



Utah Department of Public Safety
Division of Homeland Security
NO-Cost Workshops

Ready Your Business
 Business Readiness Development Series
12 Point Program to
Business Continuity Planning

Every Business should have a plan ...
It just makes good business sense!

Fire - Flood-Severe Storm- Earthquake- Human Error
 Data Loss - Chemical Releases - Domestic Terrorism
 Power/Gas Outage - Pandemic Influenza-Road Closure
 Join other Utah businesses in preparing against any unexpected interruption

- Points 1-6:** Create a Planning Team/Continuity of Authority • Communications • Risks & Hazards • Internal/External Resources • Vulnerability Assessments • Essential Business Functions
- Points 7-12:** Human Resources • Workplace Evacuation & Sheltering • Supply Kits • Insurance Reviews • Vital Records • Data: Protect/Store/Recover

REGISTRATION REQUIRED

Name

Company and Title

Email:

Phone:

Workshop Date(s) & Location(s)

Return to: Bedmunds@utah.gov 801-538-3400

Program Manager: Renee Murphy 801-538-3702 Rmurphy@utah.gov
 Coordinator: Jesse Valenzuela 801-538-3296 jessev@utah.gov

FAX 801-538-3770

State Bank of Southern UT Points 1-6 Weds. June 4, 2008
 327 No Main Street Cedar City Points 7-12 Weds. June 11, 2008
 8-9:30 a.m. No-Cost

Work Force Services Points 1-12 Thurs. June 5, 2008
 162 N. 400 E. St. George
 9-12:00 p.m. No-Cost
laut@encehomes.com

Utah Trucking Association Points 1-12 Thurs. June 5, 2008
 3060 W California Ave #A SLC Full Series in this 1/2 Day Course
 1 - 4:30 p.m. No-Cost

Park City Municipal Corp Points 1-6 Thurs. June 5, 2008
 Park City Chamber Points 7-12 Thurs. June 12, 2008
 & Visitors Bureau Heber Valley Chamber
 Yarrow Hotel, Park City

8:30 - 10:00 a.m. \$10 per person / per session to include Breakfast
 Rsvp to Barbara@parkcityinfo.com 435-658-9619

Davis Chamber of Commerce Points 1-6 Tues. June 17, 2008
 City Offices Points 7-12 Tues. June 24, 2008
 790 So. 100 E. Bountiful
 8-9:30 a.m. No-Cost
 Davis Chamber 801-593-2200
jeanie@davischamberofcommerce.com

Utah Disaster Kleenup Points 1-6 Weds. June 18, 2008
 13081 S. Minuteman Dr. Draper Points 7-12 Thurs. June 19, 2008
 8-9:30 a.m. No-Cost
 RSVp jimng@utdlk.com

Workers Compensation Fund Points 1-12 Wed. July 30, 2008
 392 East 6400 South, Murray Full Series in this 1/2 Day Course
 1st Floor Training Room
 8:00 - Noon No Cost
 RSVp to kclark@wcfgroup.com 284-8903

SAVE THE DATE!

Complete ALL 12 Points in any order to receive the
 2008 RECOGNITION OF READINESS Award

August 14, 2008 8:00 -4:00 p.m.

Salt Lake Hilton, 255 South West Temple
 \$45 Includes Light Breakfast and Lunch

Major Sponsor and Exhibitor packages now available!
 RSVp and Inquiries to Rmurphy@utah.gov
 801-538-3702



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

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 Utah's 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 for the 2008 Recognition of Readiness Award

(801) 538-3400 www.BeReadyUtah.gov