
Business Continuity Plan For Fire Or Disaster

1.0 Policy Purpose & Scope

The purpose of this Business Continuity Plan (BCP) is to define the organizational framework and procedures required to protect personnel, minimize operational disruption, and ensure a coordinated response in the event of a fire or natural disaster. This policy applies to all employees, contractors, temporary workers, and visitors at all company-owned and leased facilities, including administrative offices, manufacturing plants, warehouses, and remote work sites. The BCP is designed to align with the company's overall emergency management strategy and to support the preservation of critical business functions, data integrity, and regulatory compliance during and after an incident.

2.0 Regulatory Context & Compliance

This policy is developed in accordance with the following legislative and regulatory requirements:

- (a) Workers Compensation Act (WCA) – Part 3, Division 3, requiring employers to establish emergency response plans and ensure worker safety during emergencies;
- (b) WorkSafeBC Occupational Health and Safety Regulation (OHSR) – Part 4, Sections 4.20 to 4.27, mandating emergency preparedness, fire prevention, and evacuation procedures;
- (c) British Columbia Fire Code (BCFC) – Sections 2.8 and 5.6, requiring fire safety plans and maintenance of fire protection systems;
- (d) National Fire Protection Association (NFPA) 1600 – Standard on Disaster/Emergency Management and Business Continuity Programs;
- (e) Personal Information Protection Act (PIPA) – for protection of personal data during recovery operations;
- (f) Local municipal bylaws and building codes governing emergency planning and fire safety. Compliance with these regulations is mandatory and will be audited annually.

3.0 Roles & Responsibilities

Employer/Management: The Corporate Safety Director and senior leadership are responsible for approving the BCP, allocating resources for training and drills, designating a Business Continuity Coordinator (BCC), and ensuring that all facilities have current fire and disaster response plans. Management must also ensure that critical data backups are performed and stored off-site or in the cloud.

Supervisors: Supervisors are responsible for implementing the BCP within their areas, conducting pre-incident inspections of fire extinguishers and emergency exits, leading evacuation drills, and ensuring that all workers under their supervision are trained on the plan. They must also report any deficiencies to the BCC.

Workers: All workers must participate in mandatory BCP training, follow evacuation and shelter-in-place instructions, report hazards or unsafe conditions immediately, and assist in post-incident accounting procedures. Workers are also required to know the location of emergency exits, assembly points, and fire extinguishers.

4.0 Program Execution & Procedures

The BCP is executed through a phased approach:

- (1) Prevention & Mitigation – Conduct annual fire risk assessments, maintain fire suppression systems, enforce hot work permits, and ensure all electrical equipment is inspected.
- (2) Preparedness – Develop and maintain site-specific emergency response plans (ERPs) that include evacuation routes, assembly points, communication protocols, and roles for fire wardens. Conduct quarterly fire drills and an annual full-scale disaster exercise.
- (3) Response – In the event of a fire or disaster, the Incident Commander (IC) will activate the BCP, initiate immediate evacuation or shelter-in-place, and coordinate with local emergency services. The IC will also activate the crisis communication plan to notify employees, clients, and regulators.
- (4) Recovery – The BCC will lead damage assessment, salvage operations, and restoration of critical functions. IT will restore data from backups, and HR will manage employee support and return-to-work coordination. All recovery actions will be documented in an incident log.

5.0 Review & Recordkeeping

Records of all BCP training, drills, exercises, and actual incidents must be retained for a minimum of three years. These records include attendance sheets, drill evaluations, incident reports, and recovery logs. The Corporate Safety Director is the custodian of all BCP records, which are stored in the company's central safety management system (SafeDesk). The BCP will be reviewed and updated annually by the Joint Health and Safety Committee (JHSC) and the BCC, or within 30 days of any significant incident, change in operations, or regulatory update. All revisions must be approved by senior management and communicated to all affected personnel within 10 business days.

Regulatory Disclaimer: This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.