

# Wildfire Site Readiness Checklist

For Hope & Chilliwack Businesses During Smoke, Evacuation Alerts, Road Disruption, and Temporary Site Closures

**Use this checklist before routines break down. It is a business site-readiness tool, not emergency advice. Follow official evacuation orders, alerts, road closures, smoke guidance, and instructions from emergency officials first.**

## Site Information

<b>Business / Property:</b>	
<b>Site Address:</b>	
<b>Prepared By:</b>	
<b>Date / Time:</b>	
<b>Primary Contact:</b>	
<b>Backup Contact:</b>	

## 1. People, Keyholders, and Communication

<input type="checkbox"/>	Confirm who has authority to close, reopen, or change site access.
<input type="checkbox"/>	Update primary and backup keyholder names, phone numbers, and email addresses.
<input type="checkbox"/>	Confirm who receives alarm calls if the normal keyholder cannot attend.
<input type="checkbox"/>	Share official-source links with managers, supervisors, and site leads.
<input type="checkbox"/>	Confirm staff know whether to follow normal hours, reduced hours, or closure instructions.
<input type="checkbox"/>	Document who will receive security patrol reports or incident updates.

## 2. Gates, Doors, Access Points, and Lock-Up

<input type="checkbox"/>	Confirm front, rear, side, loading bay, yard, and service doors are locked.
<input type="checkbox"/>	Check gates, perimeter fencing, storage containers, trailers, sheds, and tool cages.
<input type="checkbox"/>	Confirm lockbox, keys, fobs, access cards, and gate codes are current and controlled.
<input type="checkbox"/>	Review contractor, delivery, cleaning, maintenance, and tenant access lists.
<input type="checkbox"/>	Remove or suspend access for people who do not need entry during disruption.
<input type="checkbox"/>	Record who completed the final lock-up and the time it was completed.

## 3. Equipment, Vehicles, Materials, and Exterior Hazards

<input type="checkbox"/>	Move portable tools, copper, batteries, electronics, ladders, and small equipment out of sight where possible.
<input type="checkbox"/>	Secure fuel, propane, generators, temporary power items, and outdoor materials safely.
<input type="checkbox"/>	Lock company vehicles, trailers, containers, and yard equipment.
<input type="checkbox"/>	Move bins, debris, or loose material away from building access points where safe.
<input type="checkbox"/>	Photograph visible equipment, gates, doors, vehicles, and pre-existing damage for records.
<input type="checkbox"/>	Record any areas that should not be entered due to smoke, access, utility, or safety concerns.

#### 4. Alarms, Cameras, Lighting, and Utilities

<input type="checkbox"/>	Confirm the alarm system is armed before leaving the property.
<input type="checkbox"/>	Confirm alarm monitoring instructions and call list are up to date.
<input type="checkbox"/>	Check camera remote access, recording status, lens visibility, and key coverage areas.
<input type="checkbox"/>	Confirm exterior lighting, motion lighting, and parking-lot lighting are working.
<input type="checkbox"/>	Note any power, internet, phone, alarm, or camera issue before closure.
<input type="checkbox"/>	Document who can authorize alarm response or security attendance.

#### 5. Construction Sites, Yards, and Outdoor Work Areas

<input type="checkbox"/>	Confirm temporary fencing, gates, trailers, storage bins, and tool containers are secured.
<input type="checkbox"/>	Check that fuel, propane, generators, batteries, temporary lighting, and temporary power items are safely managed by qualified personnel where required.
<input type="checkbox"/>	Secure high-value machinery, vehicles, attachments, copper, tools, and materials.
<input type="checkbox"/>	Review contractor access and delivery schedules during reduced staffing or closure.
<input type="checkbox"/>	Define a patrol route for gates, fencing, storage, trailers, fuel areas, and equipment zones.
<input type="checkbox"/>	Create a photo record before shutdown or schedule change.

#### 6. Patrol, Reporting, and Follow-Up Plan

<input type="checkbox"/>	Decide whether the site needs mobile patrol, alarm response, temporary guard coverage, or no additional coverage.
<input type="checkbox"/>	Write the areas that must be checked during each patrol or site visit.
<input type="checkbox"/>	Confirm report recipients and escalation contacts.
<input type="checkbox"/>	Require reports to include date, time, areas checked, gate/door status, visible issues, photos where appropriate, and who was notified.
<input type="checkbox"/>	Confirm what should happen if the site cannot be accessed safely or lawfully.
<input type="checkbox"/>	Review and update the plan if official alerts, orders, road access, or smoke conditions change.

#### Security Support Decision Guide

Situation	Best Fit	Why It Helps
Temporary closure	Mobile patrol / vacant property checks	Confirms gates, doors, exterior condition, and visible issues.
Alarm calls are the main concern	Alarm response	Creates a structured response path when keyholders may be unavailable.
Construction site or yard	Construction security / mobile patrol	Checks gates, fencing, tools, equipment, trailers, fuel areas, and lighting.
Active access still needed	On-site guard / access monitoring	Supports sign-ins, contractor access, visitor control, and immediate reporting.
Official access restriction	Follow emergency officials	Private security must not override evacuation orders, roadblocks, or official instructions.

#### Official Sources to Check First

Check current information before making operational or travel decisions: EmergencyInfoBC, BC Wildfire Service, Fraser Valley Regional District EOC, DriveBC, BC Air Quality / AQHI, PreparedBC, local governments, and emergency officials.

## Zentra Local Service Links

Hope Security Company | Chilliwack Security Company | Mobile Patrol | Security Guards | Alarm Response | Construction Security | Contact Zentra Protection

**Zentra Protection is a licensed security company based in Chilliwack, supporting businesses, properties, construction sites, events, and organizations across the Fraser Valley and Metro Vancouver with practical security services, clear communication, and documented reporting.**