

Inclusive Emergency Response Checklist

2025 Bow Valley Workplace Inclusion Charter

Workforce Engagement				
Task	Action	Considerations	Evaluation	Annual Evaluation
Identify and formalize a group of multilingual and multicultural team members who reflect your workforce. Meet at least once a year to develop and review your emergency response plan in the workplace and staff accommodations.	- Identify the common spoken languages in your workforce - Assess workplace and staff accommodation risks and vulnerabilities regarding language and cultural practices. - Identify training gaps and translation needs regarding language and cultural practices.	- The impacts of emergencies outside the workplace or outside Canada. - Identify community resources available for individuals from diverse backgrounds	Evidence of a meeting held (date) and summary of key learnings and actions taken.	
Communication Strategy				
Task	Action	Considerations	Evaluation	Annual Evaluation
Empower your staff to access and translate any messaging from English to their preferred languages.	- Support your employees to register and subscribe to Voyent Alerts. - Share resources or host trainings explaining how to		Provide communications or procedure of employees being delivered this information.	

	translate emergency communications, for example messages from Voyent Alerts.			
Establish multiple communication channels where employees know they will receive emergency information. Voyent Alert! must be an established channel.	- Identify the most reliable or preferred communication methods used by your team and incorporate in your plan (WhatsApp, Telegram, Messenger, International numbers etc.). - Ensure employees know Voyent Alert messages will be provided in English, and they have the tools to translate the message into their first language. - Present this information at on-boarding and training sessions.	- Consider platforms that don't rely on changing contact information (eg. HRIS platform), - At least one channel should not be reliant on employees to update contact information - Consider multi method communication plans (audio, video and text).	- Provide documents or slides in plain language from onboarding program. - Provide updated communication (if required) to existing employees regarding this update.	
Implement universally recognized symbols for	Ensure these signage symbols are utilized as	Refer to international	Provide photos of signage displayed in	

critical emergency instructions (e.g., exits, first aid).	required in the workplace and staff accommodation • Present this information at on-boarding and departmental training sessions.	standard signage link provided in resources.	the workplace and staff accommodation	
Add a digital catalogue of emergency alert templates in English and your top languages to your communications strategy.	• Have messages ready in English and top languages in the event of evacuation alert, evacuation order, and shelter in place. • BVIP and Settlement Services have provided these messages in English, Spanish, Japanese, Ukrainian, French to imbed with your emergency response plan. See attached resources.	• You may require additional translation support for other top languages spoken.	• Confirm where these digital files are stored when actioning your emergency response plan.	
Training				
Task	Action	Considerations	Evaluation	Annual Evaluation
Organize emergency drills, ensuring instructions are given in top spoken languages.	• Utilize existing employees who speak commonly spoken languages to support	• Include cultural considerations in training (e.g., different	• Provide details in writing of when these drills were completed (date, scenario)	

	multilingual emergency training drills. • Provide debrief and support for your team after drills to ensure positive experience.	responses to authority, group behavior, attitude to emergency preparedness and response).		
Personal Preparedness				
Task	Action	Considerations	Evaluation	Annual Evaluation
Share a Personal Emergency Preparedness Checklist with your employees designed by an official source	• Share one of these Emergency Kit Checklists • Encourage tenants' insurance for employees renting or staying in staff accommodations		• Provide details in writing on how and when these resources are shared.	

RESOURCES:

Translation Resources:

- [Google Translate](#)
- [How to use Google Translate](#)

Universal Signage examples:

- [FULL ISO GUIDE HERE](#)
- **Exit Sign (Running Person):** A green sign with a figure running towards a door. This symbol indicates the nearest emergency exit.
- **First Aid:** A white cross on a green background. This symbol indicates the location of first aid supplies or a medical station.
- **Fire Extinguisher:** A red rectangle with a white fire extinguisher symbol. This shows where a fire extinguisher is located.
- **Fire Alarm:** A red symbol with a hand and a bell or siren. This indicates the location of a manual fire alarm.
- **Emergency Assembly Point:** A green sign with arrows pointing inward towards a group of people. This indicates a designated area for gathering during an emergency evacuation.
- **Emergency Phone:** A symbol of a phone, usually on a blue background. This indicates the location of an emergency phone.
- **No Smoking:** A red circle with a diagonal line through a cigarette. This indicates areas where smoking is prohibited, often near flammable materials.
- **Emergency Shower/Eyewash:** A green sign with a showerhead or an eye symbol. This indicates the location of an emergency shower or eyewash station.

Workforce Personal Preparedness:

Checklists:

- **Government of Alberta**

- [Personal Preparedness – Emergency Kit Checklists](#)

- English
 - українською (Ukrainian)
 - عربي (Arabic)
 - 简体中文 (Simplified Chinese)
 - 繁體中文 (Traditional Chinese)
 - ਪੰਜਾਬੀ (Punjabi)
 - Deutsch (High German)
 - Plautdietsch (Low German)
 - Español (Spanish)
 - Français (French)
 - Tagalog (Tagalog)

- **Town of Banff**

- English only: [Emergency Planning](#)

- **Town of Canmore**

- English only: [Emergency Planning](#)

Tenant Insurance:

[Alberta Motor Association \(AMA\) FAQ about Renters/Tenant insurance](#)