

Vital Business Information

Business Continuity Lead	
Name	
Title	
Work Phone	
Cell Phone	
Email	

Alternate Business Continuity Lead	
Name	
Title	
Work Phone	
Cell Phone	
Email	

Basic Business Information	
Name	
Address	
Directions to this Location	
Phone	
Fax	

Location of Important Items	
Emergency Kit	
First Aid Kit	
Important Documents	
Fire Extinguisher	
“Grab and Go” Bag	
First Responder Package	
Shut-down Procedures	

Business Registration/Accounts	
Incorporation or Business #	
GST Account #	
PST Account #	
Business License #	
WorkSafeBC Account #	
Payroll Account #	
BCeID	

Emergency Shutdown Procedure	
Asset	Procedure