you become emergency prepared, stocked with the knowledge, basic supplies, and a plan to help your small business when a disaster occurs. It's about having the right stuff when you need it most.

Brought to you by the Victoria Emergency Management Agency, the City of Victoria's resource for helping our community to be emergency prepared.

PrepareVictoria.ca



Prepare at Work

What it WILL take...

for your small business to be emergency prepared. A recipe you and your employees will appreciate! Best of all, preparing for an emergency or disaster can help your small business survive it.

A Plan

- Ask yourself what the impact will be to your business if an emergency or disaster occurs.
- Identify what part of your business you need to protect. What needs to be up and running quickly and what can wait?
- Make a list of actions needed in the first minutes and hours after an emergency.
- Train staff and practise what to do during an emergency.
- Keep current 24/7 contact information handy for all your staff, service companies and vendors.

Hints:

- Bolt down shelving, file cabinets and install fire detection and alarm equipment.
- Review your insurance to make sure you have enough to recover from the disruption of your business and the costs of repairing or rebuilding.
- Regularly back up your computer files and store copies off site. Learn how to restore these files.
- Talk to neighbouring businesses about how you can assist one another.

This recipe makes for a happier, healthier small business in the event of an emergency.

For more information visit: PrepareVictoria.ca

Recipe for Disaster

Preparation Time: 16 hours approx. **Serves:** Small Business

Tip: Organize materials and purchases over 2 – 3 months

Hint: Prepare in advance

- Include phone numbers for your alarm and insurance companies, a plumber, electrician, glass replacement, restoration, computer support and your accountant.
- Designate a specific location for staff and customers to meet after an evacuation.
- Share your plan with your employees regularly and update it once a year.

For Safety

- basic first aid kit and training
- blankets
- fire extinguishers
- flashlights with extra batteries
- dust masks and work gloves
- whistles, pads of paper, pens
- 4 litres of water per employee for one day
- small portable AM/FM radio and extra batteries

Combine all ingredients and place in one plastic covered tub with wheels. Store in a dark, cool, easily accessible place. Check store-bought bottled water for expiry dates and rotate water you bottle yourself every 3 – 6 months.