

## Wildfire Preparedness: Five things you can do to prepare your small business

With the recent heat wave, the tragedy in Lytton and the close call in Castlegar, the possibility of evacuation is on everyone's minds.

We have time, so let's get prepared. Here are five things you can do right now to be prepared if you need to evacuate and close your business due to a wildfire.

### 1. Have all your key contacts in one place

Have an updated list of contact information for everyone you would want to notify in the case of a sudden, unexpected closure. This includes your employees, business partners, suppliers, active customers, etc.

### 2. Make copies of your important documents

Create a digital copy of your insurance and other vital business information that you may need access to during an emergency.

### 3. Be ready for evacuation

Plan for a possible evacuation before it happens. If you want to be able to continue operating your business remotely, make sure you have the tools in place to do that. Know who will be responsible for closing and securing your business location in an emergency, and what they should take with them.

### 4. Move to the Cloud

Where possible, use Cloud-based services for business operations. From bookkeeping to internal staff communication and document sharing – when you have it in the cloud, you can access it from any computer or device, and you're less bound to a physical location.

### 5. Create a Business Continuity Plan

There are many reasons business might be interrupted. While you're making a plan for wildfire preparedness, start to think about other crises that might impact your business and make a plan for how you would respond. Use our [Business Continuity Workbook](#) to get started.

### *Need more help preparing your business?*

The Basin Business Advisors are available to work one-on-one with business owners to help with any problem. They can help you adopt technology that will make your business more resilient to unexpected events, or help you create your emergency response plan. Learn more at [bbaprogram.ca](http://bbaprogram.ca).

## Community Futures Resources



### *Free workbook*

Use the Community Futures [Business Continuity Workbook](#) to start making a safety plan for your small business. The workbook includes templates to help you start planning for a natural disaster or other business interruptions. Having a plan will help you respond effectively and recover faster, if an emergency situation does arise.



### *Free online training*

Community Futures Fraser Fort George has a free, self-paced online course called [Holy, Business Crisis - Now What?!](#) The second module of the course, *Crisis Response*, focuses on developing a crisis response action plan to help prioritize the most critical needs your business requires to function.