



Disaster Preparation

Continuity of Operations Plan

Disaster Preparedness Plan

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Continuity Planning



Be Informed

- Risk Assessment
 - What Risks are Most Common?
- Continuity Planning
 - Assess how the Company Functions
 - Review Business Processes
 - Determine Critical Processes
 - Develop Recovery Plan

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Risk Assessment



What are the Risks?

- Flood, other Water Issues
- Environmental – Close to Railroad or Major Highway
- Access – One Entrance with Large Amount of Traffic
- Electrical – Likelihood of Electrical Power Loss

Review Business Processes



How does the Company operate?

- Daily Operations
- Critical Equipment
- Critical Processes
- Computer Hardware and Software
- Computer Data Backup
- Finance / HR / Procurement / Other Departments

Develop Recovery Plan



How will the Company Function after a Disaster?

- Continuity of Operations
 - Critical Equipment
 - Critical Personnel
 - Computer Hardware and Software
 - Computer Data Recovery
 - Support Departments – Finance / HR / Others

Disaster Preparedness Plan



Protect Employees

- Set up Two Way Communications for Employees to Receive and Return Information
- Work with Employees with Disabilities to Prepare for Disaster Possibilities
- Employee Personal Preparation
 - Disaster Kits
 - Emergency Food and Water

Disaster Preparedness Plan . . .



What Kind of Plan?

- Stay or Go?
 - What Kind of Risk?
- Shelter in Place
 - Learn When and How to Shelter In Place
- Evacuation Plan
 - Develop Plan if Emergency Evacuation is Necessary
 - Help Handicapped Employees

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Practice the Plan

Promote Family & Individual Preparedness

Support Employee Health after a Disaster

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For More Information



The Following Web Sites have Additional Valuable Information

- www.fema.gov/areyouready
- www.ready.gov