

Ready NOW! OKSBDC Business Continuity Planning Certification Training Agenda

April 23, 2014 - Lawton, OK 8:30 AM - Noon

8:30 AM - 8:45 AM Registration

8:45 Welcome and Introductions

Local Sponsors:

City of Lawton
Comanche County
American Red Cross
Irizarry Insurance Agency

Participant Introductions

Name and business
What business provides
How long in business
Business disruption experience

Overview of the BCP Certification Process

Three part certification process explained
Timeline of process
Expectations discussed

Importance of Emergency Preparedness

Defined
Criticality
Statistics

Review your Ready Rating Pre-Test I

Writing your Business Continuity Plan

Introduction to BCP template
Elements
Steps to writing

BREAK 10 minutes

Risk Assessment / Hazard Analysis process

Defined
Benefits
Process
Tool used
Usefulness – Insurance Review

Protect your Family & Employees

Emergency Planning Team - characteristics
Home Emergency Kit
Business Ready Kit
Shelter or Evacuate
Special Needs
Family Communication Plan

BREAK 10 minutes

Communication Plan for Business

Internal & External
Stay Informed

Store, Protect & Recover your Data

What data
Processes
Back-ups
Testing

Alternative Location

Plan in place
Characteristics
What survival means

Community Resilience: We're in this Together

Outside Help – what to expect
CERT
MYN

Next Steps: Register & Finish your BCP

Ready NOW! Step 2
Ready NOW! Step 3

Adjourn at Noon

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