



Utah Department of Public Safety
Division of Homeland Security
Ready Your Business



Business Readiness Development Series

12 Point Program to Business Continuity Planning

POINT 1 CREATING A PLANNING TEAM / CONTINUITY OF AUTHORITY

Discuss the importance of creating a planning team and who should be included. Creating a chain of command with Continuity of Authority maintains leadership during any type of operational interruption.

POINT 2 COMMUNICATIONS

Maintaining reliable communications with employees, key personnel, customers, vendors and first responders can minimize confusion during any type of event. Options and solutions for a communications plan will be discussed.

POINT 3 RISKS AND HAZARDS

Learn how to recognize the risks and hazards that are the most probable to your facility and location. Learn how to plan against specific types of interruptions.

POINT 4 INTERNAL / EXTERNAL RESOURCES AND CAPABILITIES

Each business or organization has internal and external resources that can be utilized for emergency response and recovery. Learn to identify what capabilities are currently available and how to develop others.

POINT 5 VULNERABILITY ASSESSMENTS

Fire-Flood-Earthquake-Data Loss-Human Error. What types of emergencies within your facility and/or community are most likely to occur? Learn how to perform a vulnerability assessment to identify certain types of interruptions, estimate impacts and identify resources for dealing with those interruptions.

POINT 6 ESSENTIAL BUSINESS FUNCTIONS

Your bottom line could depend on how quickly you are able to resume normal business operations – but what needs to be operating first? Learn how to focus on the most essential of your company's business functions to determine the "what, who and how" of business resumption.

POINT 7 HUMAN RESOURCES

The human resources within your organization are likely your most valuable assets. Discover the skills and specialized training that cannot always be replaced with outside resources.

POINT 8 WORKPLACE EVACUATION AND SHELTERING PLAN

Training employees in a simple evacuation or fire drill plan prepares them to respond without confusion during an actual emergency event. Assigning responsibility to assist customers, clients or patients out of the facility increases exit efficiency. Where should they go, what should they take and how long should they plan to stay away – or is it safer to shelter in place?

POINT 9 WORKPLACE EMERGENCY SUPPLY ITEMS

Emergencies are unpredictable and could happen during working hours. Is your workplace prepared with necessary supplies to sustain occupants for 8 – 12 hours? This session will provide participants with supply lists for practical emergency kits for the office and vehicle.

POINT 10 INSURANCE COVERAGE

Would your insurance claim benefit be enough to keep you in business? Each month businesses pay a premium, confident that their coverage will be sufficient in case of an emergency, yet fewer than 10% of Utahns carry earthquake insurance. Identify alternate types of insurance to cover possible gaps.

POINT 11 VITAL RECORDS

Could you provide vital documents or records upon request to an insurance provider, banker or tax accountant? Recognize types of records that are vital to the survival of your business.

POINT 12 DATA PROTECT / STORE / RECOVER

A major cause of business interruption is the result of a significant data loss. Human error, power failure, a facility fire – all could be the cause. What should an organization do to protect, store and recover vital records and safeguard their cyber systems?



Complete the Series in ANY order to receive the *Recognition of Readiness* award

For additional Information on a training series near you:

www.BeReadyUtah.gov 801-538-3400