



Utah Department of Public Safety
Division of Homeland Security



Ready Your Business

Business Readiness Series

12 Point Program to Business Continuity Planning

Point 1 Creating a Planning Team / Continuity of Authority

Participants will 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. How should you 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. Participants will learn to identify what capabilities are currently available and how to develop others.

Point 5 Vulnerability Assessments

Fire-Flood-Earthquake-Data Loss or Human Error. What types of emergencies within your facility or community are the most likely to occur? This point will cover a vulnerability assessment to determine probabilities; estimates impact and assess resources using a numbering system to identify certain types of 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? Planners will learn how to focus on the most essential of a 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, 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 if necessary? This session will provide participants with supply lists for practical emergency kits for the office and vehicle.

Point 10 Insurance Coverage/Reviews

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? Recognizes types of records that are vital to the survival of a business or organization.

Point 12 Data Protect /Store / Recover

A major cause of business interruption is a 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 system?

Complete ALL 12 Points in any order to receive the Annual **Recognition of Readiness Award**

(801) 538-3400 www.BeReadyUtah.gov