Preparation Through Planning

Finance, Administration and Personnel
Have you covered your...?
Have you covered your 5Ms?
Stages of Preparation

- Long Term before an Event
- Near Term to an Event if there is a warning
- The Event
- Near Term after the Event
- Long Term after the Event
What’s Your Threat

• Earthquake
• Tsunami
• Hurricane
• Floods
• Snow/Ice
• Fire
• Chemical Incident
• Terrorist
• Disgruntled Employee
• Other
Identification of Leaders

- Who can “activate” your contingency plan
- How are you going to “activate” your plan
- Who can “speak” for your organization
- Do you have a “chain of command” for the above activities
Identification of People & Roles

- Identify a “Preparation” Team for events with leading indicators
- Identify a “Ride Out” Team, Where It makes sense
- Identify a “Recovery” Team
- Do you want to stage your “Recovery” Team and their families
The 5Ms

- Money
- Manpower
- Machines
- Materials
- Methods
Money

- Do you have authority to spend above your normal limits during an emergency?
- Can you put into place Purchase Orders for use after an event?
- Can you utilize your “Petty Cash” Funds?
  - Are they big enough?
  - Can you supplement them in certain situations?
Manpower

• How do you contact your personnel
• How do your employees contact you
• How do you contact your Board
• Is check-in required or desired
• How are you going to pay your employees
• Can you put contracts into place for certain labor prior to the event
• Have you identified those employees with critical skills
Machines

- What are your critical machines
  - Computers
  - Copiers/Printers
  - Check Signing Equipment
  - Others
- Network Equipment
- Telephones, lines and communication devices
Materials

• What are your critical supplies
  – Check Stock
  – Purchase Orders
  – Vital Records
  – Others

• Offsite Backup

• Hot site for Data Center
Methods

• What are your critical business processes
  - Email
  - Payroll, Purchasing, Accounts Payable
  - Business Support
  - Others

• Procedures

• Documentation
Alliances as a Possible Solution

- Can your organization form a partnership with another organization(s)
- Can the partnership really support your organization
- Are you and your partner vulnerable to separate but successive events
Covering your 5Ms

- Identify the critical few
- Know your priorities
- Plan for contingencies
- Recognize that your plan is likely not going to match your actual