

TOWN OF WHITBY

BUSINESS CRISIS EDUCATION PROGRAM

Be Prepared in the Case of an Emergency

The Town of Whitby has prepared a helpful list of recommendations to prepare your business to reduce loss and restore operations quickly and successfully in the event of an emergency.

Considerations for Businesses:

Prior to an Emergency Event:

- Ensure crucial information or resources are stored at an offsite storage facility and consider doing the same for all documents and data (e.g., cloud-based, warehouse)
- Keep an up-to-date inventory of materials, products and equipment with photos
- Create an up-to-date floor plan indicating the location of crucial data, equipment, inventory, and hazardous materials
- Ensure compliance with the Ontario Fire Code by maintaining and servicing sprinklers, fire alarm systems and fire separations, as well as training staff in emergency procedures with an up-to-date fire safety plan

Immediately Following an Emergency Event:

- Contact your insurance company and your accountant and keep written notes of any contact
- When permitted to do so, document the damage to products or equipment and secure and remove anything salvageable to prevent additional damage or loss
- Be prepared to provide information to the Office of the Fire Marshal, including security footage, insurance policy information and more
- Keep receipts for everything paid for as a result of the emergency - check everything and be thorough of what has been lost or damaged



Did you know Whitby Fire & Emergency Services can upload vital property and materials information to a digital platform to help keep your community and business safe?

Complete the intake form by scanning the QR code or visiting whitby.ca/TabletCommand

For more information contact **Whitby Economic Development**
whitby.ca/Business

