



Disaster Planning Practical Guide

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Prepared for:

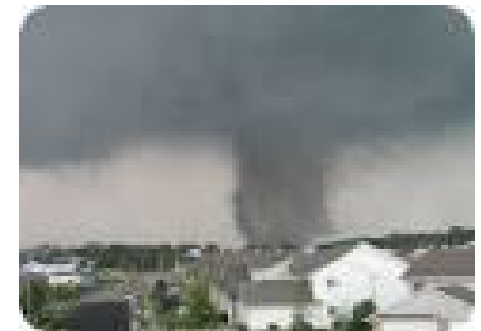
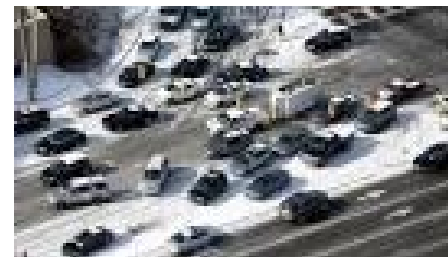


AGENDA

- 1. What can happen?**
- 2. Disaster Cycle**
- 3. Guiding Principles**
- 4. Characteristics of a Plan**
- 5. Where to Start & Then Where to Evolve**
- 6. Resources**

Real World of Emergencies/Disasters

- 34% Human Error
- 22% Lightning/Storm/Tornado
- 17% Flood
- 14% Fire/Explosion
- 10% Hurricanes
- **Emerging...Cyber/Data**



Disaster Cycle

Pre-Loss

- **Mitigation:** Reducing the risk from natural or human-generated hazards
- **Preparation:** Planning & training to respond

Post Loss

- **Response:** Acting to alleviate the impacts and damages of disasters
- **Recovery:** Restoring to normal activities
- **Resilience:** Surviving & Thriving

DISCUSSION FACILITATION

Backup critical data?

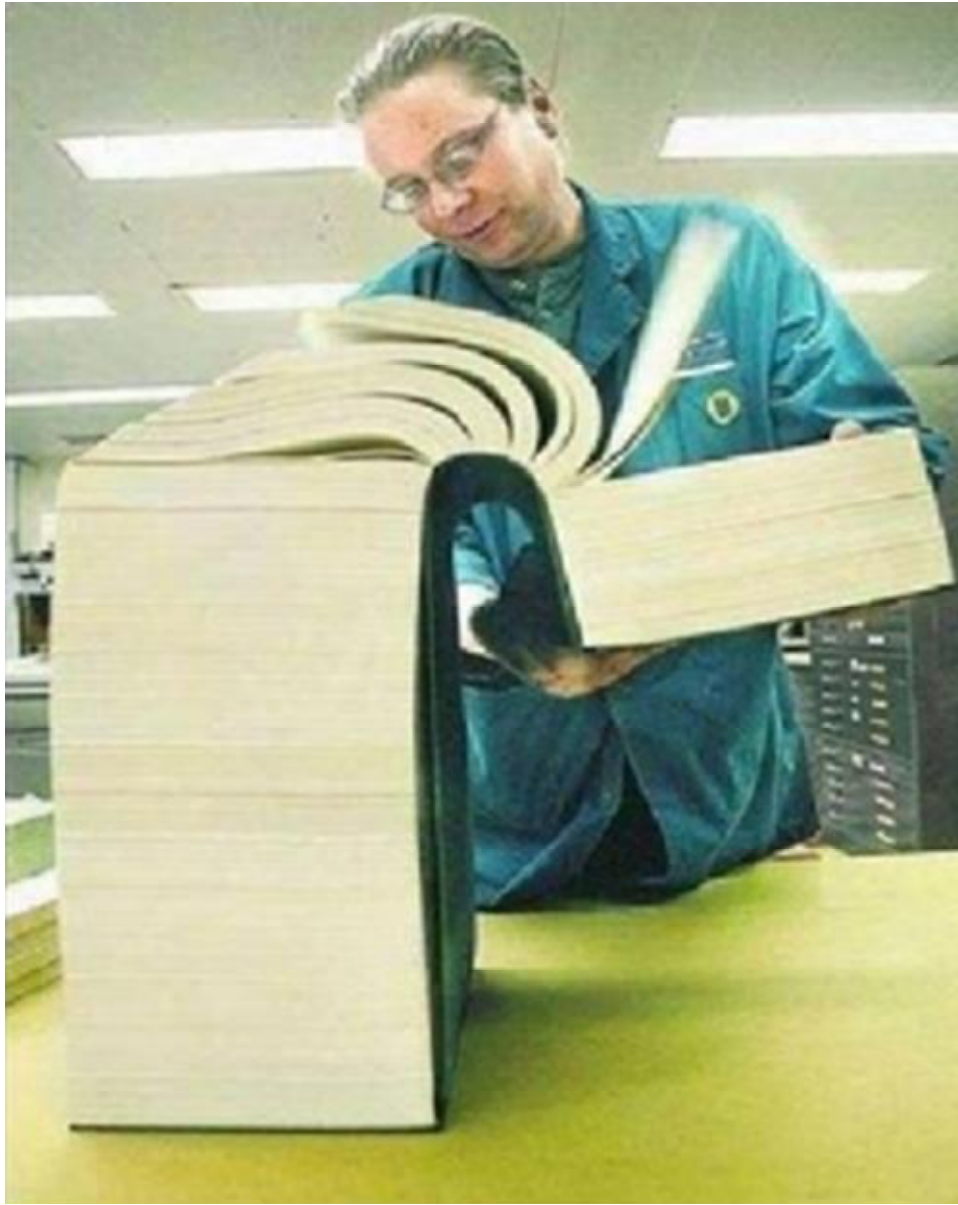
Remote access?

Disaster Plan?

If not, why? If so, what's included?

4 Guiding Principles

- 1. Something better than nothing**
- 2. Every plan is unique**
- 3. Plan for impact NOT event**
- 4. Priority – Life, Property, Resume**



“This is our Disaster Plan. As you can see, we have planned for every possible scenario in the universe.”

INEFFECTIVE Disaster Plan

11 CHARACTERISTICS

1. **No Plan**
2. Too Long
3. Plan for EVERYTHING
4. Educational
5. No Leader/Champion
6. Command/Control Confusion
7. Communication Bottlenecks
8. IT-Centric
9. Inflexible
10. Not Updated
11. No Training/Testing



EFFECTIVE Disaster Plan

11 CHARACTERISTICS

- 1. Concise**
- 2. Easily Maintained/Updated**
- 3. Plan for Most Critical/Common**
- 4. Directive (“Do this list”)**
- 5. Easy to Understand**
- 6. Defined Leader (Pecking Order)**
- 7. Redundant (Backups)**
- 8. Cross Departmental**
- 9. Flexible**
- 10. Communicated**
- 11. Tested**

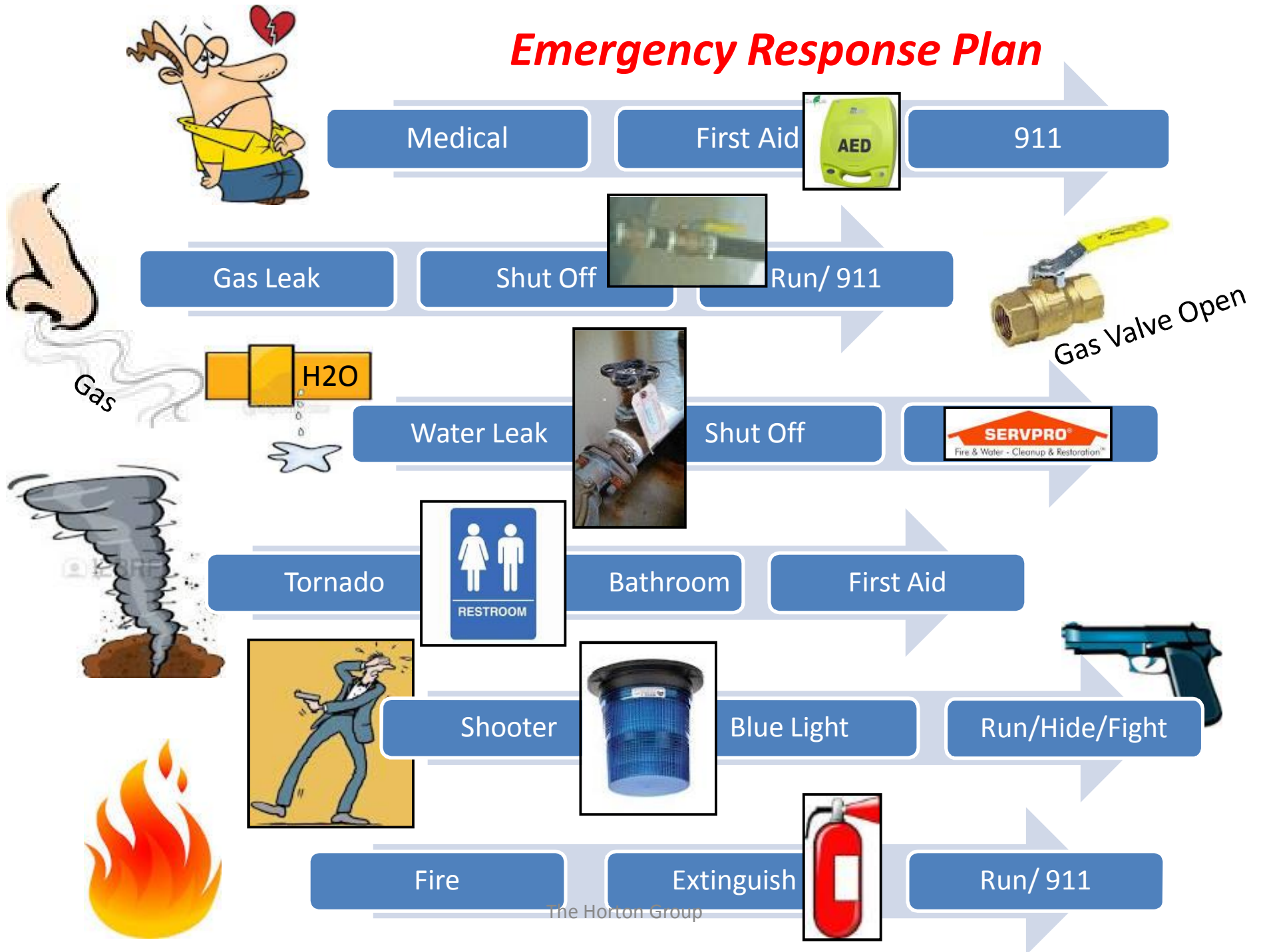
| Procedures | Responsible Party |
|----------------------------------------|-------------------|
| Close up buildings | |
| Remove smoke, water and debris | |
| Protect equipment from moisture | |
| Restore sprinkler system | |
| Secure the property | |
| Restore power | |
| Conduct investigation | |
| Notify government | |
| Separate damaged from undamaged goods | |
| Store damaged goods | |
| Record inventory of damaged goods | |
| Restore equipment and property | |
| Assess value of damaged property | |
| Assess impact of business interruption | |
| Report findings to Department Head | |
| Maintain contact with clients/vendors | |

Progression

WHERE DO I START?

1. Who's Responsible?
 - . Champion
 - . Committee (Finance, IT, Dept Heads, Admin, Facilities, PR, HR, etc.)
2. Is Data Backed Up? How? Effective?
3. What's in Place Now?
4. Most Likely Disasters
5. Biggest Impact Disasters
6. Emergency Response Plan (To Do List)

Emergency Response Plan



DISCUSSION FACILITATION

What's the role of Finance Officer?

How do we get this off the ground?

Progression

NEXT EVOLUTION

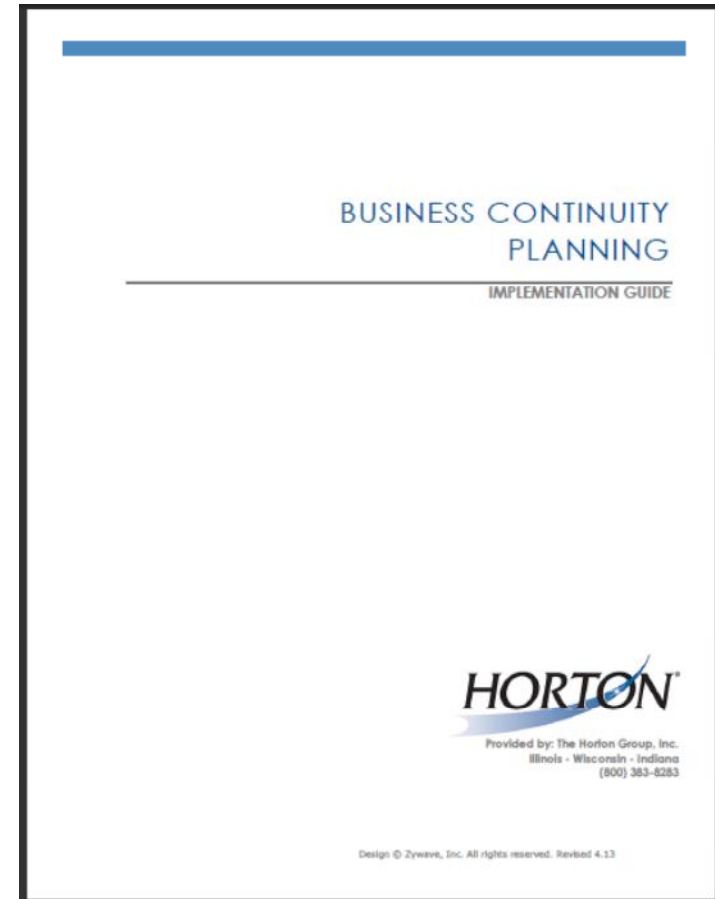
- Communicate and Train
- Update Annually (Contacts/Disasters)
- Build Out Plan
 - . Insurance Claim Reporting & Coverage
 - . Data Recovery
 - . Disaster Plan
 - . Jump Sites
 - . Continuity Plan
 - . Pre-Approved Vendors (IT, Restoration, etc.)

Websites

- Federal Emergency Management Association (FEMA)
<http://www.fema.gov>
- Centers for Disease Control (CDC) <http://www.cdc.gov>
- Federal Environmental Protection Agency (EPA) <http://epa.gov>
- Federal Occupational Safety & Health Administration (OSHA)
<http://osha.gov>
- National Safety Council – Emergencies & Disasters
<http://www.nsc.org/issues/prepare.htm>
- National Emergency Management Association (NEMA)
<http://www.nemaweb.org>
- Disaster Recovery Journal <http://drj.com>

Horton Continuity Plan Resources

- Guide to Developing the Plan
- Sample Plan
- Recovery Checklist
- Implementation Guide
- Annual Review & Evaluation
- FEMA's 4 Step Business Continuity Guide
- Emergency Management Considerations
- Vendor Readiness Letter & Checklist



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