

## 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.
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 and water, and remove any fire hazards that may be near the building. If you are evacuated, **leave your gas service on**. If fire or emergency officials request FortisBC to do so, we will turn off the utility service as a precautionary measure, or if there is an immediate threat to FortisBC infrastructure.
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**.
10. **Contact suppliers** about a potential delivery disruption (if applicable) and/or contact customers about a potential disruption in services (if applicable).