Start Your Disaster Recovery Plan TODAY!

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For copies of the slides presented during today’s session, please visit:
http://agil.me/startplan15
1. The Reality of Disasters
2. The Priorities when Planning
3. How and Where to Start Quickly and Effectively
4. Next Steps...
5. Q&A
6. National Preparedness Month
1. The Reality of Disasters

Start Your Disaster Recovery Plan TODAY!
45 Total Disaster Declarations (FEMA.gov)

Declarations as of January 12, 2015

2014 Federally Declared Disasters
Estimated Billion Dollar Disasters in the United States

1. Western Drought (Mostly CA)
2. September Severe Weather (CO & TX)
3. August Flooding (MI, MD, & NY)
4. June Severe Weather (NE & other Plains States)
5. May Severe Weather (CO, IL & PA)
6. April Tornadoes & Flooding (Widespread)
7. April Severe Weather (TX)
8. January Winter Storm (Widespread)

* Data as of January 12, 2015
2014 Agility Recovery Event Summary

Isolated Events 18%
Top Threat Risks to Business

NFIB RESEARCH FOUNDATION REPORT

1. Power Loss
2. Loss of Sales & Customers
3. Length of Recovery
4. Uninsured Loss
   (for continuing operations)
5. Uninsured Loss
   (for destruction of physical property)
2. The Priorities When Planning

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Priorities When Planning

- Safety
- Taking Action NOW
- Leadership Support
- Threats/Risks
- Communications
- Data Backup
- Critical Business Functions
- Avoiding Unnecessary Complication
- Exercising the Plan
Take Action NOW

From today’s session, we challenge each of you to implement or improve a single element of your plan today.

Start Your Disaster Recovery Plan TODAY!
3. How & Where to Start Quickly & Efficiently

Start Your Disaster Recovery Plan TODAY!
Ensuring Safety: Initial Steps

• First Aid Kits
  • Install, Update, Resupply
• CPR Training
  • Hands Only CPR
• Fire Safety
  • Hazard Awareness, Fire Extinguishers
• Evacuation Planning
  • Building Evac, Area Evac, etc.
• Shelter in Place Training
  • Earthquake, Tornado, Active Shooter
Hands-Only CPR

External Links
- Spanish: http://youtu.be/7m5tPiTXL5A

Safety
Gaining Leadership Support: Initial Steps

• Focus on Fundamentals
  • Start Simple, keep costs down, stress the need for a physical recovery location

• Demonstrate the Need
  • Establish the Risks & Rewards
  • Roughly estimate cost of downtime, potential loss of revenue & customers

• Establish Required Resources
• Reinforce the Competitive Advantage
Setting Up A Team: Steps for Success

• Don’t Attempt this Yourself
  • Not enough time, resources or expertise
  • Probably not your primary responsibility

• Benefits of a Team
  • Gain multiple perspectives
  • Accountability in numbers
  • Best chances for completing the plan

• Aspects of a Strong Team
  • Establish a chairperson
  • Representation from key departments
  • Direct line to management

Form a Team
Communications Plan: Initial Steps

- Phone Lists
  - Complete, Updated, Comprehensive
- Backup Email/Phone
  - Employee personal phone/email
  - Emergency contact phone/email
- Text Messaging
- Develop Policy & Practice
- Alert Notification System
  - Free Weather Alerts, Company-wide system
- Call-in Recording System
- Social Network platform or Google Group

www.PrepareMyBusiness.org
Assemble Office Emergency Kit: Initial Steps

- Important Records
  - Insurance Policies, Fixed Asset Inventory, Contracts, Recovery Plan & Checklists
- Operating System Install Disks
- Licensing Keys/Passwords
- Letterhead
- Office Supplies
- Mobile Phone Chargers and Extra Batteries
- Cash is King!

www.PrepareMyBusiness.org
Data Backup: Initial Steps

- Assumption: Everyone Backs Up Data
  - But has it been tested, audited, restored?
- Automate Daily
  - Don’t rely on memory or good habits
- Location Matters
  - Multiple sites, hardened locations
- Test Regularly
  - From home, from secondary location, via multiple data channels
Exercise Your Plan: Initial Steps

- Conduct a “Table Top Test” or “Desktop Exercise”
  - Involve all departments
  - Develop a scenario with unexpected, creative “twists”
  - Don’t be afraid of “pass/fail”, the point is to test the limits and improve the plan
  - Involve outside suppliers, vendors and partners
  - Keep a running log of all activities and questions/concerns
- Conduct a “post exercise review”
- Build on what you learned to improve your plan

Exercising The Plan
4. The Next Steps...

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Taking Your Plan to the Next Level:

- Assessing Risks both Internal & External
  - Geographical, supply chain, historical, etc.
- Analyze Your Critical Business Functions
  - Recovery Time Objective, Staffing requirements, etc.
- Review Insurance Coverage
  - Consider business interruption and added expense coverage
- Prepare Your Supply Chain
- Institute a Physical Asset Management Program
- Establish a plan for physical relocation to a alternate recovery site
- Diversify your vendor/supplier network
- Participate in regional exercises

Next Steps...
Taking Your Plan to the Next Level:

- www.PrepareMyBusiness.org
- www.Ready.gov/business
- www.ReadyRating.org
- www.RedCross.org
QUESTIONS?

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Today’s session has been recorded.
Links to the archived recording will be emailed to all registrants automatically tomorrow.

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