

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

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

1. People, Keyholders, and Communication

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

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

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

3. Equipment, Vehicles, Materials, and Exterior Hazards

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

4. Alarms, Cameras, Lighting, and Utilities

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

5. Construction Sites, Yards, and Outdoor Work Areas

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

6. Patrol, Reporting, and Follow-Up Plan

☐	Decide whether the site needs mobile patrol, alarm response, temporary guard coverage, or no additional coverage.
☐	Write the areas that must be checked during each patrol or site visit.
☐	Confirm report recipients and escalation contacts.
☐	Require reports to include date, time, areas checked, gate/door status, visible issues, photos where appropriate, and who was notified.
☐	Confirm what should happen if the site cannot be accessed safely or lawfully.
☐	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.