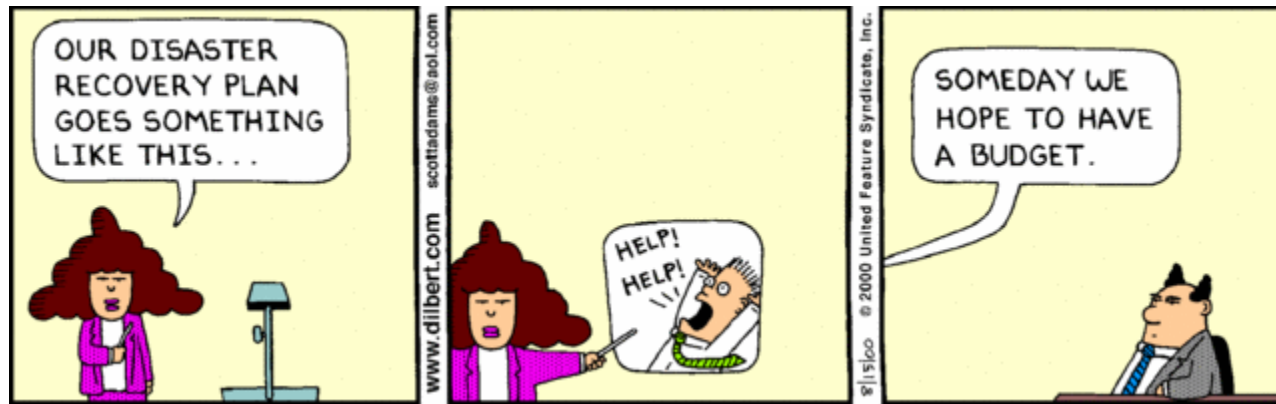
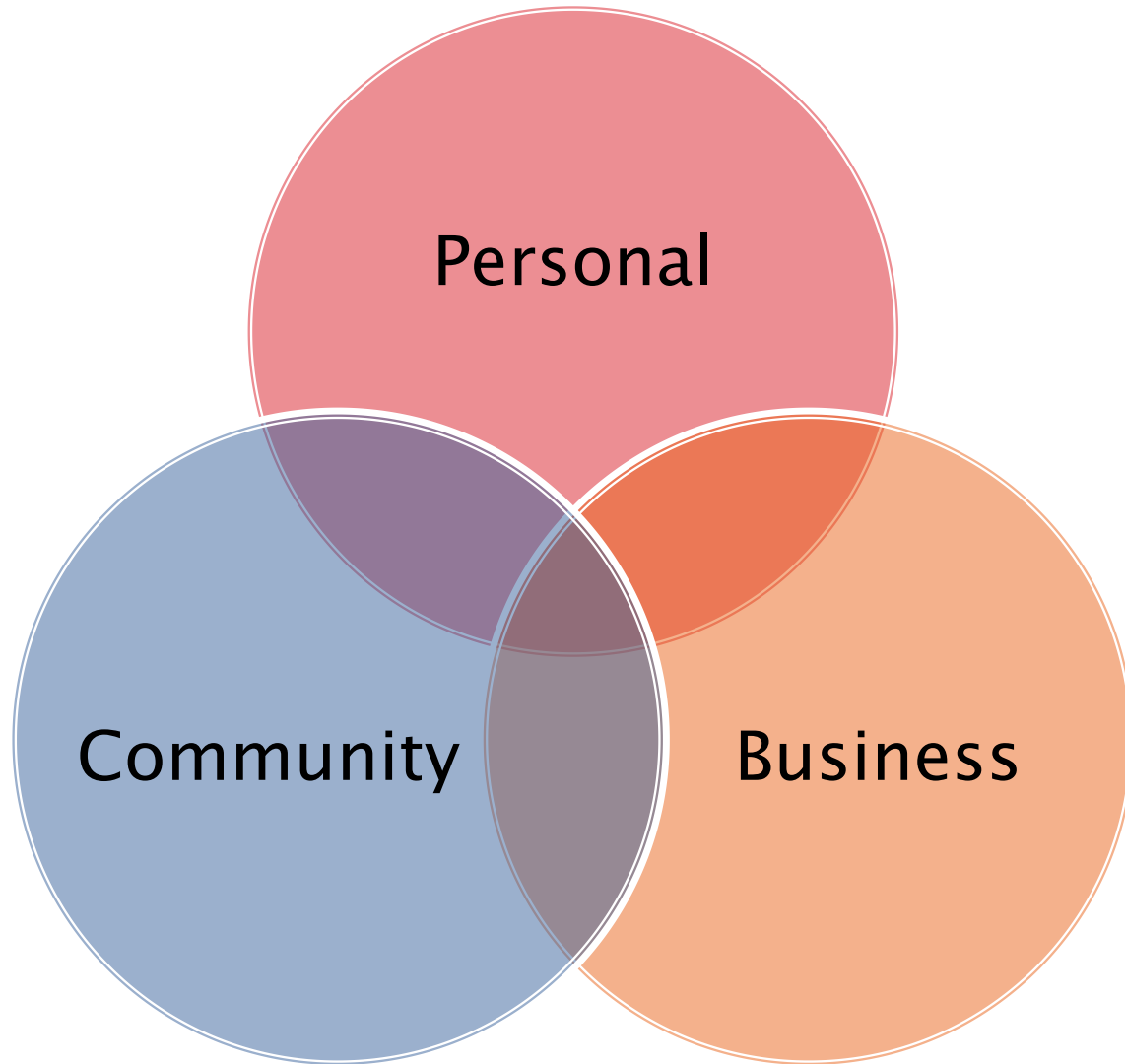


# Business Continuity Planning

## Tools & Tips on a Budget



**ASPEN**  
RISK MANAGEMENT GROUP  
A TRISTAR COMPANY



# Tool: Deb's BCP Checklist



# Tip: Information Collection

- ▶ Addresses of all facilities
- ▶ Floorplan of each facility
- ▶ Insurance Policies
- ▶ Organization Chart
- ▶ Employee list, emergency contacts, addresses, cell phone
- ▶ Vendor list and copies of vendor contracts
- ▶ Physical asset list including location of each asset
- ▶ Company mission statement
- ▶ What regulatory bodies have jurisdiction over this company?



Information  
Collection Checklist

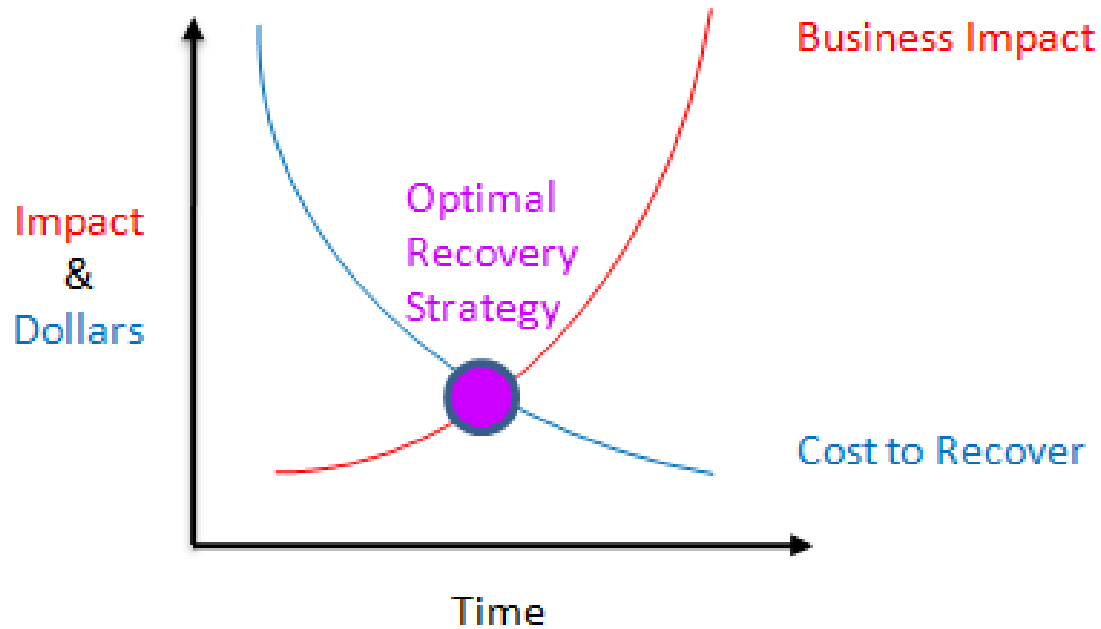
# Tool: Disaster Preparedness Checklist

- ▶ Fraud, Theft, Blackmail, Vandalism, Looting
- ▶ Sabotage
- ▶ Fire
- ▶ Floods
- ▶ Severe Weather
- ▶ Air Contaminants
- ▶ Telecommunications Failure
- ▶ Power Failure
- ▶ Equipment and Software Failure
- ▶ Pandemic Event
- ▶ Employee Safety



Disaster  
Preparedness Checklist

## Recovery Formula

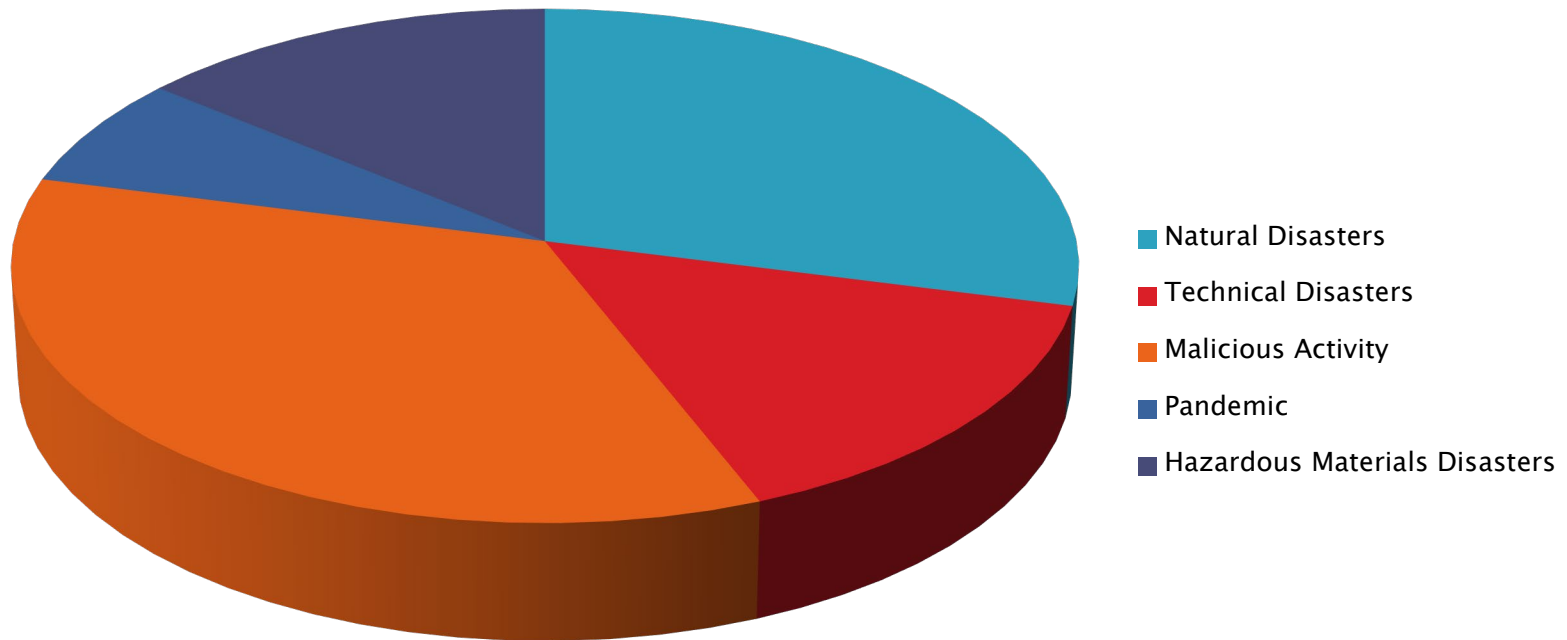


$$\# \text{ of months} = \frac{1,000,000 - \text{value of fixed assets}}{\text{Alt. location rent} + \text{Alt. apartment rent}}$$

# Tool: Insurance Policies



# Tool: Hazard Vulnerability Assessment



Haz\_Assmt\_Tool

# Tool: Vulnerability Assessment

Which systems in the column below are dependent on the service to the right:	Power	Water	Sewer	Emergency Power	UPS	Natural Gas	Fuel Oil	Breathing Air	HVAC	Fire Alarm	Fire Sprinkler	Security Systems	Telephone	Cable
Power	Black	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Water	Grey	Black	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Sewer	Grey	Grey	Black	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Emergency Power	Grey	Grey	Grey	Black	Grey	Grey	Yellow	Grey	Grey	Grey	Grey	Grey	Grey	Grey
UPS	Yellow	Grey	Grey	Grey	Black	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Natural Gas	Grey	Grey	Grey	Grey	Grey	Black	Yellow	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Fuel Oil	Red	Grey	Grey	Grey	Grey	Grey	Black	Grey	Grey	Grey	Grey	Grey	Grey	Grey
Breathing Air	Yellow	Grey	Grey	Grey	Grey	Grey	Grey	Black	Yellow	Grey	Grey	Grey	Grey	Grey
HVAC	Red	Grey	Grey	Yellow	Grey	Yellow	Yellow	Grey	Black	Grey	Grey	Grey	Grey	Grey
Fire Alarm	Yellow	Grey	Grey	Yellow	Grey	Grey	Grey	Grey	Grey	Black	Grey	Grey	Grey	Grey
Fire Sprinkler	Grey	Red	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Black	Grey	Grey	Grey
Security Systems	Yellow	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Black	Grey	Grey
Telephone	Yellow	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Black	Grey
Cable	Yellow	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Black

- System immediately fails when supporting service fails
- System fails within a period of time after the supporting system fails
- No system interdependencies; no impact

# Tip: Geologic maps



Drought Monitor



Tsunami Map



Dam Inundation  
Zones



North County  
Tsunami Map



Liquefaction Map



Fire Map



Earthquake Zones



Landslide Map 2



Landslide Map

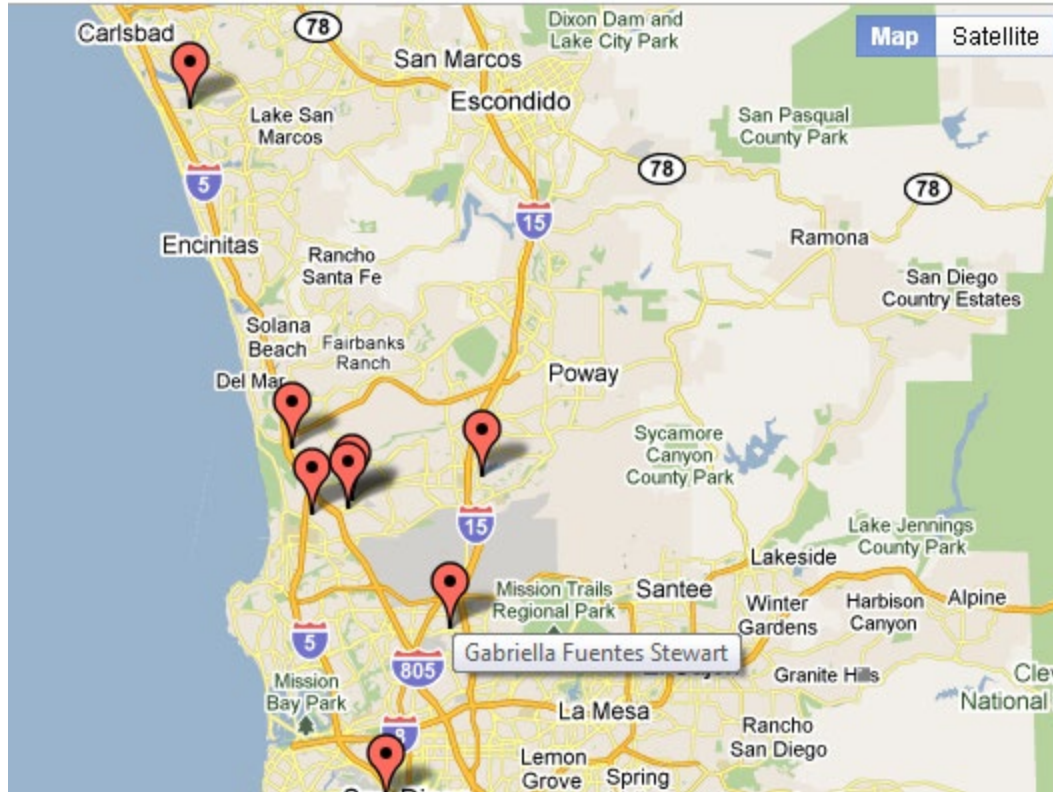


Flood Map



Haz Mat Map

# Tool: batchgeocode



Employee List

# Tool: [www.floorplanner.com](http://www.floorplanner.com)



# Tool: Business Impact Analysis

- ▶ Department Information
- ▶ Business Systems
- ▶ Customer Systems
- ▶ Vendor Systems
- ▶ Documents
- ▶ Fines or Financial Impact
- ▶ Time Sensitivities
- ▶ Seasonal Impacts
- ▶ Back Up Methodology



BIA

# Tip: vital records

Vital Records	Hard Copy	Electronic Copy	Off-site Back Up	Internet	Other Alt. Location
AAES Salary Survey	√	√	√		
Abacus Manuals	√			√	
Accounts Payable Reports		√			
Payroll Register	√	√	√		ADP
Affirmative Action Plan	√	√	√		
Apartment Rental Quotes	√				Landlords
Applicant, New Hire, Promotion and Termination Data		√	√		
PowerPoint Templates		√	√		
Word Templates		√	√		
Backup Logs		√	√		
Bank Statements	√				Bank
Beneficiary Designation Forms	√				Employee
Benefits Enrollment Forms	√				Insurance Co.
Billing sheets		√	√		
Blank Check Stock		√	√		Bank
Board Meeting Minutes		√	√		Directors
Board Meeting Template		√	√		
Bonus Spreadsheet		√	√		
BSOP Spreadsheet		√	√		
Business Forecast		√	√		
Calibration Data		√	√		
Cash Position		√	√		
City Business Licenses	√			√	City Offices
Client Satisfaction Surveys		√	√		
Completed Employee Reviews		√	√		
Co-op Schedule		√	√		
Customer Contracts		√	√		Customer
Customer Data		√	√		Customer
Customer Invoices		√	√		Customer
Customer Presentations		√	√		

# Tip: software list

Software	Disc	Online	License #	Department Use:	Department					
					Human Resources	Operations	Accounting	Customer Service	Executive	Engineering
Word	✓		4726-26398-4856-4839		✓	✓	✓	✓	✓	✓
PowerPoint	✓		4726-26398-4856-4839			✓		✓	✓	✓
Excel	✓		4726-26398-4856-4839		✓	✓	✓	✓	✓	✓
Access	✓		4726-26398-4856-4839					✓	✓	
Microsoft Outlook	✓		4726-26398-4856-4839		✓	✓	✓	✓	✓	✓
Adobe Acrobat		✓	3280462-23472308-8726		✓	✓	✓	✓	✓	✓
PDF995		✓	2364-1783-1828-1927		✓	✓	✓		✓	✓
QuickBooks		✓	ad89fhifa1hiayfg178u-189			✓	✓		✓	
iTunes		✓	4312-2374-2379-2780					✓		
Smart PDF Converter		✓	8ndk-nk2k-2gik-fds2			✓			✓	✓
DropBox		✓	N7818181y89184327		✓	✓	✓	✓	✓	✓
FileMaker Pro11		✓	178nk18nk19pn1y8							✓

# Tool: Data Backup and Recovery

Backup Locations							
Information	# Backup Locations	Corporate Offices	Region 1	Region 2	Region 3	Offsite Location	Other Location
Corp. Office	3	√			√	√	
Region 1	3	√		√		√	
Region 2	2	√	√				
Region 3	2	√			√		
Corp. Incremental	1	√					
Region 1 Incremental	1		√				
Region 2 Incremental	1			√			
Region 3 Incremental	1				√		
Purchased Software	4	√			√	√	√
Proprietary Software	3	√			√	√	
Mail Server	2	√	√				
Phone Switch	1	√					
Access Control System	0						
Desktop Data	0						

# Tip: Mass Notification System

- ▶ Amerilert – Single click to all endpoints (email, cell, facebook, PA system, LED signs, fire alarms, etc)
- ▶ Slack – group text messaging features
- ▶ Everbridge & Informacast – Good reputations



# Tool: Employee Preparedness

- ▶ Free Stuff From The County!
  - Preparedness Wheel
  - Emergency Kit Refrigerator Magnet
  - Family Disaster Plan and Personal Survival Guide
  - Alert San Diego
  - Disaster Preparedness Group Training
  - Open For Business

# Tip: Plan Update



# Thank You



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THE KEY TO YOUR BUSINESS SUCCESS

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