

BUSINESS CONTINUITY PLANNING RESOURCES



Long-Term Community Recovery



FEMA

IS-909 - COMMUNITY PREPAREDNESS: IMPLEMENTING SIMPLE ACTIVITIES FOR EVERYONE

The purpose of this course is to present a model program for community preparedness. In addition, resource materials are available to help organizations conduct simple preparedness activities for everyone. This course is the overview for a 16 module, instructor lead interactive local activity. Modules run 20 – 90 minutes each and can be used individually. By the end of this course, participants will be able to:

- Identify the definition of preparedness
- Describe the role of individuals and households in preparedness
- Identify community preparedness principles
- Describe the purpose of community-based preparedness activities
- Identify the steps for planning and conducting a community-based preparedness program
- Identify resources for supporting community-based preparedness programs

<http://training.fema.gov/EMIWeb/IS/is909.asp>

PREPAREDNESS PLANNING FOR YOUR BUSINESS

Ready Business will assist businesses in developing a preparedness program by providing tools to create a plan that addresses the impact of many hazards. This website and its tools utilize an all hazards approach.

www.ready.gov/business

DOWNLOADABLE PDF EMERGENCY RESPONSE PLAN AND THE BUSINESS CONTINUITY PLAN TEMPLATES:

www.ready.gov/sites/default/files/documents/files/EmergencyResponsePlan.pdf

www.ready.gov/sites/default/files/documents/files/BusinessContinuityPlan.pdf

PROGRAM COORDINATOR AND COMMITTEE WORKSHEET

The following table can be used to identify members of your program committee and compile their contact information. The list can be used to prepare a distribution list for communicating with committee members and distribution of program documentation.

www.ready.gov/sites/default/files/documents/files/ProgramCoordinatorCommittee_Worksheet_0.pdf

BUSINESS IMPACT ANALYSIS WORKSHEET

A business impact analysis (BIA) predicts the consequences of disruption of a business function and process and gathers information needed to develop recovery strategies.

www.ready.gov/business-impact-analysis

RISK ASSESSMENT TABLE

A business will conduct the risk assessment, look for vulnerabilities—weaknesses—that will make an asset more susceptible to damage from a hazard. Vulnerabilities include deficiencies in building construction, process systems, security, protection systems and loss prevention programs. They contribute to the severity of damage when an incident occurs.

www.ready.gov/sites/default/files/documents/files/RiskAssessment_Table_0.pdf

RESEARCH AND PUBLICATIONS

The Federal emergency Management Agency has made files for the Ready Campaign's publications available to the public to download at no cost or order from a central warehouse. As a result organization can choose the appropriate materials for use in helping to expand the reach of this critical information. Sections include Individuals & Families, Business Resources and Ready kids Publications.

www.ready.gov/publications

PREPARING MAKES GOOD BUSINESS SENSE

12 page brochure on why Preparing Makes Good Business Sense with suggestions and methods for implementing planning.

www.ready.gov/sites/default/files/documents/files/HSL_Business.pdf

“OPEN FOR BUSINESS” INSTITUTE FOR BUSINESS AND HOME SAFETY

Available either as a .pdf or word .doc to complete as a standalone tool. Available at no cost through local insurance agents as a web based tool with the information residing on a secure server off site from the business. A complete Business Continuity Planning Tool targeted at small and medium businesses.

From the website: “To maximize your business continuity planning efforts, follow the optional Advanced Track sessions within the Open for Business® Basic training series. The information will help you prepare for even the most demanding situations, and incorporates additional core elements of emergency preparedness and business continuity planning reflected in national and international standards. The trainer provides step-by-step instruction given during a series of eight 15-25 minute multi-media trainer sessions.” This can be done at the business level, independent trainer level or at the training organization level.

www.disastersafety.org/



DISASTER RECOVERY JOURNAL

Disaster Recovery Journal provides tips, tools and other helpful information to ensure your company is up to date on the latest developments and advancements of disaster recovery planning with a focus on best practices and changing laws and regulations.

www.drj.com

STARGAZER

Stargazer provides practical services that help people take action to Get Organized, Take Control, Be Informed and Stay in Touch in time of emergency or disaster. The "learn and do" approach of Stargazer enables users to apply simple technology to protect essential information, to alert others about an emergency situation, and to track people and materials.

www.stargazer.org

SCORE

Includes "how to" articles and tools in addition to helping you find a local small business mentor, at no cost, to help you on a one-on-one basis.

www.score.org

