



Emergency Preparedness Checklist

Annual Business Checkup

- Review your **emergency kits** to ensure supplies are stocked and not expired.
 - Replace batteries, food, water, and medical supplies as needed.
 - This might be an annual task for your MOA, Office Manager, or the staff member assigned in your **emergency response plan**.
- Review any incidents from the previous year (flood, wild fires, etc.) and ensure plans are adjusted accordingly based on lessons learned.
 - Consult with your regional Health Authorities emergency planning if it impacts your practice.
- Ensure your **contact lists and communication plans** are up to date.
- Ensure your personal Will and Estate planning have been reviewed in the last 3 - 5 years.
- Confirm your insurance coverage is adequate to protect you and your business by contacting **Doctors of BC Insurance**.
- Plan for medical record access in case of emergency, evacuation, or unexpected absence.