

## **“Business, Government & Community Continuity from A to Z” Seminar**

### **Topics:**

#### **Continuity Plan Considerations & Project Management**

- Compelling Case for Government & Business Continuity Planning
- Critical Functions & Significant Responsibilities
- Executive Liabilities & Recovery Considerations
- Government & Business Continuity Planning Issues
- Quality Benefits
- Implementing Continuity/Disaster Recovery Planning Steps
- Obtaining Approval and Gaining Support
- Selecting Recovery Teams
- Types of Recovery Teams, Duties & Functions
- HR/Personnel and Workplace Violence Recommendations
- Character Emphasis-Disaster & Workplace Violence Deterrent & Increased Productivity
- Project Management & Contingency Planning
- Development of Worst Case, Realistic Disaster Scenario
- Progressing From IT and Computer Center DR to total Business/Mission Recovery Plans
- Plan Structure and Formats
- Continuity Planning Software Benefits and Issues.
- A Cost Saving Software Option

#### **Vital Records**

- Identifying Vital Records
- Verifying/Implementing Safe Offsite Vital Records Storage & Transfer
- Insuring Security of Data & Vital Records

#### **Risk Assessments**

- Risk and Vulnerability Assessments
- Risk Assessment Demonstration Exercise
- Improving Emergency Response and Disaster Recovery Capabilities through Lessons Learned:
  - Disaster Recovery from 138 Million Dollar, 22 Alarm, 40-Hour Fire,
  - Storms, Tornadoes, Fires, Floods, Earthquakes & Terrorist Attacks
- Critical System Sustainability
- Security & Disaster Prevention

#### **Emergency Response Planning**

- Emergency Operations Centers
- Emergency Response,
- How to Effectively Notify all Personnel
- Notification Exercise
- Critical Personnel Access to Disaster Area

### **Business Impact Analyses**

- Developing Business/Mission Impact Analyses (BIA/MIA)
- Defining Critical Functions/Systems
- Interdependencies
- Importance of Vendor Recovery Capabilities
- Business/Mission Impact Analysis Workshop.

### **Strategy Determination**

- Determining Recovery Strategies
- Examples of Recovery Strategies & Alternatives
- Communication Vulnerabilities & Backup Strategies

### **Testing & Exercising**

- Plan Testing & Exercising
- Personnel Training & Cross Training

### **Facility/Infrastructure Recovery**

- Importance of Facility Recovery Plans
- Facility, Utility & Infrastructure Vulnerabilities, Issues and Recovery Planning
- Owners & Tenants Need to Ensure Emergency Response & Recovery Plans
- Beware of “Weak Links”
- New Evacuation and Shelter in Place Considerations
- Protecting Facilities

### **Preparing for Operations During Pandemic Conditions**

- Considerations
- Options and Strategies
- Personnel Issues

### **Personal & Home Disaster Recovery Planning**

- Reuniting families after a disaster
- Communication with loved ones during disasters
- Shelter in place considerations for home
- How to evacuate and what to take
- Home emergency food, medications, first aid supplies and tools
- Options to cope with power failures

### **Sabotage & Terrorism Avoidance & Security Improvements**

- Lessons Learned From Terrorist Attacks
- Terrorism Avoidance Risk Assessments
- Protecting Critical Infrastructure
- Anti-terrorism Measures

- Chemical & Biological Attack Recognition & Response
- Bomb Threat Procedures & Concerns
- Bomb Threat Exercise

#### **Plan Maintenance, Success Factors & Future Trends**

- Keeping Plans Current
- Auditing Continuity Plans
- Government & Business Recovery Planning Success Factors
- Future Continuity Trends And Requirements
- Community Continuity to Prevent Panic & Anarchy

## **PRINCIPAL CONSULTANT & SEMINAR INSTRUCTOR BIOGRAPHY**

Lloyd R. Smith, Jr., a retired Air Force Colonel has 25 years experience in Information Systems and 21 years in Disaster Recovery. As Director of Information Systems for the Oklahoma City Air Logistics Center for five years, he and the Information Systems Staff were responsible for a disaster recovery operation when a 40 hour, 22 alarm fire threatened three critical operations centers and did \$138 million dollars in damage to the logistics, maintenance and manufacturing facility and seriously disrupted critical government operations. Lloyd also provided disaster recovery assistance to a government client, on site after the Oklahoma City Federal Building Bombing, he was involved in the devastating F5 tornado in Oklahoma City and assisted an international corporation with hundreds of people at ground zero in their human and emergency response immediately following the terrorist attack on the United States.

Colonel Smith, a graduate of the U. S. Naval Academy, Annapolis, MD has a Masters Degree from the University of Oklahoma. Certified as a Master Business Continuity Professional (MBCP), he is an internationally recognized speaker and instructor and has become a leading advocate for corporate and government agency disaster prevention and recovery planning. He founded Business & Government Continuity Services, which provides business and government disaster recovery awareness and consulting services to include risk/vulnerability assessments, business impact analyses, disaster recovery plan development, testing, personnel/team training, recovery plan **mentoring and auditing**.

Lloyd has been active in developing business continuity policies and standards while serving on the Disaster Recovery Institute Certification Commission and the Disaster Recovery Institute International Board of Directors for eight years. He has served as an instructor for 17 years, has taught over 170 Disaster Recovery Institute International Courses and served as an adjunct professor teaching business and government continuity at the University of North Texas. Colonel Smith is a member of InfraGard, a partnership with the FBI, government, business & private sectors to protect America's critical infrastructure.

## **Business/Government Continuity, Emergency Response, Security and Safety Awareness Training Courses and Conference Presentations**

BGCS offers training courses/seminars, conference, association, executive management and staff presentations for organizations based on our best practice leadership, personal on site experiences with disasters and the lessons learned.

Benefits include compelling reasons and practical applications to promote and facilitate improved Emergency Response and Business Continuity Planning.

These motivational and highly effective training options for your personnel and conference attendees heighten awareness, support improved emergency response and continuity planning and may also qualify for annual safety and security training. One, two and three day courses provide best practice details on plan development and improvement.

Training Seminars:

- 1. "Business/Government Continuity of Operations from A to Z"**  
A fast paced course on why and how to do best practice continuity planning with numerous examples and applications
- 2. "Business/Government & Community Continuity from A to Z"**  
Our international two day expanded seminar which adds facility recovery, security, sabotage/terrorism avoidance, exercises, planning details and principles for improved continuity planning
- 3. "Business/Government, Community Continuity & Personal Disaster Recovery Planning"**  
3 day course, topics shown above, includes our 2 day course, adds a sample continuity plan development exercise and details on Personal/Family and Home Recovery to ensure employees are better prepared for disasters and therefore more able to come to work to aid in business or government recovery. This course also contains a **Critical Infrastructure Protection** module.
- 4. "Continuity of Operations: Network Intrusion Detection & Defense"**  
Introduction to business/government continuity with detailed course on threats and protection of networks. (3days)

(These executive management, staff and conference presentations are offered in 1-3 hour versions)

- ❑ **“The Requirement for Business, Government and Community Continuity Plans”**
- ❑ **“The Compelling Case for Business/Government Continuity Planning”**
- ❑ **“The Urgent Requirement to Improve Business/Govt. Continuity Plans”**
- ❑ **“Improving BC & ER Plans with Lessons Learned from Major Disasters”**
- ❑ **“Disaster Lessons Learned: Get Ready for “Mega” Disasters”**
- ❑ **Total Continuity Planning: Get Ready for Mega Disasters**
- ❑ **“Progressing from IT Disaster Recovery to Business Continuity Plans”**
- ❑ **“Home and Personal Disaster Recovery Planning for Key Staff & Employees”**
- ❑ **“ Sabotage/Terrorism Threats, Avoidance Principles and Recovery”**
- ❑ **“Horrendous Disasters and Terrorist Threats: Get Ready for the Big Ones”**
- ❑ **“Planning Actions to Prepare for Pandemics & Elevated Terrorist Conditions”**
- ❑ **“Character in the Workplace to Improve Services, Relationships and to Minimize Disasters and Workplace Violence”**
- ❑ **“Disaster Recovery Plans, Past, Present & Future”**

These presentations are an effective method to enhance organizational sustainability and survivability and to make continuity/business recovery planning part of the corporate or government agency culture.