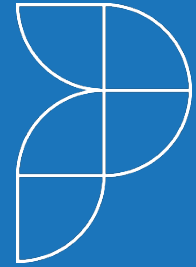


EXPECT THE BEST AND PLAN FOR THE WORST

Continuity of Operations for Agencies and Businesses

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Topics

- What is the risk?
- What is continuity and why is it important?
- Where do you start?
- What is in a continuity plan?



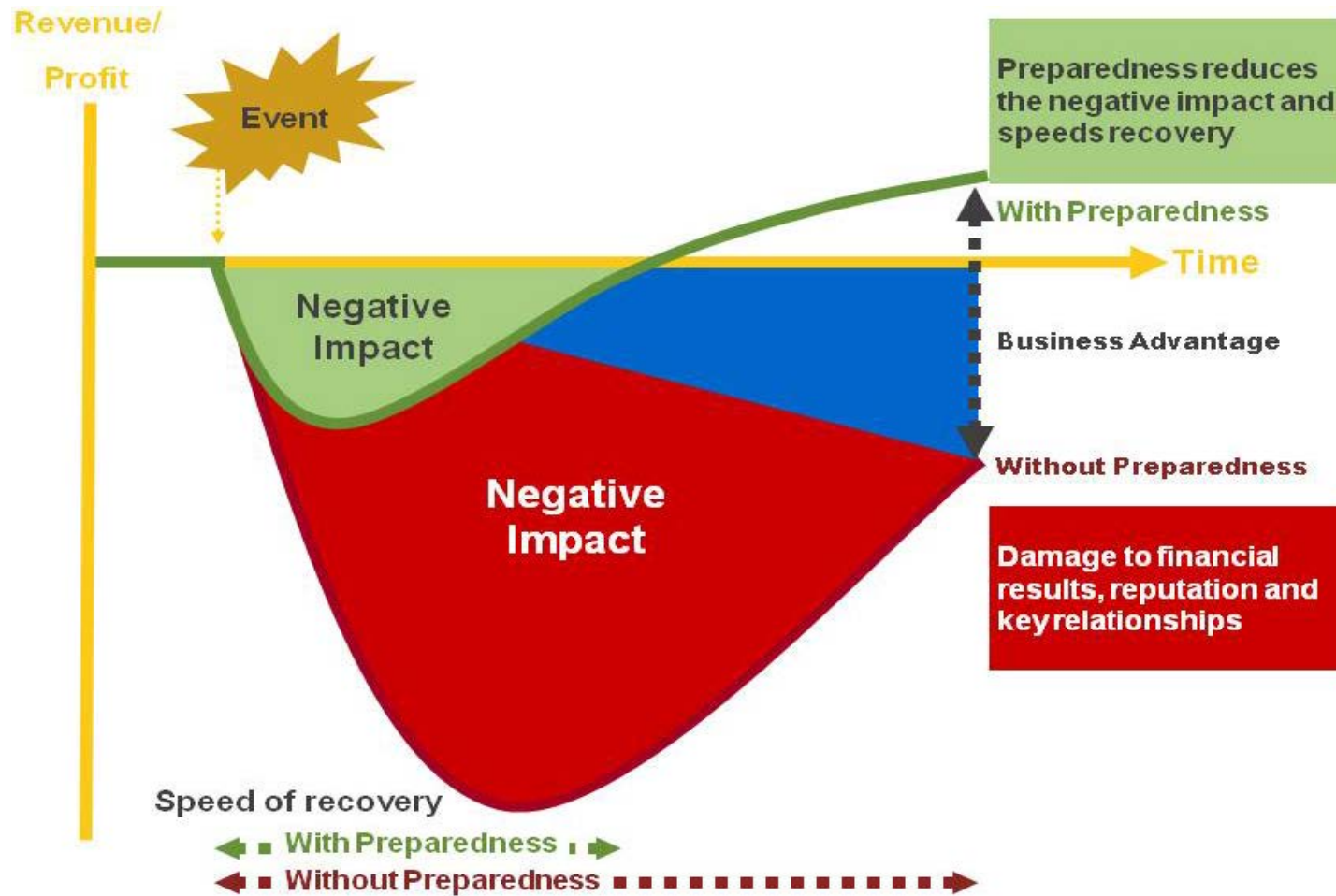


What is continuity?

The unbroken and consistent existence or operation of something over time.



Planned Preparedness = Successful Survival





Where do you start?

- Leadership support
- Planning team
- Set goals:
 - **Business:** Ensure that systems and processes are in place to support continuity in the event of a disaster.
 - **Agency:** Ensure that primary mission essential functions continue to be performed in the event of a disaster.





Needs & Risk

- Identify needs
 - Employees
 - Clients/Customers
- Identify critical business processes
- Identify and assess risk
 - Risk identification
 - Risk analysis
 - Risk evaluation





Needs & Risk

Risk and Vulnerability Ranking

0=None 1=Low 2=Moderate 3=High

Threat	Office Location				Function				Probability
	Everett	Seattle	Snoqualmie	Ellensburg	People	Property	Operations	Clients	
Geological									
Earthquake	2	3	3	2	3	3	3	3	3
Landslide/Mudslide	0	0	0	0	1	3	2	1	1
Tsunami	1	2	0	0	2	2	3	3	2
Volcano	1	1	1	2	3	1	2	3	1
Meteorological									
Drought	2	2	2	3	1	0	1	2	3
Extreme Temperatures	2	2	2	3	2	1	2	2	2
Flood/Seiche	1	1	3	3	2	2	2	3	3
Lightening	1	1	1	1	1	1	1	1	2
Winter Storm	2	2	2	3	3	1	2	3	3
Wildland Fire	0	0	1	1	1	1	1	2	2
Wind Storm/Tornado	3	3	1	2	2	1	1	3	2





Business Impact Analysis

The process of analyzing the effect of interruptions to business operations and functions.



- What processes or functions are performed?
- How can those processes or functions be impacted?
- How long can the business or agency be impacted before it is unacceptable?
- What resources do you need?





Continuity Plan

- Identify:
 - Plan activation procedures, including authorities
 - Roles and responsibilities
 - Processes
 - Mutual aid or other type of agreements
 - Required resources and sources.





Continuity Plan

- Employee preparedness
- Office preparedness
- Training
- Go-bag

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"I think my spell-checker is broken. It keeps changing l-u-c-k to p-r-e-p-a-r-a-t-i-o-n."





Recovery

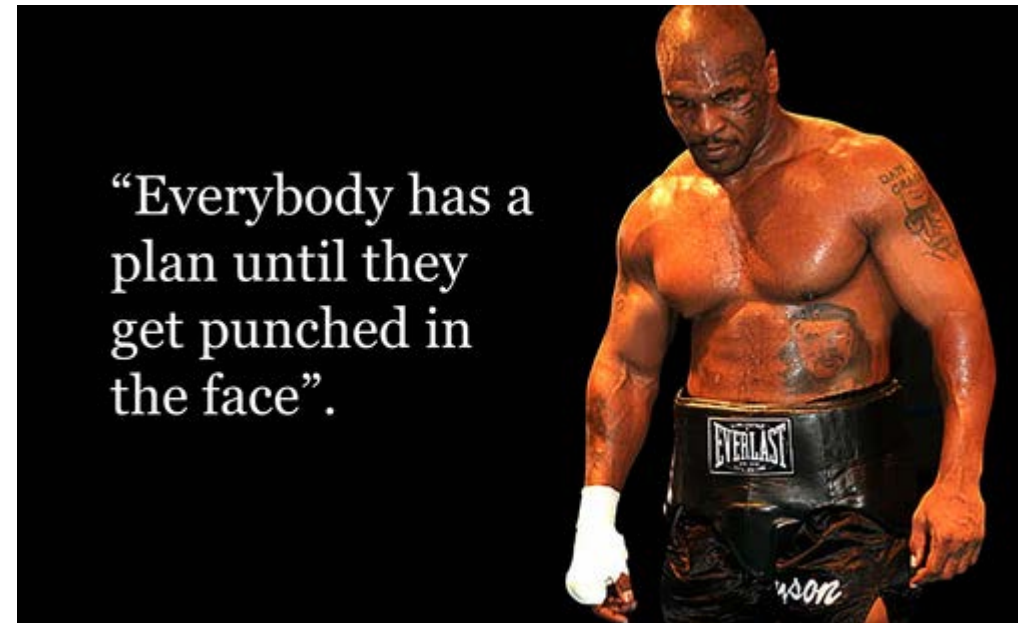
- Develop strategies to continue critical business processes.
- Insurance/Inventory
 - Banking, financial
 - Office equipment, structures
- Documentation
- Repairs and restoration
- Employee assistance





Take Aways

- Leadership driven exercise
- Practice personal preparedness
- Develop office preparedness
- Identify weaknesses



You're more prepared now than an hour ago!



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