

# Hope & Fraser Valley Wildfire Business Site Readiness Checklist

For Hope, Fraser Canyon, Chilliwack, and eastern Fraser Valley businesses, commercial properties, yards, and construction sites. Use this alongside official instructions - not instead of them.

|                         |       |
|-------------------------|-------|
| Business / site:        | _____ |
| Address / route:        | _____ |
| Primary decision-maker: | _____ |
| Backup keyholder:       | _____ |

**Safety boundary:** Security work can continue only where access is permitted, the assignment is safe, and official restrictions allow it. Do not delay an evacuation or send staff, contractors, or security through an Order, restriction, or roadblock.

### 1. Before Disruption

- ☐ Save EmergencyInfoBC, BC Wildfire Service, FVRD / local authority, DriveBC, and BC Air Quality links.
- ☐ Confirm owner, site manager, primary keyholder, backup keyholder, alarm contact, and report recipients.
- ☐ Review staff, tenant, contractor, cleaning, maintenance, and delivery access lists.
- ☐ Check exterior doors, gates, windows, fencing, containers, trailers, tool storage, and fuel areas.
- ☐ Confirm cameras, remote access, recording, exterior lighting, internet, cellular, and backup-power dependencies.
- ☐ Take baseline photos of access points, equipment, vehicles, materials, and pre-existing damage.

### 2. During an Evacuation Alert

- ☐ Confirm the Alert area and source - do not rely only on screenshots or second-hand posts.
- ☐ Prepare for immediate closure and tell staff, tenants, contractors, and vendors who is making decisions.
- ☐ Assign final lock-up responsibility and secure priority assets only while it remains safe.
- ☐ Update alarm, keyholder, patrol, delivery, and contractor instructions.
- ☐ Take a final baseline and save it where management can access it remotely.
- ☐ Decide whether normal security remains enough; extra service may not be necessary.
- ☐ Define the stop-attendance trigger if the Alert becomes an Order or access becomes unsafe.

# Closure, Permitted Checks & Re-entry

Keep records factual. Write what was checked, what could not be checked, what changed, and who was notified.

### 3. Evacuation Order or Access Restriction

- ☐ Leave when directed and follow the designated route and issuing authority.
- ☐ Do not delay departure for lock-up, patrol, photographs, equipment, or paperwork.
- ☐ Do not send employees, contractors, or private security through restrictions or roadblocks.
- ☐ Preserve contacts, baseline photos, alarm details, and access records remotely.
- ☐ Wait for the issuing authority to permit return; keys and contracts do not create access rights.

### 4. Temporary Closure - Permitted Checks Only

- ☐ Reconfirm lawful access and route viability before each scheduled visit.
- ☐ Record attendance time, departure time, route or access limits, and areas actually checked.
- ☐ Check gates, doors, fencing, containers, lighting, cameras, and visible exterior condition.
- ☐ Record alarm activity, factual observations, photographs, escalation, and report recipient.
- ☐ State clearly what could not be checked or why coverage changed or stopped.

### 5. Re-entry and Staged Restart

- ☐ Confirm the Order is rescinded or the issuing authority permits return; check DriveBC before travelling.
- ☐ Start outside: look for damaged fencing, blocked access, downed services, smoke, water, unusual odours, or other hazards.
- ☐ Stop and contact emergency services, utilities, an electrician, alarm technician, restoration contractor, or another qualified specialist when needed.
- ☐ Compare gates, doors, windows, containers, trailers, equipment, vehicles, and materials with the baseline.
- ☐ Check alarm, cameras, internet, exterior lighting, access control, keys, fobs, codes, contractors, and vendors.
- ☐ Photograph new damage or signs of entry without disturbing evidence.
- ☐ Restart normal access in stages and create a written record of unresolved items and follow-up.

| Baseline                                                                                | Permitted checks                                                                   | Re-entry comparison                                                                      |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Access points, systems, assets, vehicles, visible condition, authorized access, photos. | Time, route limits, areas checked, findings, photos, escalation, report recipient. | New damage, signs of entry, system status, access changes, corrective action, follow-up. |

**Official sources:** EmergencyInfoBC | BC Wildfire Service | FVRD / issuing authority | DriveBC | BC Air Quality / AQHI | PreparedBC | WorkSafeBC

**Security support:** Zentra Protection can assess permitted mobile patrol, alarm response, temporary guard, construction-security, and documented site-check options. Coverage is site-specific and subject to lawful access, worker safety, confirmed duties, and availability.

[zentraprotection.ca](https://zentraprotection.ca) | **Contact:** [zentraprotection.ca/contact-us](https://zentraprotection.ca/contact-us)