

How to Prepare Your CF Office for an Emergency



Community Futures British Columbia

| Rural Resiliency Initiative

| communityfutures.ca

Determine Roles & Responsibilities

- Assign key staff to specific duties, e.g. communications & social media; coordinator; finance lead. Consider appointing an Emergency Preparedness Lead.
- Ensure each role is understood by at least 2 staff, including management roles

Ensure Your Office is Appropriately Resourced

- Meet with your insurer to understand your coverage. Are natural hazards, liability and service interruptions included? Can you access your insurance information off-site?
- Assign someone to maintain emergency supplies (food, water, medical) to support all staff and volunteers for 72 hours.
- Ensure access to emergency funds for disaster-related repairs.

Know Where to Access Official Emergency Status Updates

Local Emergency Managers, EmergencyInfoBC, BC Wildfire Service, Environment Canada.

Develop an Internal/External Communications Strategy

- Develop a Communications Plan identifying how staff and volunteers will be reached, when, and by whom. Ensure at least 1 backup person can reach staff and volunteers.
- Expect to provide updates and check-ins to staff and volunteers.
- Keep up-to-date contact information for staff, volunteers, clients, funders, and partners
- Have more than 1 method of contact for staff and volunteers.
- Keep critical information accessible off-site, e.g. in the cloud.

Have Staff & Volunteers Participate in Training & Drills

- Ensure at least 1 staff has First Aid Training
- Run simulation exercises, e.g. fire drills, evacuation exercises, cyber break responses
- Cross-train: Ensure multiple staff can perform critical roles and “fill in” for each other
- Participate in local emergency preparation training, information sessions, and activities
- Incorporate training opportunities into regular staff meetings
- Participate in the [Great BC Shakeout](#)