

Organizing Your Resilience Planning Team

The purpose of this activity is to identify members of the planning team that will take the lead for emergency planning. They will become the 'go to' persons and will represent you to local emergency management authorities so should be chosen carefully.

Considerations For Selecting Individuals

- What skills would they bring? What skills are most needed?
- What community networks do they bring?
- What life experiences or personal background qualities would be Advantageous?
- How long have they been employed or associated with us? Don't overlook new employees
- How broad is their perspective? How much of the organization do they know? How about their community experience?
- How reliable are they? Do their work roles allow regular participation in planning?
- How likely are they to be long-term employees or associates?
- OTHER? _____

Considerations for the team as a whole

- Depending on your needs and capacities, select a team of 3-5 persons
- Include the Executive Director or someone designated to fill this role on the RPT
- Do they collectively represent the range of your activities and areas of work?
- Do they represent a wide range of users?
- How will their work on the RPT be recognized internally? What adjustments are needed?

Possible RPT Members

Staff	Board	Volunteers	Clients	Other
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Core Activities Of The Resilience Planning Team

Planning for emergencies should be integrated into other planning activities and into personnel policies. Most of the work is up front--followed by routine updating or occasional revision if your organization or community changes in important ways, e.g. expanding to a second site, adding a new service or service group, shifts in population trends in your region, extreme weather events or other hazards or disasters.

Activity	Planning Underway [note any areas of concern]	Completed	Revised
Assessing current readiness			
Determining EP goals			
Written policy			
Developing the risk profile of the organization			
Writing the emergency plan			
Identifying and implementing changes			
Training on the plan			
Testing the plan			
Regular staff awareness sessions			
Community outreach			
Liaison with EM authorities			
Media relations			

Contact Information For The Resilience Planning Team

	Name				
Home phone					
Mobile phone					
Alternate phones					
Email 1					
Email 2					
Home address					
Alternate work/home location					
Alternate contact person					
Alternate's contact information					

This activity will identify areas where action is needed as well as the steps you have already undertaken to increase your resilience to disaster. Under “comments,” add notes that will help identify needs, e.g. “old first aid kit” or “who knows how to work the generator?”

Completed: _____ **Updated:** _____

	Comments	Yes	No	Don't know
Functioning fire extinguishers				
Regular fire drills				
Identified meeting place in case of fire, etc.				
First aid supplies				
Contact info accessible for police, fire, etc.				
Back up generator and fuel				
Radio and extra batteries				
Extra supplies stored				
Planning team in place				
Contact info shared for key staff				
Building safety assessed				
Heavy objects secured				
Regular data back up system, off-site storage				
Core documents protected, e.g. safe deposit box, copies stored off site				
Emergency plan written, updated and tested				
Staff training on the plan				
Chain of command clear				
Alternate work space identified				
Crisis communication telephone tree in place				

Record keeping for damage claims in place				
MOUs with partners				
Information exchange with local emergency managers				
Awareness materials for clients				
Personal preparedness high among core staff				
Recovery resources identified				

How Disaster Ready Are We? A Self-Assessment Tool For Women's Services

This activity will identify areas where action is needed as well as the steps you have already undertaken to increase your resilience to disaster. Under "comments," add notes that will help identify needs, e.g. "old first aid kit" or "who knows how to work the generator?"

Completed: _____

Updated: _____

	Comments	Yes	No	Don't know
Functioning fire extinguishers				
Regular fire drills				
Identified meeting place in case of fire, etc.				
First aid supplies				
Contact info accessible for police, fire, etc.				
Back up generator and fuel				
Radio and extra batteries				
Extra supplies stored				
Planning team in place				
Contact info shared for key staff				
Building safety assessed				
Heavy objects secured				
Regular data back up system, off-site storage				
Core documents protected, e.g. safe deposit box, copies stored off site				
Emergency plan written, updated and tested				
Staff training on the plan				
Chain of command clear				
Alternate work space identified				

Crisis communication telephone tree in place				
Record keeping for damage claims in place				
MOUs with partners				
Information exchange with local emergency managers				
Awareness materials for clients				
Personal preparedness high among core staff				
Recovery resources identified				

Benchmarks of Emergency Preparedness

Source: Adapted from *Communications, Preparedness, Readiness, NPower's Nonprofit Guide to Business Continuity and Disaster Recovery*

_____ My organization has committed time and resources to completing a comprehensive Resilience Plan and now understand the potential impacts on our organization and its people and assets

_____ My organization has a written policy supporting the readiness efforts we are undertaking

_____ My organization has the support of all major funders for this initiative

_____ My organization has completed a risk profile and understands the vulnerabilities we face and capacities we have

_____ My organization has designated a planning team with clearly defined responsibilities and regular meetings

_____ My organization has determined its priorities for emergency planning after assessing our critical services and possible impacts on these

_____ My organization has considered how all the women and families we work with may be affected by different kinds of disasters and reflects this in the emergency plan

_____ My organization has an updated Emergency Response Plan which each staff member keeps at home

_____ My organization has an Emergency Response Plan and trains new staff

_____ My organization has assessed our physical location and mitigated obvious hazards

_____ My organization has stockpiled recommended supplies in recommended quantities

_____ My organization keeps updated contact information on all key persons and groups including alternate numbers and contact persons

_____ My organization shares the emergency contact lists with all staff members.

_____ My organization has regular activities or time periods devoted to increasing disaster awareness

- _____ My organization has designated an alternate location for crisis operations if necessary
- _____ My organization has designated an off-site meeting place for key individuals
- _____ All staff members understand how to access the alternate meeting space and when
- _____ My organization has written MOUs in place with other nonprofits or business partners
- _____ My organization has records allowing us to re-establish contact with clients, partners and vendors
- _____ My organization has loose agreements with other nonprofits, and a communications plan is being
- _____ My organization has a protected our data sources and tested data recovery
- _____ My organization stores critical records in a secure off-site environment
- _____ My organization has purchased insurance coverage for all types of disasters and for all assets, employees and volunteers
- _____ My organization has communicated its emergency plans to regular clients and others who are often on site
- _____ My organization has accessed all relevant information from governmental emergency management organizations
- _____ My organization has established regular contact with our local emergency managers
- _____ My organization seeks opportunities to increase awareness and preparedness in the community at the grassroots level where impacts can be severe but resources very limited
- _____ My organization has prepared a fact sheet to assist our communications with media after a disaster

Key Areas Of Concern In An Emergency

Use these to raise awareness in your organization about what might happen. Then try to answer these questions one by one, and others that will come up for your specific agency.

Your answers should be reflected in the Emergency Response Plan.

- **Emergency decision-making structure**
 - If the status quo is impossible, who will step in?
 - If quick decisions are needed, who will make these? In what areas and for how long?

- **Crisis communication**
 - If normal methods are not functioning, how will you communicate with key staff members
 - If you must speak with the family of staff or volunteers, how will you reach them?
 - If you are cut off from normal sources of information, how will you learn about the emergency? How will you assess the information you receive in an emergency?

- **Alternate meeting space**
 - If you can't meet on site, where will you meet when safe travel is possible? What is needed at this location?
 - If relocation is necessary, where would you go?

- **Safe evacuation space**
 - If you are ordered to evacuate, do you know where to go? How would you get there?
 - If a public shelter, is it safe for all your staff and clients? How can you be sure?
 - If you must go, who will need additional time or assistance? Who can provide it?

- **Shelter-in-place**
 - If told not to leave but to stay, do you know how to secure your facility? Do you know why?
 - If this is necessary, who will tell you? How will you know when it is safe again?

- **First aid and urgent care**
 - If people are injured, who will know what to do? Who can help?
 - If emergency care is needed, where will you go and how will you get there?

- **Securing your facility and accessing supplies**
 - If necessary, who will turn off gas lines? Who will decide when this is needed?

- If you must remain in a damaged facility, who will distribute supplies like water and food?
- **Accessing emergency help**
 - If you can no longer cope, who will seek external help? From whom and how?
- **Client safety**
 - If the crisis occurs when your office is full, who will need what kinds of assistance? Who will provide it?
 - If clients are unable to get to you, what will they do? How will you help?
 - If clients are unable to leave your facility, what will they do? How will you help them?
- **Temporary staffing**
 - If core staff are unable or unwilling to work, what functions will be reduced or eliminated?
 - If temporary shifts in job assignments or duties are needed, who will determine these?



Canadian Center for
Emergency Preparedness

Business Impact Analysis

A Business Impact Analysis is a process used to determine the effect of an interruption of services on each business unit and the organization as a whole. The analysis can provide information on the short and long term effects of a disaster on such factors as profit, market share and goodwill.

This information is required to develop a business continuity strategy for the entire organization. Please fill out this questionnaire in as much detail as possible. Your input will be valuable in developing an effective Business Continuity Program.

Business Unit/ Department Name:

Description of Business Unit/Department's Purpose in the Organization:

Name of Unit/Department/s Manager/Director:

In the following table, list the business functions performed by the Business Unit/Department

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

For each business function listed above, fill out a questionnaire sheet which appears on the following page....



Canadian Center for
Emergency Preparedness

Business Impact Analysis

Business Unit/ Department Name:

Business Function Name:

Business Function Description:

1. Does this function have to be performed at a specific time of the day/week/month/year?

NO YES - If yes, state the requirement:

2. For every normal business day that this function cannot be performed state the following:

- Loss of Revenue: \$ at peak period – \$ Explain:
- Increased Costs: \$ at peak period - \$ Explain:
- Fines or penalties due to missed deadlines: \$ Explain:
- Legal liability, personal damage, public harm: (explain)
- Loss of Good Will, poor Public Image, Embarrassment: (explain)

3. Could this function be performed for a time at a reduced operating efficiency?

NO YES – If yes, state at what percentage of efficiency and for how long:
Explain:

4. For what maximum amount of time could this business function could be unavailable (either 100% or partial – see question 3) before the effects stated in question 2 would be felt?

hrs/days/weeks/months

5. Is this function dependent on any particular technology (hardware and/or software)?

NO YES – If yes, explain:

6. Does this function depend on any outside services or products for its successful completion?

NO YES – If yes, check one of the following:

Sole Supplier Major Supplier Many

Alternate Suppliers

7. On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business function fall in terms of being important to the operation of your Department or Business Unit?

- 1 - 2 - 3 - 4 - 5

Completed By:

Date:

Position:

Disaster Resilience Policy

[SAMPLE]

Note: to be considered, adapted and approved by all key stakeholders, e.g. board of directors or management committee; included in policy manual; circulated to staff; added to orientation materials.

Our contributions to the community and especially to _____ [your clients] are significant and the needs we meet on-going. It is essential that we continue to provide, to the best of our ability, the services and functions identified in our mission statement.

These are under increasing threat due to increasingly severe natural, technological, and human induced hazards and the vulnerability of people and the built environment.

Emergency preparedness is an important business function that can help us meet our commitments and realize our intentions. Recognizing the implications of emergency planning on all our resources, we undertake to incorporate it fully into all sectors of our agency and its activities.

We strive for an organization that is robust, meaning it can withstand physical forces, and resourceful, meaning it has sufficient supplies, equipment and resources to meet emergency condition. We strive to be able to respond rapidly in a crisis and for redundancy in operations to ensure continuity.

Our approach to emergency planning for disaster resilience is participatory, engaging the whole organization, and “cross hazard” to enable effective response to any form of disaster. It is a process of organizational development that applies to all functions and sectors.

Emergency planning is a priority activity for _____ [your organization] and understood as an important step toward a disaster resilient working culture and working place.

Date: _____

Signed: _____

Identifying And Assessing Hazards

Like all who live and work in your physical environment, you are exposed to a wide range of hazards. Your work will be affected differently by these if they trigger an emergency, disaster or catastrophe. Use this form to identify the hazards most relevant to your location, clients, and activities. Consider how likely you are to be affected and the severity of impacts, if any; you can also consider scope of impacts (how widespread?) and duration of impact.

Consult the Manitoba Emergency Management Organization for more information on hazards. See “What are the Risks?” and “For Specific Emergencies:

<http://www.gov.mb.ca/emo/home/prepare/index.html#specific>

*Note that many hazards can be “human induced” and create crisis conditions, for example an airborne attack of anthrax, train accident or sabotage of a utility’s computer system. Human induced here refers to attacks intended to create harm and alarm.

	Probability 1=highest 5=lowest	Severity 1=highest 5=lowest	Agency Priority 1=highest 5=lowest
Natural/environmental			
Severe storms/cyclones			
Extreme heat			
Extreme cold			
Flooding			
Drought			
Tornado			
Earthquake			
Landslide			
Wildfire			

Biological (e.g. influenza)			
Technological			
Transportation accident			
Hazardous material spill			
Power outage			
Human/induced*			
Explosion/bombs			
Armed attack			
Sabotage			

Organizational Vulnerabilities

Consider the worst case scenario based on your hazard assessment. Now think through the factors that come into play to put you at increased risk. You may not be able to answer these questions readily--but only you can answer them. Raising your awareness about factors that would make it difficult for your organization to cope in an emergency or disaster is a vital first step.

Sector	Consider	Identify Key Vulnerabilities 1=Highest 5=Lowest
<p>Location</p> <p>How safe is our neighborhood?</p>	<p>Hazard exposure</p> <p>Social conditions</p> <p>Access to emergency help, e.g. hospital</p> <p>Infrastructure, e.g. highway system, train tracks, oil refinery</p>	
<p>Facility</p> <p>How safe is our space?</p>	<p>Building age</p> <p>Building type/construction</p> <p>Electrical systems</p> <p>Back up power</p> <p>Exits</p>	
<p>People</p> <p>How vulnerable are our people?</p> <p>Staff?</p>	<p>Physical constraints, e.g. mobility, communication</p>	

<p>Clients?</p> <p>Volunteers?</p> <p>Board?</p> <p>Others likely to be in our office regularly?</p>	<p>Family responsibilities</p> <p>Health status</p> <p>Income status</p> <p>Language/literacy</p> <p>Dependency, e.g. on transit systems, personal transportation</p> <p>Self-assurance</p>	
<p>Operational</p> <p>How susceptible are our business systems?</p>	<p>Computer systems</p> <p>Internal communication</p> <p>External communication</p> <p>Data storage</p> <p>Records</p> <p>Banking systems</p> <p>Deliveries</p>	
<p>Supplies and equipment</p> <p>How prepared are we for 72 hours without power?</p>	<p>Food</p> <p>Water</p> <p>Medicine</p> <p>First aid</p> <p>Radio & extra batteries</p>	

External

How dependent are we?

Income stream

Funders

Suppliers

Contractual services

Obligations/MOUs

Identifying The Needs Of Women & Families In Disaster

Consider the major groups of women you work with and assess their immediate and longer term needs in the event of a major disaster. They are not the same and will not bring the same resources to this event or have the same needs.

Group 1	High			Medium			Low		
	Before	During	After	Before	During	After	Before	During	After
Safety									
Housing									
Income									
Transport									
Child care									
Family support									
Information									
Other									

Group 2	High			Medium			Low		
	Before	During	After	Before	During	After	Before	During	After
Safety									
Housing									
Income									
Transport									
Child care									
Family support									
Information									
Other									

Organizational Capacities

Consider what factors are protective in even the worst case scenario. What internal resources do you have to draw on? Raising your awareness about these factors is a vital first step toward developing and strengthening these capacities as part of your organizational development.

Sector	Consider	Identify Key Capacities 1=Highest 5=Lowest
Your neighborhood	<ul style="list-style-type: none"> Relationships with nearby organizations History of collaboration Personal and work-related networks with nearby agencies Relationship with emergency responders, e.g. local police Relationship with emergency managers, e.g. through personal networks, communication, joint activities 	
Your people	<ul style="list-style-type: none"> Their relationships in the workplace The languages they speak Their personal networks in the community Their work-related networks Their past training, e.g. first aid, crisis management, media relations Their past experience in disasters Their crisis management skills 	

	<p>Personal assets, e.g. personal cars or mobiles, home storage space, strong family support</p> <p>Economic and health status</p>	
Your facility	<p>Multiple egress and exit</p> <p>Modern utility systems</p> <p>Insurance (landlord, owner or your org)</p> <p>Emergency supplies and equipment in storage</p> <p>Structural protection, e.g. reinforced concrete</p>	
Your community	<p>Emergency management resources/systems</p> <p>Disaster resilience in the population</p> <p>Visibility of your work</p> <p>Reputation of your agency</p> <p>Interdependencies with sister agencies</p> <p>Relationships with funders and supporters</p> <p>Past experience managing hazards/disasters</p>	

WHAT OTHER CAPACITIES, STRENGTHS, SKILLS OR RESOURCES DOES YOUR AGENCY BRING TO A CRISIS?

Learning From The Past: Institutional Memory Of Disasters

Why?

Learn from the past about how women and women's groups in your area prepared, responded, were affected, and recovered. This is also a way of acknowledging the oral histories of women at the grassroots and promoting dialogue across generations.

Who? Potential contacts include:

- Former staff, board members and directors
- Clients-service users
- Red Cross volunteers
- Provincial women's groups

Talking points:

- What surprised you about yourself when this happened?
- How were staff and other parts of the group affected? How did they respond?
- What "lessons learned" can you share with us, looking ahead to climate change and other hazards of the next century?
- What was most useful for the women using this agency?
- What was missing and why?

You might also want to visit "Remembering the Flood of the Century": website devoted to the 1997 regional flood with personal accounts, photos, and much more. Produced by the City of Winnipeg:

<http://www.winnipeg.ca/services/citylife/historyofwinnipeg/flood/default.stm>

Sample Memorandum Of Understanding

Date:

Name/title:

Your agency:

Address:

Dear [community organization you are partnering with]

It was a pleasure to meet with you recently to discuss areas of cooperation and mutual support in the event of an emergency or disaster affecting one but not both of our organizations. In the meeting, we determined the following:

Our purpose in developing this collaboration is to:

Our common specific objectives are to:

1. _____
2. _____
3. _____

A. Your organization [name] agrees to provide the following:

- 1.
- 2.
- 3.

The following costs will be met by this organization [specify constraints]

Key persons involved are:

1. _____

Contact information:

2. _____

Contact information:

Our organization [name] agrees to provide the following:

1.

2.

3.

The following costs will be met by this organization [specify constraints]

Key persons involved are:

Contact information:

Contact information:

Signatures

The collaboration begins on [date] and is to be renewed or ended on [date]. We verify that we have the necessary authority to make this commitment for the organizations.

For [your agency here] _____

Name and title:

Date:

For [partner agency here]

Name and title: _____

Date:

External Emergency Management Resources

Knowing who to contact in an emergency is necessary but not sufficient. Take advantage of opportunities for connection to develop personal relationships. This will help protect your organization and the women and families you work with.

You may be surprised at the provincial and municipal resources available. This resource highlights Manitoba, as well as national resources, but do *check your own province and major cities to tailor this resource to your own context.*

Scroll down for national resources

Agency
<p>Manitoba Emergency Measures Organization [MEMO]</p> <p>Mission and selected activities: To reduce the impact of disasters on Manitobans by fostering cooperation of available resources.</p> <ul style="list-style-type: none">• Monitoring conditions and forecasting, Coordination with municipal EM• Public preparedness guides• Annual conference• Coordination with interdepartmental and FPT networks of EM• Interface with Public Safety Canada <p>Five regional offices Don Brennan, Acting ED February 2009</p> <p>Website: http://www.gov.mb.ca/emo/general/overview.html</p> <p>Contact: Phone: (204) 945-4772 Toll Free: 1-888-267-8298 Fax: (204) 945-4929 1525 - 405 Broadway Winnipeg, Manitoba Canada R3C 3L6 Email: emo@gov.mb.ca</p> <p>Regional Offices EMO provides municipal services through five regional offices, listed below. The City of Winnipeg, which is the sixth region, is the responsibility of EMO's office in Winnipeg. Emergency Officers work with the communities in their regions in the development and management of municipal emergency management programs. They serve as a contact point for communities wishing to participate in the Joint Emergency Preparedness Program (JEPP), provincial and federal training programs, and public education programs.</p>

Western Region

Barrett Nelson
Cell: (204) 867-0336
Email: Barrett.Nelson@gov.mb.ca
Courthouse
70 - 3rd Ave SW
Minnedosa, MB R0J 1E0
Tel: (204) 867-4751
Fax: (204) 867-4752

Central Region

Glenn Negrich
Cell: (204) 799-4152
Email: Glenn.Negrich@gov.mb.ca
1525 - 405 Broadway
Winnipeg MB R3C 3L6
Fax:(204) 945-4620

Eastern Region

Jean Champagne
Cell: (204) 782-1279
Email: Jean.Champagne@gov.mb.ca
1525 - 405 Broadway
Winnipeg MB R3C 3L6
Fax: (204) 945-4620

Interlake Region

Shelley Napier
Cell: (204) 782-2769
Email: Shelley.Napier@gov.mb.ca
1525 - 405 Broadway
Winnipeg MB R3C 3L6
Fax: (204) 945-4620

Northern Region

Mark Francis
Cell: (204) 620-5515
Email: Mark.Francis@gov.mb.ca
1525 - 405 Broadway
Winnipeg MB R3C 3L6
Fax: (204) 945-4620

MEMO**Disaster Management Conference****Mission and selected activities:**

Major provincial conference with opportunities to participate and contribute; networking and resources.

2009 information:

<http://winnipeg.ca/epp/2009Conference.stm>

Download selected presentations 2008:

<http://www.gov.mb.ca/emo/general/conference/conference08.html>

Manitoba Family Services and Housing

Mission and selected activities:

Emergency social services supporting local response efforts.

- Emergency assistance to evacuees
- Coordinates and provides services when Emergency Reception Centres are opened., assisting with
 - Registration and inquiry
 - Food services
 - Accommodation
 - Personal Services

During emergencies, requests for Emergency Social Services can be made by contacting your local authority (Mayor, Reeve etc.)

Website:

http://www.gov.mb.ca/fs/about/emergency_social_services.html

Contact by email:

<http://www.gov.mb.ca/fs/feedback.html>

Emergency Social Services:

Website:

http://www.gov.mb.ca/fs/about/emergency_social_services.html

Manitoba Health

Office of Disaster Management [ODM]

Mission and selected activities:

- Ensures that the health sector is capable of coordinated and effective response to the health needs of Manitobans during a disaster.
- coordination of the health sector's activities with other levels of government
- works before a disaster with regional health authorities to identify hazards and reduce risks.

Website: <http://www.gov.mb.ca/health/odm/>

Contact:

Manitoba Health, ODM

Unit 7 - 1680 Ellice Ave.

Winnipeg, Manitoba R3H 0Z2 CA

Phone: (204) 945-1444

FAX: (204) 948-2531

E-mail: dms@gov.mb.ca

Disaster preparedness links:

<http://www.gov.mb.ca/health/odm/prep.html>

Pandemic influenza guidelines for local government and business:

<http://www.gov.mb.ca/health/odm/pandemic.html>

Manitoba Health, Emergency Medical Services

Mission and selected activities:

- Emergency medical response
- Medical assessment and treatment
- Medical transport services to citizens and communities in Manitoba

Website: <http://www.gov.mb.ca/health/ems/>

Contact:

Manitoba Health - Emergency Medical Services

E-mail: emergserv@gov.mb.ca

Phone: (204) 945-5300

Manitoba Roads

Mission and selected activities:

Monitors and assesses current highway conditions to inform travelers

Website: <http://www.manitoba.ca/mit/roadinfo/index.html>

City of Winnipeg

Emergency Preparedness Program

Mission and selected activities:

- Municipal preparedness and emergency response operations
- Public awareness and preparedness
- Advises City Council
- Activates the Emergency Operations Centre (EOC) in the lower level of the Council Building--a dedicated facility which serves as the focal point for the coordination and management of emergency response activities during large scale (disaster) events.

Website: <http://winnipeg.ca/epp/default.stm>

City of Winnipeg EmergeWeb

Mission and selected activities:

One Stop Shop for City Information during an emergency. The new website, currently under development, will provide:

- News/updates/advisories
- Maps of affected areas
- Information on how to volunteer
- Information about how to get assistance

Website: <http://winnipeg.ca/EmergeWeb>

Contact:

Randy Hull

Emergency Preparedness Coordinator

Phone: 204-986-6302 Fax: 204-942-5082

Email

form:<http://www.winnipeg.ca/shared/winnipegca/htmlsnippets/MailForm.asp?Recipient=rhull>

City of Winnipeg, Emergency Snow Plan

Mission and selected activities:

Updated advisories when conditions warranted

Links to Winnipeg Transit information about road conditions and transit

Website:

<http://myride.winnipegtransit.com/en/special/snowplan/>

Contact phones: 311 in a snow emergency or: <http://myride.winnipegtransit.com/en/using-transit/contactingtransit#winnipegtransitcontactinformation>

Environment Canada, Weather office

Mission and selected activities:

Current information about weather conditions (local search available) that may be hazardous.

Also provides:

- Historical weather conditions and events
- FAQ
- Glossary, e.g. "wind chill"

Winnipeg: http://www.weatheroffice.gc.ca/city/pages/mb-38_metric_e.html

National:

http://www.weatheroffice.gc.ca/forecast/canada/index_e.html?id=MB

Contact:

Environment Canada
National Inquiry Response Team
77 Westmorland Street, Suite 260
Fredericton, New Brunswick E3B 6Z3
Fax: 506-451-6010; TTY: 819-994-0736

Public Safety Canada

Mission and selected activities:

- Lead federal agency on national security, including disaster mitigation, response and recovery. Sets national policy, response systems and standards.
- Alerts and similar products to help protect Canada's critical infrastructure.
- Supports EMOs nationwide and regional partners and first responders with funds, tools and training.
- Operates national [Government Operations Centre](#), advanced communications centre for monitoring and coordinating the federal response to an emergency.
- Public awareness and education materials

Website:

<http://myride.winnipegtransit.com/en/using-transit/contactingtransit#winnipegtransitcontactinformation>

Health Canada - Public Health Agency of Canada

Mission and selected activities:

Responds to public health emergencies and infectious disease outbreaks, working at provincial and territorial level.

Emergency Preparedness and Response (one branch) provides:

- [Tool Kit Pandemic Influenza Exercise for the Health and Emergency Social Services Sectors \(2008\)](#)
- [Chemical, Biological, Radiological and Nuclear Resource Links \(CBRN\)](#)
- Mass Casualties
- Natural Disasters and Severe Weather
- [Emergency Response Services](#)
- [National Office of Health Emergency Response Teams \(NOHERT\)](#)

Website

<http://www.phac-aspc.gc.ca/ep-mu/index-eng.php>

On-line contact:

<http://www.phac-aspc.gc.ca/contac-eng.php>

Public Health Agency of Canada

Centre for Emergency Preparedness and Response [CEPR]

Mission and selected activities:

Mission and activities: Prepare for and respond proactively to threats to public health: 1) natural events and disasters such as floods, earthquakes, fires and highly dangerous infectious diseases; and 2) accidents or criminal and terrorist acts involving explosives, chemicals, radioactive substances or biological threats. CEPR slide overview: http://www.phac-aspc.gc.ca/cepr-cmiu/pdf/cepr0402_e.pdf

Website: <http://www.phac-aspc.gc.ca/cepr-cmiu/index-eng.php>

Office of Emergency Preparedness:

Mission and selected activities:

OEP: develops and runs exercises to train emergency responders and training courses that teach health workers how to respond to emergency situations.

Website: <http://www.phac-aspc.gc.ca/cepr-cmiu/oeppt-dmupf/index-eng.php>

National Office of Health Emergency Response Teams (NOHERT):

Mission and selected activities:

Train and certify Health Emergency Response Teams across the country, and to ensure that they are ready to be deployed on a 24-hour basis to assist provincial territorial or other local authorities in providing emergency medical care during a major disaster.

Website: <http://www.phac-aspc.gc.ca/cepr-cmiu/ophs-bssp/nohert-eng.php>

Office of Emergency Response Services [OERS]

Mission and selected activities:

In a national health emergency or disaster, the Office of Emergency Response Services (OERS) is responsible for supporting emergency health and social services in the provinces, territories or abroad. It manages the National Emergency Stockpile System (NESS), which includes medical, pharmaceutical and related emergency supplies. OERS also administers the Quarantine Act with quarantine officers at large international airports across the country. The Office is responsible for the federal response to emergencies that have health repercussions; this includes the deployment of health emergency response teams (HERT).

Website: <http://www.phac-aspc.gc.ca/emergency-urgence/index-eng.php>

Canadian Centre for Emergency Preparedness

Mission and selected activities:

Nonprofit formed to foster the development of a disaster resilient Canada through individuals, communities and businesses.

- Organizes an annual global workshop
- Links to training, education and certification resources
- Personal and business preparedness guides
- Additional links to no-cost planning tools

Website: <http://www.ccep.ca/ccepevnt.asp>

World Conference on Disaster Management:

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

Disaster Recovery Information Exchange {DRIE}

Mission and selected activities:

National organization with regional chapters focused on business continuity. Membership required.

- Business Continuity Awareness Week (June)
- Resource materials
- Regional information and support

Website of Central Chapter (includes Winnipeg):

<http://www.driecentral.org/index.html>

Canadian Red Cross Disaster Management

Mission and selected activities:

Helps people affected by emergencies and disasters –from a house fire to a flood. Works with governments and other humanitarian organizations to provide for people's basic needs – food, clothing, shelter, first aid, emotional support and family reunification.

Website: <http://www.redcross.ca/article.asp?id=302&tid=025>

Preparedness links:

<http://www.redcross.ca/article.asp?id=286&tid=025>

Contacts:

Canadian Red Cross, Manitoba Region

Tel: (204) 729-4975; Cell: (204) 573-6240

Winnipeg:

1111 Portage Avenue

Winnipeg, MB R3G 0S8, Canada

(204) 982-7330

Make A Household Emergency Plan

Source: Public Safety Canada. These are generic guidelines provided by. Additional individual preparedness guides are provided in the Background Resource section.

Every Canadian household needs an emergency plan. The time you've invested in creating one will ensure that you and your household know what to do in case of an emergency.

Now that you have a plan, make sure everyone in your home has read it. Review all eight sections, taking note of the safety tips and next steps that have been included.

- Don't forget that your family may not be together when a disaster occurs. Practice how to meet or contact one another and discuss what you would do in different situations.
- Keep this plan in an easy-to-find, easy-to-remember place (for example, with your emergency kit). You may also want to make duplicate copies to keep in your car and/or at work.

You should update your plan yearly.

Next step...

Keep copies of birth and marriage certificates, passports, licences, wills, land deeds and insurance in a safe place both inside and outside your home. For example, you might want to put them in a safety deposit box or give them to friends and family who live out of town.

1. Escape routes

During an emergency, these escape routes will help you get out of your home quickly and join your family or roommates at your designated meeting place. If you are asked to evacuate your neighbourhood, use the route you've identified below or follow the directions of emergency officials.

Emergency exits from home:

Escape route from neighbourhood:

Meeting place:

Meeting place:

Safety tip:

Make sure everyone in your home knows how to get out quickly. Practice at least once a year with everyone.

2. Children

Ask your children's school or daycare about their emergency policies. Find out how they will communicate with families during an emergency. Also find out what type of authorization they require to release your children to a designated person, if you can't pick them up yourself.

Make sure your children's school or daycare has updated contact information for parents, caregivers and designated people

Contact person 1:

Contact person 2:

Safety tip:

Keep a copy of your children's contact information with you.

3. Special health needs

Keeping an updated list of your medical information is an important part of being prepared for emergencies. You may also want to talk to your doctor about preparing a grab-and-go bag with a two-week supply of medications and medical supplies, if possible. Include prescriptions and medical documents. Remember that pharmacies may be closed for some time, even after an emergency is over.

Next step...

Establish a support network of friends, relatives, health-care providers, co-workers and neighbours who understand your special needs.

Health information:

Medications and medical equipment

Grab-and-go bag location

4. Pets

The most important thing you can do to protect your pets is to take them with you if you need to evacuate. Since pets are not allowed in some public shelters or hotels, it's important to identify in advance where your pet will stay.

Pet location

Safety tip:

Your pets should be wearing up-to-date identification and vaccination tags at all times. On their tag, include the phone number of a friend or relative outside your immediate area. If your pet is lost, you'll want to provide a number that will be answered even if you're out of your home.

5. Specific risks

In addition to the general preparedness steps you've taken, it makes sense to plan for the kinds of emergencies are most likely to occur in your region.

Regional risks and what to do if they occur

6. Emergency contacts

Having all your important contact information in one place can be very helpful during an emergency. Make a photocopy of this list and leave a copy close to your telephone. If possible, program these numbers into your home phone and cell phone.

Safety tip:

Plan for each family member to call or e-mail the same out-of-town contact person in the event of an emergency. Teach children how to make this call, as well as how and when to dial 9-1-1 (see section 8 of this plan).

Local Emergency Numbers

Fire:

Police:

Ambulance:

Other:

Non Emergency Numbers

Fire:

Police:

Health Clinic:

Other:

Out of town contact

Name:

Phone [Home]:

Phone [Work]:

Phone [Cell]:

Email:

Home Address:

Family Contact

Name:

Phone [Home]:

Phone [Work]:

Phone [Cell]:

Email:

Home Address:

Name:

Phone [Home]:

Phone [Work]:

Phone [Cell]:

Email:

Home Address:

Friends / Neighbours

Name:

Phone [Home]:

Phone [Work]:

Phone [Cell]:

Email:

Home Address:

Family Doctor

Patients Name:

Doctor's Name:

Phone:

Patients Name:

Doctor's Name:

Phone:

7. Home instructions

Everyone in your home should know where to find the fire extinguisher and the emergency kit. Older children and adults should know how to turn off your home's water, electricity and gas.

Next step...

Make large, easy-to-see signs for water and gas shut-offs as well as for the breaker panel or fuse box.

Emergency kit

Fire Extinguisher

Water Valve

Shut-Off instructions

Utility Company Phone Number

Electrical Box

Utility Company Phone Number

Gas Valve

Shut-Off Instructions

Only shut off gas when authorities tell you to do so:

Utility Company Phone Number

Floor Drain

8. Emergency instructions

During an emergency, you may not have time to make alternative plans. You may also not be aware of who to listen to for instructions. That's why it is important to know who to call and what to do. Practice makes perfect.

When to call 9-1-1 (where available)

- Report a fire.
- Report a crime.
- Save a life.

For non-emergency calls, use the seven-digit numbers listed in your local phone book for police, fire and paramedic services (see section 6 of this plan).

In case of major emergency

- Follow your emergency plan.
- Get your emergency kit.
- Make sure you are safe before assisting others.
- Listen to the radio or television for information from authorities. Local officials may advise you to stay where you are. Follow their instructions.
- Stay put until all is safe or until you are ordered to evacuate.

Taking shelter

If you are advised by local officials to 'shelter-in-place', you must remain inside your home or office and protect yourself there. The following steps will help maximize your protection:

- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air-conditioning systems.
- Close the fireplace damper.
- Get your emergency kit and make sure the radio is working.
- Go to an interior room that's above ground level (if possible, one without windows). In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Using duct or other wide tape, seal all cracks around the door and any vents into the room.
- Continue to monitor your radio or television until you are told all is safe or are advised to evacuate.

Evacuation orders

Authorities will not ask you to leave your home unless they have reason to believe you are in danger.

- If you are ordered to evacuate, take your emergency kit, essential medications, copies of prescriptions and a cellular phone with you, if you have one.

- If you have time, call or e-mail your out-of-town contact. Tell them where you are going and when you expect to arrive. Once you are safe, let them know. Tell them if any family members have become separated.
- If you have time, leave a note telling others when you left and where you are.
- Shut off water and electricity if officials tell you to.
- Leave natural gas service 'on' unless officials tell you to turn it off. (If you turn off the gas, the gas company has to reconnect it. In a major emergency, it could take weeks for a professional to respond. You would be without gas for heating and cooking).
- Take pets with you.
- Lock your home.

In the event of an emergency, listen to authorities and follow their directions. Your cooperation will make it easier to help those in need.

Building Utility & Equipment Shut-Off

Source: *It Can Happen To Your Agency!* Ending Violence Association of BC:
<http://www.endingviolence.org/node/382>

Date: _____

Updated: _____

By: _____

Building/Address	Utility	Shut Off Location
	Gas	
	Water	
	Electric	
	Sprinkler	
	Boiler	
	Sump Pumps	
	Other:	
	Gas	
	Water	
	Electric	
	Sprinkler	
	Boiler	
	Sump Pumps	
	Other:	

Fire Detection & Alarm Checklist

Source: *It Can Happen To Your Agency!* Ending Violence Association of BC:
<http://www.endingviolence.org/node/382>

Date: _____

Updated: _____

By: _____

Equipment	Yes/No	Location(s)
Main Control Panel		
Fire Extinguishers		
Class A		
Class B		
Class C		
Automatic Sprinklers		
Fire Pump		
Smoke Detectors		
Heat Detectors		
Fire Alarm - Main Panel		
Fire Alarm - Pull Stations		
Standpipes		
Hose Stations		
FD Connections - Siamese		
Emergency Lighting		
Lighted Exit Signs		
Fire Doors		

Emergency Assistance Contact Sheet

Completed: _____

Last Update: _____

Next Update: _____

Natural Gas Or Hydro Concerns	
Hydro	
Police	
Fire	
Emergency Management Organization	
City Emergency Preparedness Program	
Canadian Red Cross	
Other	

Evacuation Requirements Form

Source: Adapted from Nation Association Of Child Care Resource & Referral Agency, Is Child Care Ready? A Disaster Planning Guide for Child Care Resource & Referral Agencies:
http://www.naccrra.org/disaster/docs/Disaster_Guide_MECH.pdf

Note: Completing this form early and keeping it updated will help you plan your own evacuation should it be necessary and facilitate communication in an emergency.

Facility name/address:	Your agency here
Contact person	
Phone number of contact person	
Number of persons at site	
Number of staff at site	
Vehicles required to evacuate all persons	
Special transportation needs	
Number of individuals with special transportation needs	
Alternate facility	
Address of alternate facility	
Point of contact at alternate facility	
Phone number at alternate facility	
Main transportation provider	
Phone number of transportation provider	
Alternate transportation provider & phone number	
Number of staff transported to alternate facility	
Number of vehicles dispatched to alternate facility	
Time vehicles dispatched to alternate facility	
Number staff assembled at alternate facility	

Alternate Meeting Place

Source: Allstate Foundation and NNEDV Fund, *When Disaster Strikes: Catastrophe Preparedness for Domestic Violence Advocates*

Note: Women's services should also consider planning ahead to utilize family spaces, e.g. garages, workshops, spare rooms.

Select a place to meet in case your facility is unavailable. Make sure key people know the location, and have maps if necessary. This pre-defined meeting place will serve as a location for you and your key staff to plan your response to the incident.

In choosing this meeting place, think about any key resources you would need there, and consider its location. Some of the resources and location considerations are:

- Location: When selecting your meeting place, consider its location relative to your normal work place and to the key staff members you would call together there. The location should not be so far away that staff members would have difficulty getting there. Conversely, it should not be so close to your normal work location that it could be affected by the same incident. For example, following certain incidents, authorities may block off several city blocks around the affected facility. If your meeting place is across the street from your normal work location, you might not be able to get to it in this situation.
- Alternate Meeting Place: To solve the above issue, it is recommended that you select at least two possible meeting locations. Your primary location could be close to your facility, and be used if access is possible. Your alternate location should be further away, ensuring availability if your primary location is not accessible.
- Vulnerabilities: When selecting a location for your meeting place, especially for your alternate location, be sure to consider the types of vulnerabilities you have. For example, your meeting place should be inland. If your primary location is near a river, your meeting location should be on high ground. If your primary location is near an earthquake fault, your meeting location should be at a reasonable distance away from that fault line.
- Communications capability: Since the ability to communicate with others is essential to effectively respond to any incident, make sure that the location you choose has enough telephones for your needs. If you have a cellular phone, you should plan to take it with you to this meeting place as another means of communication, and in the case regular phones are not working.

If you have a portable/laptop computer with Internet or e-mail capabilities, your meeting place should have the capability to connect that computer as well. Assuming your laptop computer was not in the affected building, you should plan to take that laptop to the meeting place too.

- Size of the Facility: The location you choose should be big enough for the number of people that expect to congregate there. This is not an alternate place for your staff to work, though, only a place for you and your key staff to discuss your plan of action in response to the event, and to manage your recovery efforts. Therefore, it does not need to be so big that your entire staff can work there if your facility is affected. The alternate work location will come later when your complete Business Continuity Plan is documented.

Types of facilities to consider when selecting a meeting place include:

- Another company facility
- A hotel, convention center, or other public facility.

When documenting your meeting place, you should include its name, street address, who to contact to get in, and any security requirements. You should also consider appending a map to the location and a floor plan of the facility if they are not well known to the staff.

MEETING PLACE

Primary Location

Facility Name:	
Street Address:	Floor:
City/State/Zip:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
	FAX No:
	Other No.:
Security Considerations:	

Alternate Location

Facility Name:	
Street Address:	Floor:
City/State/Zip:	
Contact Person:	Phone No:
Alternate Contact:	24 Hour No:
	FAX No:
	Other No.:

Employee Contact List

Use this form to gather information on employees (and the business owner) so that each person can be contacted at any time or place. After you have entered all your employees, assign a number to Call Order for each employee. You may choose to sort your employee list alphabetically or by call order.

Maintain an up-to-date copy of contact information for each employee in an accessible and secure location.

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Name:		Call Order:	
Position:			
Key Responsibilities:			
Home Address:			
City, State, Zip:			
Home Phone:		Mobile Phone:	
Office Phone:		Pager/Beeper:	
Fax:			
Home E-mail:		Work E-mail:	
Certifications:	<input type="checkbox"/> First Aid	<input type="checkbox"/> CPR	
	<input type="checkbox"/> Emergency Medical Technician (EMT)	<input type="checkbox"/> Ham Radio	
	<input type="checkbox"/> ***Special Licenses:	<input type="checkbox"/> Other	
Emergency Contacts			
Local Emergency Contact:		Relationship:	
Phone:		Alternate Phone:	
Address:		E-mail:	
Out-Of-State Emergency Contact:		Relationship:	
Phone:		Alternate Phone:	
Address:		E-mail:	
Notes:			

E-mail:	
Recovery Notes:	

Key Suppler/Vendor

Use this form to record information about your current suppliers and those you could use as an alternate choice.

Disaster-induced operational problems are not always connected to property damage. They include disruptions in the flow of supplies and in the ability to ship those goods or deliver services. Your ability to resume operations also relies on the ability of your suppliers to deliver what you need on time.

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Status:	<input type="checkbox"/> Current Supplier/Vendor <input type="checkbox"/> Back-Up Supplier/Vendor		
Company Name:			
Account Number <i>(if relevant):</i>			
Materials/Service Provided:			
Street Address:			
City, State, Zip:			
Company Phone <i>(main):</i>			
Website Address:			
Contacts			
Primary Contact:		Title:	
Phone:		Mobile:	
Pager:		Fax:	
E-mail:			
Alternate Contact:		Title:	
Phone:		Mobile:	

Pager:		Fax:	
E-mail:			
Recovery Notes:			

Key Contacts

Use this form to list the key contacts for the administration of your business. Key contacts consist of those you rely on for administration of your business, such as your bank, your creditors, your insurance agent, your accountant, etc. They also include services in the community you need to help you resume operations, such as utilities, emergency responders, media outlets, business partners and business organizations.

Your key customers are an essential part of this list. If you have more than 20 key customers, you should use the *Vital Records* form instead of listing each one here to avoid making your business continuity plan too bulky. Nevertheless, you still may want to include some of your major customers or clients in *Key Contacts*, as they could be involved with one or more of the critical business functions you identify for your recovery plan.

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Type:

<input type="checkbox"/> Accountant <input type="checkbox"/> Bank <input type="checkbox"/> Billing/Invoicing Service <input type="checkbox"/> Benefits Administration <input type="checkbox"/> Building Manager <input type="checkbox"/> Building Owner <input type="checkbox"/> Building Security <input type="checkbox"/> Creditor <input type="checkbox"/> Electric Company <input type="checkbox"/> Emergency Management Agency <input type="checkbox"/> Fire Department <input type="checkbox"/> Gas/Heat Company <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Hospital <input type="checkbox"/> Insurance Agent/Broker	<input type="checkbox"/> Insurance Company (Claims Reporting) <input type="checkbox"/> Internet Service Provider (ISP) <input type="checkbox"/> Key Customer/Client <input type="checkbox"/> Local Newspaper <input type="checkbox"/> Local Radio Station <input type="checkbox"/> Local Television Station <input type="checkbox"/> Mental Health/Social Service Agency <input type="checkbox"/> Payroll Processing <input type="checkbox"/> Police Dept. (Non-emergency) <input type="checkbox"/> Public Works Department <input type="checkbox"/> Small Business Administration Office <input type="checkbox"/> Telephone Company <input type="checkbox"/> Other Explain:
---	---

Name Of Business Or Service:	
Account Number:	
Materials/Service Provided:	

Street Address:			
City, State, Zip:			
Company/Service Phone <i>(main):</i>			
Website Address:			
Contacts			
Primary Contact:		Title:	
Phone:		Mobile:	
Pager:		Fax:	
E-mail:			
Alternate Contact:		Title:	
Phone:		Mobile:	
Pager:		Fax:	
E-mail:			
Recovery Notes:			

Critical Business Functions

Use this form to identify what business functions are critical to your survival. To help you get started, the following are some key questions to ask yourself:

- What are my most critical and time sensitive business functions?
- Which functions would I classify as highest priority? Medium priority? Lowest priority?
- How much down time can I tolerate for each business function?
- Which business functions are necessary to fulfill my legal and financial obligations and maintain cash flow?
- Which business functions are essential to maintain my market share and reputation, or to strategically adjust to changed circumstances?

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Business Function:			
Priority:	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
Employee In Charge:			
Timeframe Or Deadline:			
Money Lost (or fines imposed) If Not Done:			
Who Performs This Function? (List all that apply)			
Employee(s) / Vendor(s) / Key Contact(s):			
Who Helps Perform This Function? (List all that apply)			
Employee(s) / Vendor(s) / Key Contact(s):			
<i>Who Uses The Output From This Function? (List all that apply)</i>			
Employee(s) / Vendor(s) / Key Contact(s):			
Brief Description Of Procedures To Complete Function: <i>(Consider writing procedures for two scenarios, one for a short disruption, the other for loss of everything.)</i>			
Recovery Notes:			

Recovery Location

Use this form to provide information on your recovery location(s), that is, where you will conduct business operations following an event. It could be at an alternate site, at a similar business through a mutual aid agreement, your own home, or if you are location dependent, at your primary place of business. You may require more than one location depending on a variety of factors, including departmental needs, number of employees, etc. If you identify more than one recovery location, be sure to clearly name each one in the *Recovery Location* field.

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Recovery Location: <i>(Include street address, city, state, zip code)</i>			
Building Owner/Manager:			
Phone:		Alternate Phone:	
Pager:		E-mail:	
Directions To Recovery Location: <i>(i.e. map and directions from Internet site or similar information)</i>			
Business Functions To Be Performed At Recovery Location:			
Employees Who Should Go To Recovery Location:			
Recovery Notes:			

Note: If you have not secured your recovery location(s) at the time you are starting to develop this business continuity plan, continue on with the planning process. When you have finalized all arrangements for the recovery site(s), return to this form to enter the appropriate information.

Vital Records

Use this form to identify records that are vital to perform your critical business functions. Use *Media* to indicate if the record is a print version, on a CD, etc.

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Name Of Vital Record:		
Business Function It Supports:		
Media:	<input type="checkbox"/> Network <input type="checkbox"/> Hard drive <input type="checkbox"/> External hard drive <input type="checkbox"/> Laptop <input type="checkbox"/> CD <input type="checkbox"/> Flash drive	<input type="checkbox"/> Print version <input type="checkbox"/> Microfilm <input type="checkbox"/> Internet <input type="checkbox"/> Other Explain:
Is It Backed Up?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Media For Backup:	<input type="checkbox"/> Network <input type="checkbox"/> Hard drive <input type="checkbox"/> External Hard Drive <input type="checkbox"/> Laptop <input type="checkbox"/> CD <input type="checkbox"/> Flash drive	<input type="checkbox"/> Print version <input type="checkbox"/> Microfilm <input type="checkbox"/> Internet <input type="checkbox"/> Other Explain:
How Often Is It Backed Up?	<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input type="checkbox"/> Semi-Annually <input type="checkbox"/> Yearly <input type="checkbox"/> Never <input type="checkbox"/> Other Explain:
Where Is It Stored?		
Can The Record Be Recreated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recovery Notes:		

Critical Telephone Numbers

Use this form to list your company telephone and/or fax lines that are critical to the survival of your business. Enter what each is used for and think about whether it is essential that this number be continuously available. Then, select a solution for how to keep the number operational or an alternative to meet the need.

You may want to have a plan in place to communicate any contact information changes to your employees, vendors, and key contacts.

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Phone Number	Type (Enter Code) L – Local LD – Long Distance 800-Toll Free F – Fax M – Mobile O – Other	Status (Enter Code) C – Currently in use E – Will establish during recovery	Description (e.g. hotline, main line, toll free customer service line, dial-in to network)	Solution (Enter letter) Reroute to recovery location New Number Recorded Msg Other (Explain)	Related Business Function(s)
Recovery Notes					

Supplies

Use this form to list supplies needed to fulfill your critical business functions. A supply is anything you have not listed in previous forms. It should have an order number and should include items essential to keep equipment or work processes functioning, e.g. special fluid for a machine, special forms and/or checks.

If you do not have the supplier recorded on the *Supplier/Vendor* form, go back to the form to add the information.

Note: Do not include basic office supplies, e.g. pens, paper, stapler. Do not include office furniture either, e.g. filing cabinets, mail bins, desks or chairs, as they all should be listed in *Miscellaneous Resources*.

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Item	Item Order Number	Quantity	Supplier/Vendor(s):	Related Business Function(s)
Recovery Notes:				

Equipment, Machinery & Vehicles

Identify the key equipment / machinery necessary to perform your essential business functions, i.e. the equipment or machinery that would shut you down or severely curtail production of goods or services if it failed. This could include tools and spare parts vital to operation of equipment. You may also want to list company-owned vehicles.

When there is adequate warning about an event, such as a hurricane, you might decide to take some of your equipment or machinery that can be easily moved to a safe place, so that it can be used at your recovery location(s). For such instances, you want to list equipment or machinery you currently own or lease. Some disasters occur without warning, though, so you want to be sure you have alternatives available. Review the Property Protection Plan beginning on page 51 of the toolkit to find suggestions on how to protect your existing machinery.

Note: Computer equipment should be listed in the *Computer Equipment and Software* form; telecommunications equipment in the *Voice / Data Communications* form; and office furniture for your recovery location in the *Miscellaneous Resources* form.

You can download copies of this form from: http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Item:			
Model:		Serial Number:	
Related Business Function(s):			
Status:	<input type="checkbox"/> Currently In Use <input type="checkbox"/> Will Lease/Buy For Recovery Location		
Is there a backup available:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Primary Supplier/Vendor:			
Alternate Supplier/Vendor:			
Recovery Location For Installation:			
Order Time For Replacement:			
Recovery Notes:			

Computer Equipment And Software

Use this form to list the computer equipment, hardware and software you will need to fulfill your critical business functions.

If you go to a recovery location, it is likely you will need to lease or purchase computer equipment and replace your software. You may use this form to list what you would order, and in the *Title & Version or Model No* field write "Unknown," or similar words, if you do not yet have that information. Be sure to explain in your *Recovery Notes*. The important thing is that your final plan includes what you need to perform your critical business functions.

If you plan to order multiple items of the same type—e.g. keyboards or monitors—you can condense the information into one record. You can list relevant details in *Recovery Notes*.

When there is sufficient warning about an event, such as a hurricane, you might decide to move some of your computer equipment and software to a safe place, so that it can be utilized at your recovery location. For such instances, you want to list equipment you currently own or lease and / or software that you would take, and in the *Status* field check "Currently in use." Some disasters occur without warning, though, so be sure you have alternatives available.

If you currently own / lease the item, choose the supplier(s) / vendor(s) based on which one(s) you would use to replace the item if it were damaged in a disaster. It is always advisable to have an alternate vendor, though, in case your primary vendor is not available.

You can download copies of this form from:

http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Item:			
Type:	<input type="checkbox"/> Computer Hardware <input type="checkbox"/> Computer Software		
Status:	<input type="checkbox"/> Currently In Use <input type="checkbox"/> Will Lease/Buy For Recovery Location		
Title And Version/Model Number: <i>(Enter "Unknown" if hardware/software is to be leased/bought for recovery location)</i>			
Serial/Customer Number:		Registered User Name:	
Purchase/Lease Price:	\$	Purchase/Lease Date:	
Quantity (equipment) or Number Of Licenses (software):			

License Numbers:	
Primary Supplier/Vendor:	
Alternate Supplier/Vendor:	
Recovery Install Location:	
Recovery Notes:	

Voice And Data Communications

Use this form to list your voice and data communications needs. Communication with employees, vendors, customers, emergency officials and other key contacts is vital to your ability to resume business operations following a disaster event. This form should be used to determine what telecommunications equipment you need to help you with that communication.

If you go to a recovery location, it is likely you will need to lease or purchase telecommunications equipment. You may use the *Voice / Data Communications* form to list what you would order, and in the *Description & Model No.* field, write "Unknown," or similar words, if you do not yet have that information. Be sure to explain in *Recovery Notes*.

If you plan to purchase or lease multiple items of the same type—e.g. telephones—you can condense the information into one record. List relevant details in *Recovery Notes*.

You can download copies of this form from:

http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

Type Of Service:	<input type="checkbox"/> Telephone <input type="checkbox"/> PBX w/ ACD (Private Branch Exchange w/ Automatic Call Distribution) <input type="checkbox"/> PC Data Communications <input type="checkbox"/> Mobile Phone	<input type="checkbox"/> Satellite Phone <input type="checkbox"/> Fax Machine <input type="checkbox"/> Two-Way Radio & Pager <input type="checkbox"/> Other Explain:
Description And Model Number: (Enter "unknown" if telecommunications item is to be leased / bought for recovery location)		
Status:	<input type="checkbox"/> Currently In Use <input type="checkbox"/> Will Lease/Buy For Recovery Location	
Voice Communications Features:	<input type="checkbox"/> Voice Mail <input type="checkbox"/> Speaker <input type="checkbox"/> Conference <input type="checkbox"/> Text Messaging	<input type="checkbox"/> Conversation Recorder <input type="checkbox"/> Other Explain:
Data Communications Features:	<input type="checkbox"/> Cable <input type="checkbox"/> DSL <input type="checkbox"/> T-1	<input type="checkbox"/> Dial-Up <input type="checkbox"/> Other Explain:
Quantity:		
Primary Supplier/Vendor:		

Alternate Supplier/Vendor:	
Recovery/Install Location:	
Recovery Notes:	

Miscellaneous Resources

Use this form to list the basics to make your recovery site operational, such as office furniture, safes, mail bins, and other items needed for the recovery location. Consider any unique recommendations for people with special needs.

You can download copies of this form from:

http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/].

Item	Quantity	Primary Supplier/Vendor	Alternate Supplier/Vendor	Recovery Install Location
Chairs				
Desks				
Extension cords				
Drop cords				
Surge protectors				
Power strips				
File cabinets				
Mail bins				
Portable air conditioners / fans				
Safes				
Tables				
Waste baskets				
Other Explain:				

Disaster Response Checklist

When disaster strikes, you may be on your own for hours or even several days. Emergency services may not be able to respond right away. Check which supplies you have on hand to help you take care of your employees, customers or others on your premises until help arrives. Be sure to purchase the remaining supplies so you are ready when an emergency occurs. Check your kit every six months to replace expired or outdated items.

You can download copies of this form from:

http://www.disastersafety.org/business_protection.

Save a blank version so you can make additional copies as needed.

Source: Institute for Business and Home Safety [http://www.ibhs.org/business_protection/]

All-Hazards NOAA Weather Radio (NWR)

Access to the All Hazards NOAA Weather Radio broadcast is as important as a smoke alarm in homes and businesses—it can save your life by warning you of severe weather and other hazards at any time. NOAA Weather Radio is a nationwide, 24-hour radio broadcast from the National Weather Service, in conjunction with the Federal Communication Commission's (FCC) Emergency Alert System, which continuously provides comprehensive weather and emergency information. You can purchase a NWR alert monitor at your local sporting goods store. Look for the models that incorporate Specific Area Message Encoding (S.A.M.E.) technology that programs the radio for your area. These special radios remain silent until an alert is issued in your community by local authorities. When the alarm sounds, you will be given specific information and instructions on how to best avoid the danger. Most NWR alert monitors include battery backup. Visit www.weather.gov/nwr for more information.

Note: In Canada, see the Meteorological Service of Canada's Weatheradio service:

http://www.msc-smc.ec.gc.ca/msb/weatheradio/fact_sheet_e.cfm. Additional weather services are offered through the Met Service and you will also find a glossary of watch and warning terms here:

http://www.msc-smc.ec.gc.ca/cd/brochures/warning_e.cfm. You may also

consider Sirius XM Emergency Alert System:

<http://www.xmradio.ca/onxm/channelpage.cfm?ch=247>

Working Smoke Detectors And Fire Extinguisher

Set a schedule to test smoke detectors annually and keep extra batteries on hand. Check the pressure indicator of your fire extinguisher monthly.

First Aid Kit

Include scissors, tweezers, a variety of Band-Aids, gauze pads/roller gauze and tape, anti-bacterial wipes, first aid ointment, vinyl gloves, first aid book, and any other items you deem essential. Remember your kit is for “first” aid, not ongoing care.

Medications And Personal Items

Remember that you may not have access to pharmacies or doctors. Suggest that employees store a one-week supply of prescription and over-the-counter medications at their workspace, along with any instructions for taking them. Encourage employees to keep their doctors’ contact information close at hand, along with a list of any prescription medications and dosages they are currently taking. Employees might also choose to store an extra set of glasses and/or contact lenses and solution, batteries for hearing aids, walking aids, feminine and personal hygiene items, and any other personal items they may need.

Flashlights And Light Sticks

Keep flashlights and extra batteries in easy to find locations. Non-toxic chemical light sticks can be taped next to light switches for emergency use.

Battery Operated Or Wind-Up AM/FM Radio

Maintain a current list of stations in your area that provide emergency updates and that have generator backup to support continuous broadcast. Keep extra batteries on hand, or consider a wind-up radio (wind one minute for 15 – 35 minutes of play).

Bottled Water

Have at least one gallon of water per person per day to be used for drinking, personal hygiene and cooking. Store in sizes that are easily transportable, should you need to relocate.

Nonperishable Food And Utensils

Stock a supply of non-perishable food such as peanut butter, crackers, ready-to-eat canned meats, fruits and vegetables, comfort / stress food such as cookies and hard candy, canned juices, powdered milk, etc. Be sure to have a manually operated can opener and plastic utensils.

Paper Supplies

Keep a supply of toilet paper, tissues, paper plates, napkins, and towels on hand. Also have note pads, markers, pens and pencils,

Tools And Other Supplies

Keep supplies of items such as duct tape, waterproof plastic sheets, shut-off wrench for water and gas, whistle, compass, plastic bucket with tight lid, work gloves, pliers, hammer, plastic garbage bags and ties. A pry bar, shovel, dust masks, eye protection, and a push broom will aid in clean-up operations.

Blankets

Keep a supply of blankets, pillows if available, cots or mats for sleeping / taking breaks.

Camera

Have a disposable camera, or a camera with extra batteries and film, available to record damage.

Cash And ATM/Credit Card(s)

Keep enough cash for immediate needs, and ATM and credit card(s) for emergency use (dependent on electric power availability).

Emergency Contact List

Maintain a current emergency contact list for employees and emergency services, such as police, fire and utility companies. Keep in several places, e.g. a PDA, PC at home, or a trusted neighboring business.

Document Preservation

Source: Allstate Foundation and NNEDV Fund, *When Disaster Strikes: Catastrophe Preparedness for Domestic Violence Advocates*

Critical Items to be retrieved from building

The following items are to be removed from the building in the event individuals can come in for **10 minutes**:

What	Who (Department)	Where is it located	Person Responsible for Retrieval and their backup
Current/prior year vendor files	Administration		
Contracts	Administration		
Special events binder – current year and prior year	Development		
Laptop	Administration		
General ledger book	Administration		
Payables	Administration		
Copies of deposit slips	Administration		
Audit file (current/prior year)	Administration		
Bank statements	Administration		
Benefit statements	Administration		
Pension statements	Administration		
Back-up tapes	Education		
MDR	Education		
Class manual reports	Education		
Personnel files	Administration		
Outlook backup	Education		
Photos (not priority)	Development		
Check log	Education		

What	Who (Department)	Where is it located	Person Responsible for Retrieval and their backup
Current event registrations	Development		
990	Administration		

To be stored in a Safety Deposit Box [should be in a table too]

1. Important organization documents
 - a. By-laws
 - b. Audit
 - c. Charter
 - d. 501c3
 - e. Operating Agreement
 - f. HR policies
 - g. Vacation/Sick leave balance sheet
 - h. Operating plan
 - i. Budget
2. Contracts
3. Important documents
 - a. Operating agreement
 - b. Insurance
 - c. Policies manual
 - d. Procedures manual
 - e. Network Configuration and settings guide
 - f. Vendor Master file list
 - g. Software vendor accounts
 - h. Equipment by user list
4. Computer backup of data and disks of software programs (list of software in box)
5. Keys

Crisis Decision Making

A phone tree is useful for establishing the primary lines of communication. It should reflect the decisions you have made about who makes what kinds of decisions in an emergency, e.g. when to relocate to alternate work space, when to implement the crisis response plan.

First calls	To which person?	Primary number	Alternate number	Physical location?	Email	That person calls whom?
Director						
Management committee						
RPT members						
Board members						
Other?						

Crisis Roles And Responsibilities

Everybody will be doing something different. Decide now who has what jobs to do during the crisis period and what the decision making process should be. Some key people may just now be present.--what then? Determine how many individuals on your staff will be tasked with crisis response roles. But remember that everyone will want to help.

Job Title	Incumbent	Crisis Tasks	Level of authority	Time period
1.				
2.				
3.				
4.				

Staffing Policies In Emergencies

The expected accommodations should be reflected in your Policies and Procedures Manual and conveyed to all staff during orientation and training. Board or funder approval may be necessary.

		Applies to?	Under what conditions?	For what reasons?	For how long?
Absenteeism provisions					
Flexplace/flextime					
Salary					
Job reassignment					
New job tasks					
Supervisory authority					
Budgetary authority					
Other					

Crisis Response Plan

[Sample]

Agency name: _____

Date created: _____ Last updated: _____

PREAMBLE: Given the vision and mandate of our agency, we endeavor to become as resilient as possible to the effects of emergencies, disasters or catastrophic events of all origins. We also strive to reduce avoidable harm through mitigation and preparedness and will support the full recovery of staff, volunteers, partners and clients to the best of our ability.

Affirmed on _____ (date) by:

- Board of Directors chair _____
- Executive Director _____
- Other: _____

This plan applies to all facilities operated by this agency:

- A separate Crisis Response Plan is on file for each facility
- Directives in this Crisis Response Plan apply to all facilities with exceptions noted

Copies of the Crisis Response Plan are available

- In the office and at the home of the ED
- In the homes of the Crisis Response Team
- In the homes of _____ [other key staff members, volunteers, service users, etc.]
- In the homes of all members of the Board
- In the homes of _____ [Advisory Committee, ex-official members, major donors]
- Other _____ [e.g. funding agency, organizational partner]

EMERGENCY PLANNING ROLES: Recognizing the limited capacity of emergency management authorities as well as first-response organizations such as law enforcement, we have initiated a Resilience Planning Team.

Members are tasked with the following roles and responsibilities:

- Identifying hazardous conditions
- Assessing organizational vulnerabilities & capacities
- Identifying sources of external assistance
- Writing or promoting a Disaster Resilience Policy
- Other _____

The ED or designated organizational leader has the following role on the Resilience Planning Team: _____ [e.g. lead, advisory, member]

Members serve for _____ [time, e.g. unless otherwise indicated, one year, two years]

Members of the Team as of _____ [date] are:

- 1.
- 2.
- 3.
- 4.

NO: We do not have a RPT but designate these responsibilities instead to [e.g. the ED, the Emergency Planning Team of the Board of Directors, other]:

PREPAREDNESS: Recognizing the need for self-sufficiency for a minimum of 72 hours and our responsibilities to all persons on-site in the event of an emergency, we have the following stockpiled supplies and equipment:

Supplies and Equipment On Site

Medical supplies for _____ [est numbers]

Updated/replaced as needed _____ [date], by _____

Nonperishable food for _____ [est numbers]

Updated/replaced as needed _____ [date], by _____

Water/other liquids for _____ [est numbers]

Updated/replaced as needed _____ [date], by _____

Hygiene supplies/toiletries for adults for _____ [est numbers]

Updated/replaced as needed _____ [date], by _____

Infant/ toddlers supplies for _____ [est numbers]

Updated/replaced as needed _____ [date], by _____

Other children's supplies for _____ [est numbers]

Updated/replaced as needed _____ [date], by _____

Other emergency supplies, e.g. heating/cooling for _____ [est numbers]

Updated/replaced as needed _____ [date], by _____

Flashlights/batteries:

Numbers and description:

Last replaced:

Radios/batteries

Numbers and description:

Last replaced:

Tools, e.g. crowbars, hammers,

Supplies, e.g. duct tape, rope

Last checked on:

Utility shut off (wrench, flagging)

Last checked on:

Other, e.g. generator/fuel

Last checked on:

BUSINESS CONTINUITY: Recognizing that an emergency or disaster may compromise our functional abilities as a business operation, we have designated the following as the priority business functions to be protected:

Business function priorities

1. _____
2. _____
3. _____
4. _____

We have implemented the following protective systems to minimize disruptions and avoidable losses. These are the most critical data to protect.

Storage and Protection of Data

Function	Back up system	Date: Last update
1.		
2.		
3.		

We have identified the most important information needed to replace or repair business supplies or equipment losses or otherwise recover from the effects of an emergency or disaster, e.g. registration numbers, banking numbers, insurance policy numbers. These are critical numbers that will promote rapid recovery.

Essential Information for Business Recovery
1. Insurance information
2. Computer information
3. Business equipment information
4. Banking information
5. Other, e.g. agency vehicles

RESPONSE AND RECOVERY CONTACTS: Recognizing the need for timely assistance we plan to contact the following individuals and access available resources as feasible.

External Help: Emergency Response and Recovery Contacts			
Name	Organization	Contact Information	Last updated
1.			
2.			
3.			
4.			

PROVIDING ON-SITE EMERGENCY RESPONSE: Recognizing the limitations of our capacity and mission, we have undertaken to provide emergency assistance as feasible to the following groups:

- 1.
- 2.
- 3.

The primary kinds of assistance we will strive to provide are:

- 1.
- 2.
- 3.

Toward this end, the following individuals have been trained in:

1. _____ [name]

- Emergency first aid
- Disaster response/emergency social services
- First response roles (e.g. fire, police)

2. _____ [name]

- Emergency first aid
- Disaster response/emergency social services
- First response roles (e.g. fire, police)

PROMOTING POST-DISASTER RECOVERY: Recognizing the limitations of our capacity and mission, we have undertaken to assist the following groups in post-disaster recovery:

Emergency response: Recognizing the limitations of our capacity and mission, we have undertaken to provide emergency assistance as feasible to the following groups:

- 1.
- 2.
- 3.

The primary kinds of assistance we will strive to provide are:

- 1.
- 2.
- 3.

ESSENTIAL SERVICE PRIORITIES: Recognizing that a major disruption, whether triggered by a contained event (house fire, localized power outage) or a long-lasting event of unknown dimensions (extreme heat event, pandemic), will limit our ability to provide continuous services, we determine the following priorities:

Service priorities	
1.	_____
2.	_____
3.	_____
4.	_____

CRISIS RESPONSE TEAM: Recognizing that routine operations may be seriously disrupted but that critical decisions must nevertheless be made during the crisis period, emergency authority will fall to the Crisis Response Team.

The roles and responsibilities indicated take effect when:

The ED judges that the situation warrants it: _____ (yes/no)

The alternate designated by the ED makes this judgment : _____(yes/no)

The individual designated to act in an emergency as the alternate ED is:
 _____, who will serve in this way for
 _____ [length of time/conditions]

Crisis Response Team	
1.	_____ [name]
Position/areas of responsibility: _____	
Emergency areas of responsibility:	
a.	
b.	
c.	
Constraints (if any):	

2. _____ [name]

Position/areas of responsibility: _____

Emergency areas of responsibility:

a.

b.

c.

Constraints (if any):

EMERGENCY COMMUNICATION: Recognizing that accurate and timely information from trusted sources is extremely valuable in a crisis, the ED or designated representative [..... name here] will initiate the internal emergency communication system when:

1. any one of the following events occur: _____ (list)

2. the ED judges that conditions warrant (yes/no)

3. no later than _____ (time period, e.g. 24 hours after notification of high flood hazard by emergency authorities)

The emergency phone tree will be utilized and every effort made to ensure inclusive and timely communication. Consistent messaging and rumor control are integral to the emergency communication system.

Telephone tree for emergency communications

1. _____ [name]

Land line # 1:

Land line # 2:

Cell # 1:

Cell # 2:

2. _____ [name]

Land line # 1:

Land line # 2:

Cell # 1:

Cell # 2:

Contact information: Crisis Response Team Members

1. _____ [name]

Land line # 1:

Land line # 2:

Cell # 1:

Cell # 2:

Home address:

Alternate address:

Alternate work address:

Email # 1:

Email # 2:

2 _____ [name]

Land line # 1:

Land line # 2:

Cell # 1:

Cell # 2:

Home address:

Alternate address:

Alternate work address:

Email # 1:

Email # 2:

EVACUATION: Recognizing the possible need for emergency evacuation, we have consulted with emergency management authorities and agree that we will transport persons on site, as feasible, to:

Designated evacuation site for our clients/staff: _____

Directions:
Phone contact:
Email:

If this site is inappropriate or inaccessible, our alternate evacuation site is:

Directions:
Phone contact:
Email:

Means of Transport in an Emergency
Private auto [name of owner/s]:
Public transit, specifically:
Other neighborhood vehicles/van, specifically:
Group transit provided by:

Permission to transport children in the event of an emergency **has/has not** been secured in advance from parents. These limitations apply:

- 1. _____
- 2. _____

The person responsible for communicating with caregivers of children throughout the emergency period and/or evacuation is: _____. This person assumes responsibility for communicating only with designated and known parents, guardians or caregivers [**yes/no**].

SPECIAL ACCOMMODATIONS: The following individuals have physical and/or cognitive limitations which create unique needs. They have asked or agreed to be included in this registry.

Local emergency managers or first response agencies **have/have not** been notified of these needs.

Specific Needs Registry
<p>1. _____ [name]</p> <p>Constraints:</p> <p>Address:</p> <p>Emergency family contact:</p> <p>Notes on transporting, communicating with or otherwise assisting this individual:</p> <p>Information updated [date]:</p> <p>_____</p> <p>.....</p>
<p>2. _____ [name]</p> <p>Constraints:</p> <p>Address:</p> <p>Emergency family contact:</p> <p>Notes on transporting, communicating with or otherwise assisting this individual:</p>

Information updated [date]:

ALTERNATE WORK SITE: Recognizing that infrastructure damage, disrupted communications, damage to office facilities and other causes may make a temporary operation centre off-site necessary, we have determined that the following will apply:

Alternate work site # 1

Location:

Directions:

Contact information:

Supplies and equipment on site for work related tasks:

Alternate work site # 2:

Location:

Directions:

Contact information:

Supplies and equipment on site:

We have designated the following sites for storage of extra supplies. These emergency stockpiles are to be used on site in the primary facility/facilities or at the alternate work site as needed:

Location of stockpiled supplies:

Directions:

Contact information:

Supplies and equipment off site:

Last updated by _____ [name] on _____ [date]

Utilizing the alternate work location

The alternate work site will be utilized when the ED or designated representative judges it necessary. The ED will determine when the alternate work site will be utilized and for how long, and notify all those with a need to know.

At the discretion of the ED, the Crisis Response Team will be operational while the agency functions from the alternate location.

The materials we have determined to be most necessary for continuous business and service functioning at this alternate site are:

- 1.
- 2.
- 3.

The following individuals are tasked with transport, as feasible, of these items to the alternate work location:

- 1.
- 2.
- 3.

EMERGENCY STAFFING PROVISIONS: Recognizing that staff roles and responsibilities may shift during an emergency and in the aftermath, that family needs may be pressing and that travel conditions may make it difficult to travel to the office, we have determined the following staff policies. It is our intention to fully support our staff and volunteers to the extent possible, recognizing both their workplace and family concerns and obligations in a crisis.

The following human resource conditions have been discussed and/or negotiated with staff, board members, and are known to all concerned.

These provisions come into play in the event of a work disruption lasting more than _____ [length of time] or as determined by the ED or designated representative.

The provisions come into effect in the event of a public health emergency such as pandemic flu or other kind of emergency or disaster.

Emergency Staffing Policies
Approved: _____ [name] on _____ [date]
Reviewed: _____ [name] on _____ [date]
With respect to working while ill (e.g. influenza symptoms):
With respect to absenteeism:
With respect to release time:
With respect to on-site family members:
With respect to reduced work hours:
With respect to reduced work duties:
With respect to continuous salary:
With respect to home-based work or other flexible work site arrangements:

With respect to flexible hours:

MUTUAL ASSISTANCE PROTOCOLS: Recognizing the value in collaborative emergency planning and the need for mutual assistance, especially with long-standing organizational partners and with geographically close organizations, we have entered into the following agreements:

Memoranda of Understanding for Mutual Assistance in a Disaster are in place [copies in the Emergency Planning Guide folder]

1. Organization name: _____

Scope: _____

Date signed: _____

Last updated: _____

2. Organization name: _____

Scope: _____

Date signed: _____

Last updated: _____

PERSONAL PREPAREDNESS: Recognizing the need for family and household emergency planning to enable effective self-help and assistance to others, all members/most members of our staff have:

A. Received a copy of a Household Emergency Preparedness Planning Guide

Exceptions:

Received training on the details of this plan

Exceptions:

- Received other training relevant to emergency preparedness and resilience

Updated: _____

CRISIS RESPONSE TRAINING SCHEDULE: Recognizing that an emergency plan must be well-understood and practiced by all whose life and safety may depend upon it, we have undertaken a regular schedule of training:

Training schedule for Crisis Response Plan	
1. _____ [name]	
Organizational role: _____	
Trained _____ [date]	
Updated training _____ [date]	
2. _____ [name]	
Organizational role: _____	
Trained _____ [date]	
Updated training _____ [date]	

UPDATING THE PLAN: Recognizing that a crisis response plan based on outdated or factually incorrect information is not useful and can jeopardize effective emergency response, we undertake to maintain the accuracy of the plan and make changes known to all who are directly concerned.

Changes adopted and approved by: _____

Changes disseminated by: _____ on _____ [date]

Next review: ----- [date]

Insurance Discussion Form

Source: Adapted from *Insurance Discussion Form* at www.ready.gov; and, Nation Association Of Child Care Resource & Referral Agency, *Is Child Care Ready? A Disaster Planning Guide for Child Care Resource & Referral Agencies*:

http://www.naccrra.org/disaster/docs/Disaster_Guide_MECH.pdf

Note: You can use this guide to facilitate a useful discussion about your current insurance coverage. This is a vital resource for effective and rapid recovery and is money well spent.

As with all critical records, keep a copy of this form on and off location.

Insurance Agent: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Insurance Policy Information				
Type of Insurance	Policy No.	Deductibles	Policy Limits	Coverage (General Description)

Do I need flood insurance? Yes No

Do I need earthquake insurance? Yes No

Do I need business income and extra-expense insurance? Yes No

Other disaster-related insurance questions:

Orientation Packet

What do people new to your agency most need to know about your emergency preparedness? Revisit this frequently as material may go out of date or other materials be developed that should be used instead.

- Policy statement
- Goals and objectives of emergency planning
- Copy of the Emergency Plan to keep at home
- Personal emergency preparedness handouts and brochures
- Training schedules
- Other

Packet developed _____ (date)

- Revised Year One

What was added?

- Revised Year Two

What was added?

Schedule For Staff Emergency Preparedness Training

A plan cannot be used or meaningful if nobody knows where it is, what it includes and why, or their part in the plan. Training is essential and should include as many as possible. Consider supporting any employees who would like to be trained by the Red Cross, for example.

Training in our emergency planning process

	Feedback	Last training	Next training
Staff			
Volunteers			
Board members			
Other			

External training in emergency preparedness

	Where?	Feedback	Last training	Next training
Staff				
Volunteers				
Board members				
Other				

Testing The Emergency Plan: Timetable

The purpose of testing or exercising the plan is not to practice “the rules” but to engage everyone in thinking about human behaviour in crisis and how the organization can or should respond.

	Learning	Last test date	Next test date
What was done? Table top? Exercise: your organization Exercise: joint with others			
Who participated? Intended Actual			
What changes were made? To plan In staff approach At the community level			
What is needed before the next test?			

Community Outreach

As an active voice in your community, your attention to emergency preparedness can encourage others, too. Integrating disaster concerns into on-going interaction and events is an easy way to begin.

Make a flyer, copy your policy statement, share your emergency plan, or offer to make a short presentation. Take part in community events and include a disaster resilience brochure with your materials. Be a community leader for grassroots resilience.

Organizational Connections	Opportunities	Dates
Networks Sister agencies Organizations we interact with regularly MOU partners Provincial affiliations Other		
Recurrent Events		
Annual conferences Local publicity Fundraisers Awareness weeks Other		

Community education		
Women's groups School presentations Interest groups Coalitions		
Advocacy		
Local government Provincial government Federal and territorial governments First Nations and Aboriginal governments		

Working With The Media After Disasters

Media relations can be a challenge for women’s agencies at any time, and are important to consider in advance of a disaster, too.

	Yes	No	Pending	Completion date
Spokesperson designated? Name: Contact information:				
Alternate? Name: Contact information:				
Fact sheet prepared in advance? “Why are women especially affected? What are they doing to help themselves and others? What assistance do you need? Other points?				
What data are most important to collect? Service usage data Budget impact data Direct client impacts Direct organization impacts? Other?				
Media contact sheet: who will help you tell your story?				