

PREPAREDNESS

Business Continuity Management

Business continuity is defined as “An ongoing process to ensure that the necessary steps are taken to identify the impacts of potential losses and maintain viable continuity and recovery strategies and plans.” [International standard NFPA 1600]

Business continuity planning involves gaining management commitment, organizing a steering committee comprised of managers from major business functions, conducting a business impact analysis, determining continuity requirements and time objectives, developing continuity strategies, writing the plan, training, testing, and exercising.



Understanding what is “business-critical,” identifying resources and dependencies required to support mission-critical operations, and determining maximum downtime is the crux of the business impact analysis.

Risk Assessment & Business Impact Analysis

Preparedness, LLC can help develop a business continuity program for your business. We begin by conducting a risk assessment to identify hazards and scenarios where facilities, systems, or equipment may be damaged, or operations may be interrupted or disrupted. This assessment identifies opportunities for hazard prevention and risk mitigation.

Then, using a combination of questionnaires and interviews, we identify critical business functions, and the impacts that interruption would cause over time. Our goal is to determine the maximum allowable downtime—the “recovery time objective” (RTO)—before the impact of the interruption becomes unacceptable.

Business Continuity Requirements

During the business impact analysis, we help you identify and prioritize time-critical functions, and the resources required to support those functions at minimally accepted levels. Our facilitated discussions also help to identify manual processes, or “workarounds” to overcome the loss of automated systems and equipment.

Business Continuity Strategies

We facilitate discussions and present options for development of business continuity strategies to sustain critical business functions. These include reviewing alternate office, computing, operations, and communications facilities. We explore options that may include use of alternate company facilities, contracted facilities and services, and reciprocal agreements.

Business Continuity Plan

We help to compile planning documentation into a digital plan that will be immediately accessible and easy to update. We help organize the business continuity organization, compile business continuity requirements, outline business continuity strategies, and write incident management procedures.

Awareness Training & Exercising

Your business continuity plan is only as good as the ability of personnel to manage an incident. We conduct classroom

training to familiarize personnel with the business continuity plan, plan activation, and their roles and responsibilities.

We design and facilitate tabletop exercises with scenarios that are specific to your facility, operations, and plans. Exercises enable members to learn the plan by doing, and they help identify gaps or weaknesses.

Emergency Management & Crisis Management

Preparedness, LLC develops, helps implement, and evaluates emergency operations plans to safeguard employees and protect property. We develop crisis management plans for executives to identify, prioritize, and manage strategic issues and the all-important communications with stakeholders.



Program Evaluation

We utilize a 200 plus question evaluation tool to evaluate existing business continuity programs and offer recommendations for enhancement. Evaluation criteria are based on regulatory requirements, our National Preparedness Standard, and best practices. Our evaluations provide a clear picture of program strengths and weaknesses within an easy-to-use report.

Do you have an effective business continuity program that:

- Identifies the operational, contractual, regulatory, and financial impacts from interruption of business functions?
- Identifies critical business functions and recovery time objectives (RTO)?
- Identifies critical dependencies between facilities and departments?
- Defines strategies and requirements to recover critical functions within the RTO?
- Defines manual workarounds and resources when automated processes are down?
- Has a defined organization, assigned roles and responsibilities, and an incident management process?
- Identifies vital records and information and includes backup and recovery strategies?

About Preparedness, LLC

Preparedness, LLC is a client-focused risk consulting company. Our mission is to safeguard people, protect property, minimize business interruption, and protect reputations and stakeholder relationships. Our vision is to thoroughly understand each client's business and become a long-term, trusted advisor. If you have questions, or need assistance with the development, implementation, or evaluation of your preparedness program, please contact us.

Preparedness, LLC provides consulting services to help our clients assess hazard and operational risk; develop and implement loss prevention and risk mitigation strategies; and evaluate, develop, and help implement emergency management, business continuity, and crisis management programs.

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