

# Comprehensive Business/Government Continuity of Operations

## Seminar Topics

- Compelling Case for Business/Government Continuity & Recovery Planning
- Critical Functions & Significant Responsibilities
- Executive Liabilities & Recovery Considerations
- Business & Mission Continuity Planning Issues
- Quality Benefits
- Implementing Business/Mission Recovery Planning Steps
- Obtaining Approval and Gaining Support
- Selecting Recovery Teams
- Types of Recovery Teams, Duties & Functions
- Project Management & Continuity Planning
- Personal & Home Disaster Recovery Planning
- HR/Personnel and Workplace Violence Recommendations
- Character Emphasis-Disaster & Workplace Violence Deterrent & Increased Productivity
- Development of Worst Case, Realistic Disaster Scenario
- Progressing From IT Disaster Recovery to total Business/Mission Recovery Plans
- Plan Structure and Formats
- Planning Software Benefits and Issues
- Internal software, a cost saving option
- Identifying Vital Records
- Verifying/Implementing Safe Offsite Vital Records Storage
- Insuring Security of Data & Vital Records
- Risk and Vulnerability Assessment
- Risk Assessment Demonstration Exercise
- Communication System Vulnerabilities & Backup
- Improving Emergency Response and Business Recovery Capabilities with Lessons Learned:
  - o Disaster Recovery from 138 Million Dollar, 22 Alarm, 40-Hour Fire
  - o Terrorist Attacks
  - o Hurricanes, Tornados, Fires, Floods, Earthquakes and Tsunamis
- Critical System Sustainability
- Security & Disaster Prevention
- Emergency Operations Centers
- Emergency Response,
- How to Effectively Notify all Personnel
- Notification Exercise
- Critical Personnel Access to Disaster Area
- Developing Business/Mission Impact Analyses (BIA/MIA)
- Defining Critical Functions/Systems
- Business/Mission Impact Analysis Working Session.
- Determining Recovery Strategies
- Examples of Recovery Strategies & Alternatives

- Plan Testing & Exercising
- Personnel Training & Cross Training
- Facility, Utility & Infrastructure Vulnerabilities, Issues and Recovery Planning
- Owners & Tenants Need to Ensure Emergency Response & Recovery Plans
- Protecting Facilities
- Lessons Learned From Terrorist Attacks
- Sabotage & Terrorism Avoidance & Security Improvements
- Bomb Threat Exercise
- Chemical & Biological Attack Recognition & Response
- Preparing for Operations During Pandemic Conditions
- Business & Government Recovery Planning Success Factors
- Future Continuity of Operations Trends And Requirements
- Questions & Answers