



BeReadyUtah.gov



Ready Your Business



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 the Series in ANY order to receive the  
Recognition of Readiness Award

For additional Information on a training series near you:

[www.BeReadyUtah.gov](http://www.BeReadyUtah.gov) 801-538-3400





BeReadyUtah.gov



Ready Your Business



Division of Homeland Security  
Ogden Weber Chamber of Commerce  
4<sup>th</sup> Annual Top of Utah

# Ready Your Business

Workshop and Conference

Thursday, April 30, 2009

Marriott • 247 24<sup>th</sup> Street • Ogden, Utah



Business Owners • Operations Managers • Human Resource Managers • Risk Managers  
Continuity Planners • Information Technology • Emergency Managers • Retail • Manufacturing  
Medical and Health Care • Facility Managers • Security Professionals • Accounting Managers

12 Points to Business Continuity Planning Workshop 8:00 – 11:00 a.m.  
Conference Plenary Sessions 11:30 – 4:30 p.m.

Workshop including Conference \$40.00 per person  
Conference Plenary Sessions only \$35.00 per person

Conference Includes: sponsor and exhibitor displays, lunch and award presentations

Register on-line <http://www.echamber.cc/conferencereg.html>

Ogden/Weber Chamber 801-621-8300

Division of Homeland Security 801-538-3400 or [jessev@utah.gov](mailto:jessev@utah.gov)

## Conference Sessions

### Keeping Commerce Moving

**Daniel B Kuhn**

Utah Dept of Transportation, Freight Planner  
*Critical Supplies and Resources may be detoured or unavailable following a major event. A look at Utah's transportation corridors and options will be discussed.*

### Avoiding a Financial Crisis

**Brian Van Camp**

KeyBank, Sr. Vice Pres. / Business Banking Manager  
*Knowing the risks of an economic downturn combined with a comprehensive continuity plan can provide your business with additional tools to avoid a possible closure.*





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### **Workshop Participants will receive:**

April 30, 2009 Ogden/Weber Chamber Office

8:00 – 11:00 a.m. FULL training workshop

Instruction in ALL 12 Points

Planning Guidebook

Templates / Worksheets

Recognition of Readiness Award

Supply Kit Check Lists

And more.....



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



**Ready Your Business**  
 Business Readiness 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

Name  
 Company and Title  
 Email:  
 Phone:

Complete ALL 12 Points in **any order** and receive the  
**RECOGNITION OF READINESS** Award  
 5<sup>th</sup> Annual Ready Your Business Conference – August 2009  
[www.BeReadyUtah.gov](http://www.BeReadyUtah.gov)

**State Bank of Southern Utah  
 Cedar City Chamber of Commerce**

327 No. Main St. **Cedar City**  
 8-9:30 a.m. No-Cost Points 1-6 Tues, February 17, 2009  
 8-9:30 a.m. No-Cost Points 7-12 Weds, February 18, 2009  
 RSVP to: [relsmore@sbsu.com](mailto:relsmore@sbsu.com)

**City of Kanab**

Southwest Applied Technology College  
 733 S. Cowboy Way **Kanab**  
 6-9:30 p.m. No-Cost Points 1-12 Tues, February 24, 2009  
 RSVP to: [aalldredgekcso@kane.utah.gov](mailto:aalldredgekcso@kane.utah.gov)

**Key Bank/ Cache Chamber of Commerce**

280 N. Main St. **Logan**  
 8-9:30 a.m. No-Cost Points 1-6 Tues, March 10, 2009  
 8-9:30 a.m. No-Cost Points 7-12 Weds, March 11, 2009  
 RSVP to: [Ryan\\_Pixton@keybank.com](mailto:Ryan_Pixton@keybank.com)

**Ogden / Weber Chamber of Commerce**

2484 Washington Blvd. Suite 400 **Ogden City**  
 8-9:30 a.m. No-Cost Points 1-6 Mon, March 16, 2009  
 8-9:30 a.m. No-Cost Points 7-12 Tues, March 17, 2009  
 RSVP to: [Josh@echamber.cc](mailto:Josh@echamber.cc) [www.echamber.cc](http://www.echamber.cc)

**The Lehi Chamber of Commerce**

153 North 100 East **Lehi**  
 8-9:30 a.m. No-Cost Points 1-6 Tues, March 24, 2009  
 8-9:30 a.m. No-Cost Points 7-12 Weds, March 25, 2009  
 RSVP to: [rosek@lehiareachamber.org](mailto:rosek@lehiareachamber.org) [www.lehiareachamber.org](http://www.lehiareachamber.org)

For information to schedule a workshop series for your organization,  
 contact:

Jesse Valenzuela, Instructor/Ready Your Business  
[jessev@utah.gov](mailto:jessev@utah.gov) 801-538-3296

Renee Murphy, Section Manager/Private Sector & Be Ready Utah  
[Rmurphy@utah.gov](mailto:Rmurphy@utah.gov) 801-538-3702