

# Disaster Recovery Planning

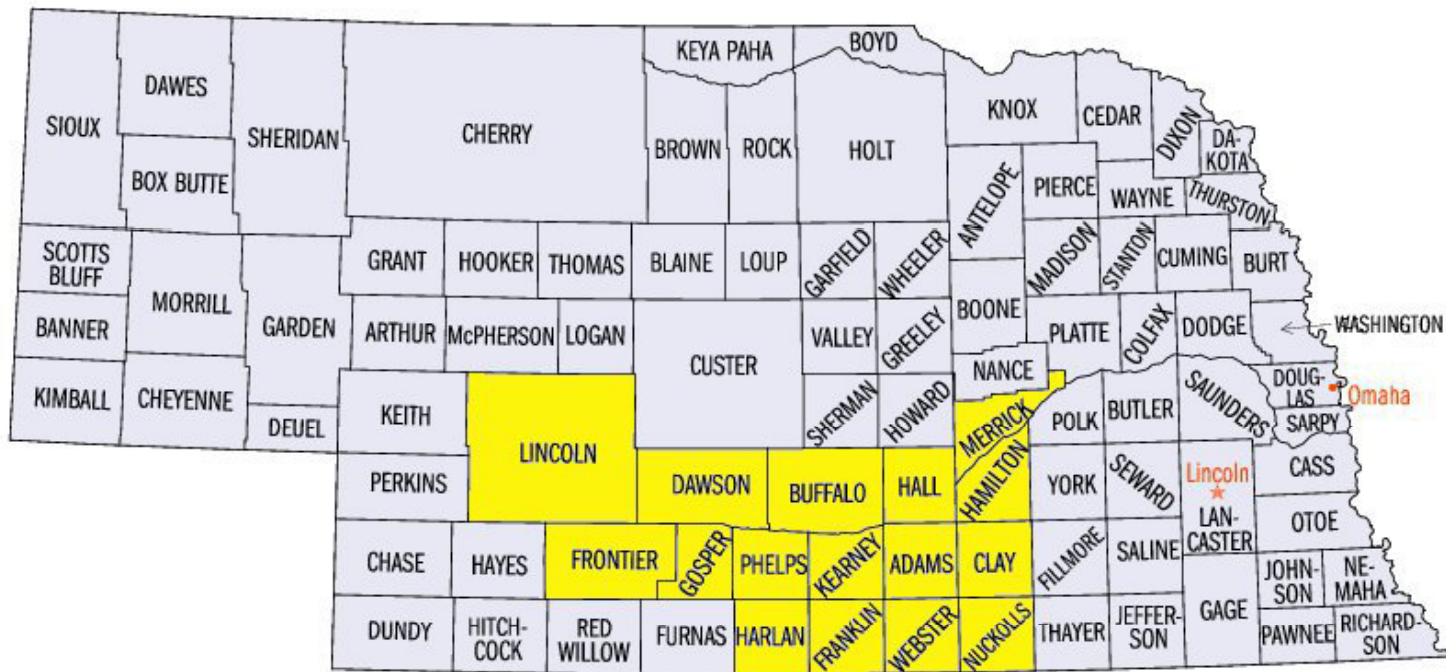
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South Central Economic Development District

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# NE BizRecovery



# Agenda

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- **Disaster Planning for Your Community**
- **Disaster Planning for Your Organization**



# Definitions

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- ▶ **Response:** how we manage a disaster
- ▶ **Continuity:** what we do despite a disaster
- ▶ **Recovery:** how we return to normal
  
- ▶ **Emergency response**
- ▶ **Long-term recovery**
  
- ▶ **Disaster recovery planning**



# Plan for what?





**Fire & Wild Fire**

**Winter  
Storms & Ice**

**Heat**

**Floods**

**Severe  
Storms &  
Tornadoes**

**Earthquakes**

**Hazardous  
Materials**

**Attacks/Terrorism**

**Pandemics**



# Disaster

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## Scope of Disaster

- Local
- Regional
- National
- World Wide

## Types of Disaster

- Natural
- Man-Made



# What we already know





# Role of Econ Development Professional

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**Advocate**

**Educator**

**Visionary**



# Before

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1. Identify local disaster recovery plans
2. Understand how possible disasters could impact local businesses and industries
3. Advocate for mitigation and preparedness efforts
4. Educate small businesses in continuity planning
5. Engage stakeholders to identify scenarios for post-disaster redevelopment



After

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# Goals

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- ▶ Inventory resources
- ▶ Identify priorities
- ▶ Play a local lead role
- ▶ Stakeholder outreach – community participation
- ▶ Build on existing planning and organizational relationships
  - ▶ Economic Development strategies
  - ▶ Community Comprehensive plan
  - ▶ Mitigation and Flood Management plan
  - ▶ Local Organizations:
    - Community Organizations Active in Disaster
    - Local Emergency Planning Committee





**WITHOUT AN EMERGENCY BUSINESS PLAN,  
YOU COULD BE OUT OF BUSINESS.**

**Ready.gov/business**



**FEMA**




**American  
Red Cross**



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A continuity plan addresses the immediate response to an event as well as short-term & long-term ***continued business performance.***

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Communications



Risks &  
Hazards



Human  
Resources



Data &  
Records



Business



Emergency



Insurance



Equipment







# Elements of a Recovery/Continuity Plan

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1. Essential Functions
2. Key Personnel
3. Communications
4. Vital Records, Systems, and Equipment
5. Orders of Succession
6. Alternate Facilities
7. Train, Test, and Practice




# 1. Essential Functions

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- Essential functions are a SUBSET of a business' functions
- **Only those services that must continue at all times, even during and after an emergency.**



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- **Mission critical:** Services necessary to achieving your organization's mission.
  - **Business critical:** Functions other businesses and organizations rely on to operate successfully
  - **Customer critical:** Services your customers/clients depend on.
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## Consider....

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- Identification of **suppliers, shippers, resources** and other businesses you must depend on for continuity
- **Emergency payroll**
- Responsibility for financial decision-making/tracking



## 2. Key Personnel

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- **Key Positions/Personnel**: Those positions necessary to perform a business's essential functions.
- If these positions are left unattended, a business may not be able to meet customer needs or maintain essential functions.
- Also ensure employees have a clear understanding of what to do and where to go in an emergency.



### 3. Communications

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- The ability to communicate with essential personnel, other businesses, organizations and customers.
- Access to data and systems
- The ability to support operations



# Communication Systems

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- Voice lines
- Fax lines
- Data lines
- Mobile phones
- Smart phones
- Internet access
- Email
- Radio systems
- Other



## 4. Vital Records, Systems & Equipment

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- Vital records: records which, regardless of media, if damaged or destroyed, would:
  - Disrupt business operations and information flow;
  - Cause considerable inconvenience; and
  - Require replacement or re-creation at considerable expense.
  
- Systems & Equipment





## 5. Orders of Succession (Personnel)

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- Prepares the business for planned departures as well as for emergencies.
- Provides for consistency of operations.
- Reduces stress during transition whether caused by emergency or not.
- Preserves institutional knowledge & expertise.
- Maintains the business's functionality with minimal interruption.



## 6. Alternate Facility

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- Location
- Building type
- Space
- Distance
- Transportation
- Communications
- Lodging/food for personnel
- Security
- Accessibility



## 7. Train, Test, and Practice

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- Train employees for their roles
- Test to verify that plan works
- Practice to ensure employees are able to perform essential functions



# Overview

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- **Disaster Planning for Your Community**
- **Disaster Planning for Your Organization**



# Resources

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[restoreyoureconomy.org](http://restoreyoureconomy.org)



[disasterrecoveryworkinggroup.gov](http://disasterrecoveryworkinggroup.gov)



[nema.ne.gov](http://nema.ne.gov)



[nebizrecovery.com](http://nebizrecovery.com)



# Contact Information

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