



Family Preparedness: Ensure A Successful Business Recovery

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_experience the commitment™

Objectives

- Know the Risks
- Family Preparedness
 - Internal Resources
 - What your organization can do
- External Resources
 - What systems are already in place
- Examples of Preparedness Kits
- Enticements for Critical Employees



Why Plan?

- ❖ Natural Disasters
 - Fire
 - Floods
 - Weather Related
 - Earthquakes
- ❖ Power Outages/Black Outs
- ❖ The Unknown



Information

How Many:

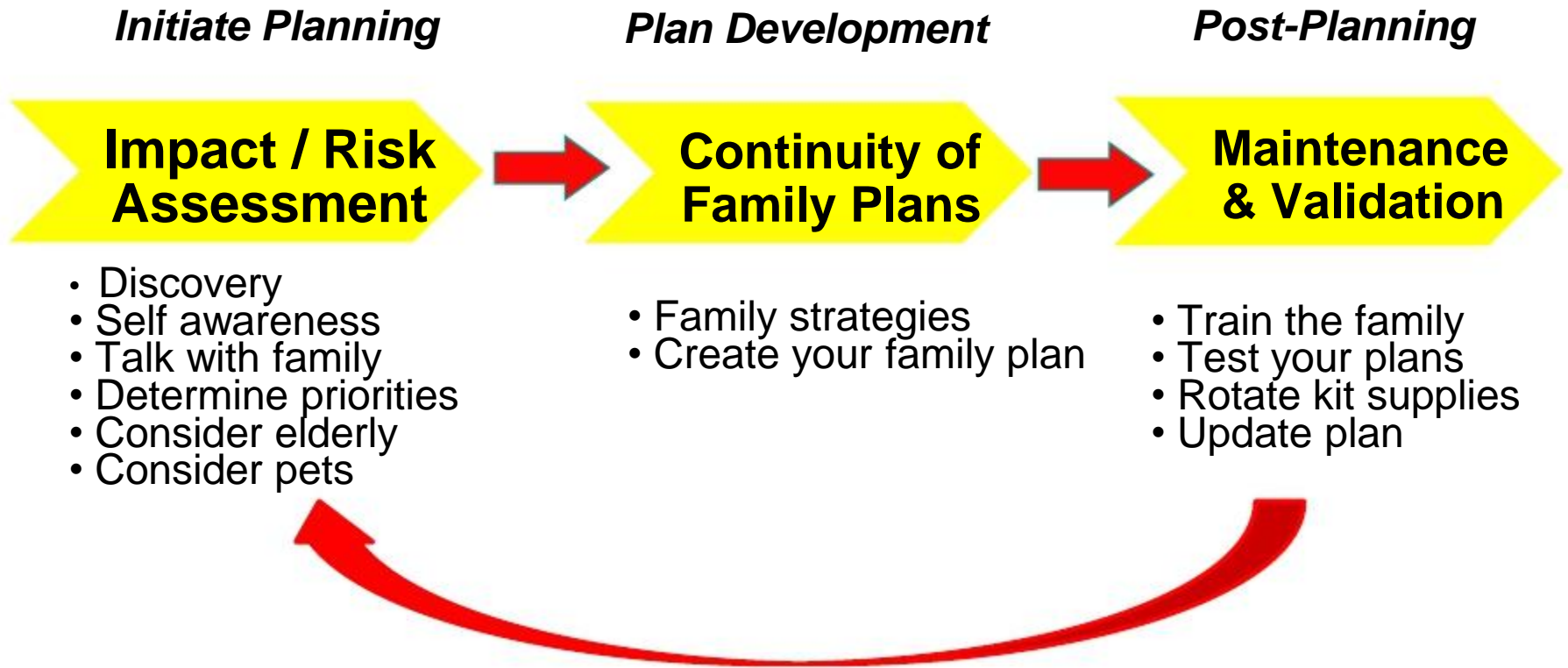
- Have a Family Preparedness plan?
- Have spoken to their families about Family Preparedness?
- Have a Family Preparedness program in their organization?
- Are considered critical employees in their organizations?
- Feel your family preparedness plan is effective?

What is Family Preparedness?

- There is no difference in importance between a family preparedness plan and your organization's BC plans.
- Having a plan in place to alleviate concerns and fears within your family following an event.
- Teaching each family member what their role is before, during and after an event.
- Having practice sessions to ensure that the plan works properly.

Family Preparedness

A Review



Why We Prepare?

- ❖ Critical employees do not show up for recovery in an emergency if concerned for family safety
- ❖ This creates a substantial strain in business recovery efforts
- ❖ Being prepared can reduce fear, anxiety, and losses that accompany disasters



Family Preparedness Planning

Do you know the 3 steps?



Step 1
Know the risks



Step 2
Make a plan



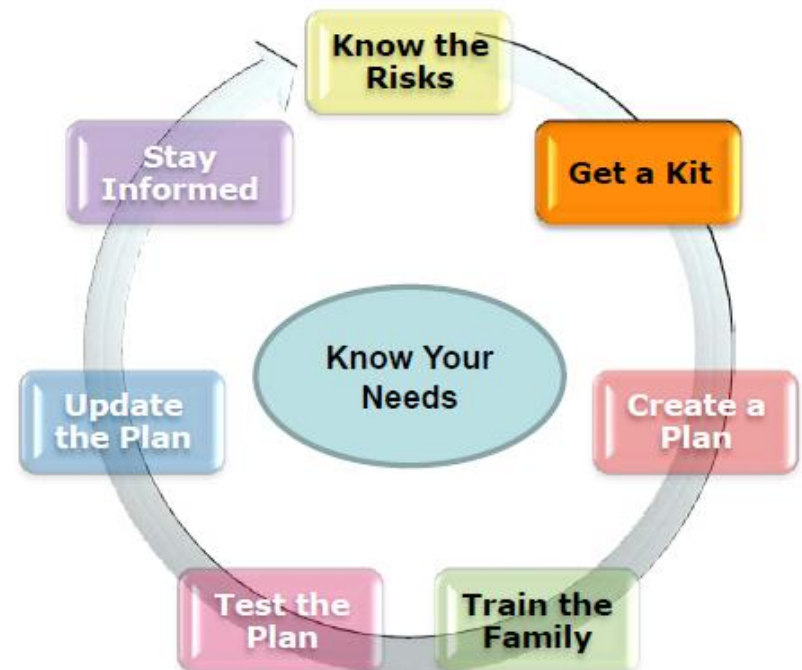
Step 3
Get a kit



Know the Risks

The consequences of various disasters can be similar, knowing the risks in your region can help you better prepare.

- Earthquake
- Fire
- Flooding
- Hurricane
- Man Made



Get A Kit

A disaster supplies kit is a collection of basic items that meets your family's needs and your geographical area.



You may need to survive on your own after an emergency. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days.



Get a Kit



- St. John Ambulance and The Salvation Army kits are available for purchase at www.sja.ca or from retailers across Canada
- Canadian Red Cross kits are available at www.redcross.ca

Get an emergency kit Start today!

72
HOURS
IS YOUR FAMILY
PREPARED?

Assemble one...

Basic emergency kit shopping list:

- Water** — two litres of water per person per day (include small bottles)
- Food** that won't spoil, such as canned food, energy bars and dried foods (replace once a year)
- Manual can opener**
- Wind-up or battery-powered flashlight** (and extra batteries)
- Wind-up or battery-powered radio** (and extra batteries)
- First aid kit**
- Special needs items** — pet food, prescription medications, infant formula or equipment for people with disabilities
- Extra keys** for your car and house
- Cash** — include smaller bills, such as \$10 bills and change for payphones
- Emergency plan** — include a copy in your kit as well as contact information

...or buy one

You can buy an emergency kit online and in stores across Canada. St. John Ambulance and The Salvation Army have prepared an emergency kit which can be purchased at www.sja.ca or at retailers across Canada. Canadian Red Cross kits can be purchased at www.redcross.ca.

Consider these additional emergency kit supplies...

- Two additional litres of water per person per day for cooking and cleaning
- Candles and matches or lighter (place in sturdy containers and do not burn unattended)
- Change of clothing and footwear for each household member
- Sleeping bag or warm blanket for each household member
- Toiletries
- Hand sanitizer
- Toilet paper
- Utensils
- Garbage bags
- Household chlorine bleach or water purifying tablets
- Basic tools (hammer, pliers, wrench, screwdrivers, work gloves, pocket knife)
- Small fuel-operated stove and fuel
- Whistle (to attract attention)
- Duct tape



For more information call:
1 800 O-Canada (1-800-622-6232)
TTY 1-800-926-9105

GetPrepared.ca

Get A Kit (Additional Items)

- Complete change of clothing
- Household chlorine bleach and medicine dropper
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children

Get a Kit (Kit Locations)

- ◆ Since you do not know where you will be when an emergency occurs, prepare supplies for home, work, and vehicles.

Home	Work	Car
<p>Your disaster supplies kit should contain essential food, water, and supplies for at least three days.</p> <p>Keep this kit in a designated place and have it ready in case you have to leave your home quickly.</p> <p>Make sure all Family members Know where the kit is kept.</p> <p>Additionally, you may want to consider having supplies for sheltering for up to two weeks.</p>	<p>This kit should be in one container, and ready to "grab and go" in case you are evacuated from your workplace.</p> <p>Make sure you have food and water in the kit.</p> <p>Be sure to have comfortable walking shoes at your workplace in case an evacuation requires walking long distances</p>	<p>In case you are stranded, keep a kit of emergency supplies in your car.</p> <p>This kit should contain food, water, first aid supplies, flares, jumper cables, and seasonal supplies.</p>

Get A Kit

“The only thing more terrifying than an emergency is actually living off the food you have stored! Your food storage should be food you would rotate into your daily diet.” **Author Unknown**



Create A Plan

Your family may not be together when disaster strikes, so it is important to plan in advance;

- How will you contact one another?
- How will you get back together?
- What will you do in different situations?



Create A Plan

Family Emergency Plan:

- Out of Town Contact
- “ICE” – In Case of Emergency
- Text Messaging
- Alert Services

Household Emergency Information

HOME ADDRESS AND PHONE NUMBER:

FAMILY CONTACT INFORMATION:

Name: _____

Name: _____

Name: _____

Name: _____

OUT-OF-TOWN EMERGENCY CONTACT:

Name: _____

OTHER EMERGENCY CONTACTS:

Doctor: _____

Veterinarian: _____

Poison Control Centre: _____

Pharmacy: _____

Local emergency management contact: _____

BASIC EMERGENCY KIT CONTENTS:

Water Radio (batteries)

Food Extra keys

Manual can opener Cash

Flashlight and batteries Emergency plan

First aid kit Other _____

Update your kit every year. Next update: _____

Emergency kit location: _____

If an emergency happens we will meet at: _____

For more information visit GetPrepared.ca or call 1-800-O-Canada

Canada

Is Your Family Prepared? 72 HOUR

GetPrepared.ca

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What you need to know

- Know the risks
- Make a plan
- Get a kit
- During an emergency
- After an emergency
- Who does what
- SP Week

Services

- Safety Up
- Share your story

Newroom

- Nova releases

About Us

- The campaign
- Our partners

Resources

- Most Popular
- Video
- Publications
- Online profile graphics
- Presentation
- Articles
- Research
- FAQ
- Public Safety Canada
- Environment Canada
- weather forecasts

Proactive disclosure

Your home emergency plan

This form will help you create your home emergency plan. It should only take about 20 minutes to complete. There are nine easy steps. Even if you are uncertain about how to answer some of the actions, skip to the next section. Once finished, you will have a document that you can download to your computer to be saved, printed or updated. You can always add more information later to any actions you may have skipped.

Once completed, make sure everyone in your home knows the plan and keeps completed printouts of it in an easy-to-find, easy-to-remember place (with your emergency kit, for example). You may also want to make duplicate copies to keep in your car and at work.

Enter your full name below:

Step 1 - Identify escape routes

Identify escape routes

Plan emergency exits from each room of your home. Try to think of two possibilities for each room. If you live in an apartment, do not plan to use the elevators. Also, identify an escape route from your neighbourhood in case you are ordered to evacuate.

Emergency exits from home:

Escape route from neighbourhood:

Date Modified: 2010-03-01 | [Top of Page](#) | [Important Notices](#)

Train the Family

- ❖ Training is not a lot different than inside your organization.
- ❖ Ensure that each member of the family knows their role.
- ❖ For example, ask questions to make sure your family remembers meeting places, phone numbers, and safety rules.
- ❖ Show each family member how and when to turn off the water, gas and electricity at the main switches



Test the Plan

- ❖ Conduct drills such as drop, cover, and hold on for earthquakes.
- ❖ Test fire alarms.
- ❖ Replace and update disaster supplies:
 - ❖ Every six months:
 - Update and refresh your emergency supply kit
 - Review your disaster plan with the whole family
 - ❖ Once a year:
 - Practice your family emergency plan
 - Update your Family Preparedness Card
 - Test and recharge your fire extinguisher



Replace your stored water and food, change your smoke detector batteries



Update the Plan

- ❖ Update your family plan to reflect any changes:
 - Move to a new house
 - Change in family members, including pets



Stay Informed

- ❖ Seek out other emergency plans
 - Neighbourhood
 - City
 - Schools
 - Workplace
- ❖ Warning Systems and Signals
 - The Emergency Alert System (EAS)*
 - Environment Canada's Meteorological Service of Canada Weather radio network
 - Ontario's Emergency Public Warning System (www.ontario.ca/emo)



Resources

❖ There are a number of resources that can help get your employees create an family preparedness plan including:

- Internal resources within your own organization
- External resources across the country



Are you ready?

The best protection in any emergency is knowing what to do.



Emergency Preparedness
Protection civile
الاستعداد للطوارئ
Dysanssancir deq-deq ah

 Government of Canada / Gouvernement du Canada

Canada 



Is Your Family Prepared?
GetPrepared.ca

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[Home](#)

Internal Resources

- ❖ Create an awareness program within your organization showcasing the importance of family preparedness
- ❖ How to create and maintain a family preparedness plan
 - Provide a list of resources and/or services your organization offers
 - Life Works
 - Employee Assistance Program
 - Emergency Travel



The more comfortable your employees are in their family's safety, the more likely they are to participate in recovery activities

External Resources

- ❖ Government Programs
 - Public Safety Canada
 - Provincial Governments
 - Municipalities
- ❖ Volunteer Organizations
 - Red Cross
 - Salvation Army
 - Community Groups
 - Community Centers
 - Religious Organizations



Enticing Critical Employees

- ❖ How can you ensure that your critical employees will be willing and able to come to the aid of the organization during an event?
 - Offer free family preparedness planning
 - Free kits
- ❖ What are some incentives that an organization can provide for its critical employees?
 - Monetary incentives
 - Time incentives
- ❖ Are policies and procedures already in place?

Useful Web Links

- <http://www.getprepared.gc.ca/index-eng.aspx>
- <http://www.getprepared.gc.ca/knw/plan/mrgnc-pln-eng.aspx>
- http://www.redcross.ca/cmslib/general/parent_brochure.pdf
- http://www.ottawa.ca/health_safety/emergency/preparedness/city_plan_en.html
- www.ontario.ca/emo
- <http://www.emergencymanagementontario.ca/english/residents/response/plans.html>
- <http://www.publicsafety.gc.ca/prg/em/index-eng.aspx>
- The National Center for Child Traumatic Stress: Terrorism and Disaster Branch, Family Preparedness: Thinking Ahead
http://www.nctsnet.org/nctsn_assets/pdfs/edu_materials/9-11%20Card%20Material%20-%20NRC-sw.pdf

Useful Web Links

- Environment Canada Weather Office: weatheroffice.gc.ca
- Safe Canada: safecanada.ca
- Canadian Red Cross: redcross.ca
- St. John Ambulance: sja.ca
- The Salvation Army: salvationarmy.ca

Questions



| ISO 9001 Certified



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