



<insert Employer Name>  
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## Emergency Preparedness Guidelines for Working at Home

Being prepared for an emergency in your home is always good practice. When our homes become our places of work, emergency preparedness is more than a good idea—it is a work responsibility.

Determine an accessible location within your home to store the materials listed below. Review emergency plans and procedures regularly to remain informed about how to proceed in case of injury or emergency.

### Emergency Communication

- Make sure emergency communications channels are easily accessible, such as land line, mobile phone, instant messaging (IM), email or dispatch services
- Create a contact list of important phone numbers, such as those of your supervisor, team members, medical clinic, 911 and the RCMP

### Basic Emergency Kit

- You must have emergency preparedness supplies, such as water, food, medications, heat, light, fuel, money and contacts list

### Emergency Response Procedures

Prepare for earthquake, fire, power outage, flood, violence or other emergency:

- Assess potential hazards in the telework location and environment
- Have a practical response plan for each identified hazard

### Home Emergency Evacuation Plan

Create an evacuation plan that answers the following questions:

1. When should I evacuate?
2. How should I evacuate and by what route or method?
3. Where should I go when I evacuate?
4. Who should I call or notify?

### Fire & Smoke Warning Systems

- Your home should have working smoke and CO2 detectors
- Perform periodic testing to ensure that any warning systems are working

### First Aid

- Keep a list of first aid contact numbers such as for your doctor, 911 and your supervisor
- Know the anticipated time for emergency responders to arrive so that you are prepared to make the best emergency decisions possible (will it take minutes, hours or days?)
- Have a basic first aid kit in your home and car
- Know the first aid incident reporting procedures. All injuries that occur in the course of work must be reported to the supervisor immediately, and properly documented

Employees must conduct an assessment of their workplace and report any hazards to their manager. Many health and safety roles, rights, and responsibilities are just as applicable for at-home workers as they are for more traditional workplaces, including:

- Reporting workplace injuries
- Requirements for education and training
- Worker's duty to follow safe work procedures

Employees and supervisors must address working alone and/or in isolation check-in procedures, and document them in their telework agreements. *(Adapted from [www.worksafefbc.com](http://www.worksafefbc.com))*

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