



Women's Enterprise Organizations of Canada

WEOC Emergency Preparedness Checklist

This checklist is to assist with preparations for an emergency situation that impacts the ability of staff to operate as usual. This includes any work disruption caused by a natural disaster, localized environmental disaster, pandemic, or in the case of an unexpected, prolonged staff absence.

General Planning

Identify an emergency coordinator:

- Be up to date on emergency information from community, civic, provincial, national and international bodies
- Be up to date on emergency protocols
- Communicate to staff
- Communicate to Board and other key stakeholders to keep them apprised
- Have a list of key contacts in central location that is accessible to all staff remotely

Identify the operational mandates required to maintain business operations:

- Does staff have access to proper computers off-site? Can office computers be moved to remote workplaces?
- Remote access to server files
- Remote access to email
- Remote access to telephone messages
- Ability to pay sub-contractors, as well as employees. Can you issue cheques or make e-payments remotely?

Identify the sub-contractors that may be impacted by a change in office location in case of quarantine or shut down:

- Recycling services
- Shredding services
- Cleaning services
- Alarm company

Evaluate upcoming travel needs and plans:

- What are the current national and international travel restrictions?
<https://travel.gc.ca/travelling/advisories>
- What cancellation insurance is in place?
- What next steps need to be taken? (Cancellations with airlines, hotels, conferences, etc.)

Remote Working Checklist:

- Do you have a reliable computer that can access shared drives and email?
- Do you have all necessary cords and plugs for laptops, phones, etc?
- Are you aware of passwords for server, email, phone and social media accounts?
- Do you have all notebooks and paper files you may need for reference?
- Do you have necessary information and paperwork to process any remote payments?
- Is the office space properly secured for a possible long-term absence?
- Have you apprised contacts and colleagues that you will be working remotely and updated contact information?
- Does your office have a communications check-in plan?
- Do you have access to remote conferencing and is everyone aware of passwords, plug-ins, etc?
- Is your office space cleaned up? (Plants watered, food stored properly, etc.)

Office Preparedness Checklist:

Prevention of disease spreading:

- Is there adequate hand sanitizer available?
- Are there adequate hand washing stations with soap, towels, etc?
<https://www.ccohs.ca/outbreaks/topics/handwashing.html>

- Are adequate steps being taken to disinfect shared spaces?

Health and safety practices:

- Have you appointed a fire marshal? Do you have a fire safety plan? https://www.ccohs.ca/oshanswers/hsprograms/fire_protection.html
- Do you have working smoke detectors and fire extinguishers in place?
- Do you have an accessible first aid kit? <https://shopsafetyproducts.ca/collections/first-aid-kits/worksafebc-federal-work-kits>

Emergency Measures:

- If your staff were asked to remain in the building due to safety concerns, do you have provisions for water and food for a prolonged period?
- Do you have the contact information for building security and parking services, as needed?

Additional Resources:

Canadian Centre for Occupational Health and Safety <https://www.ccohs.ca/>

CCOHS – Pandemics <https://www.ccohs.ca/topics/hazards/health/pandemics/>