

Business and Government Continuity Services Inc.

13404 Princeton Ln, Edmond OK 73013

(405) 286-1649, Cell (405) 627-8456

LRSBGCS@gmail.com, www.BusinessContinuity.info

Dear Executive:

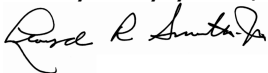
As we know, we have been experiencing an increasing number of major disasters as well as significant threats. While employees may know how to respond at work, serious disasters emphasize the need to have employees trained to have personal/family preparedness and disaster recovery plans. While good information is available on websites and elsewhere, most employees do not develop effective personal/family disaster plans unless planning is done as a group or at work.

We ask that you consider scheduling training sessions to accomplish this important effort for employees and possibly, family members. Options could include formal training, lunch and learn sessions, an annual employee meeting/event, or an evening/Saturday session to include mature family members. This initiative would be another tangible testimony that personnel truly are, our most important asset. I know you would want **your employees to be prepared and safe in the suburbs as well as available to return to work to help recover critical functions, operations and services**. Team members would be grateful for this training, provided by an experienced instructor who has been involved in responding to and recovery from high impact disasters.

As one CEO said, "***We develop programs and provide benefits that not only help our employees at work, but also in their homes and the community.***" Helping employees to be safe at home and in the community is a worthy and beneficial return on investment (ROI) in human resources and benefits our communities.

While National Preparedness Month (September) is a good time to provide this training, it should be done **before** the next disaster. We would consider it a privilege to better prepare executive/management and staff for future disasters, pandemics or terrorist attacks, as well as enhance community resiliency, and are grateful for your consideration.

Very truly yours,



Lloyd R. Smith, Jr. MBCP

***Promoting & Enhancing Disaster Prevention & Recovery and
Business, Government & Community Continuity***

PERSONAL/EMPLOYEE PREPAREDNESS TRAINING SEMINAR

(Typical Topics)

1. Disaster Scenarios
2. Food & Water Provisions
3. Family Emergency Supplies
4. Medical Continuity
5. Medical Equipment Backup Options
6. Power Outage Considerations
7. Backup Generator Options & Issues
8. Communicating after a Disaster
9. Cell phone vulnerabilities
10. What if you can't text or make cell call?
11. Determining Status of Family members & Loved ones
12. Reuniting family members after a disaster
13. What to Store at Friend or Relatives Home
14. Identifying & Preserving Vital Records
15. Day care and school options
16. Senior Care and "Loved One" Issues
17. Safety Issues
18. Disaster Prevention Initiatives & Practices
19. Home Emergency Supplies
20. Importance of Utility Shut Off Capabilities
21. Vehicle Emergency Supplies
22. How and When to Evacuate and what to take
23. Evacuate with 5 min, 1 hour, 4 hours, 1 day warning
24. Evacuation Lessons Learned
25. What to do when Public Safety is Overwhelmed
26. Community Continuity Issues
27. Neighborhood & HOA Considerations
28. Faith based & community relief organizations
29. Security Concerns
30. Preventing Anarchy
31. Active shooter, workplace violence, home invasion, what's your plan?
32. Other

Lloyd R. Smith, Jr. Bio & Experience:

Lloyd R. Smith, Jr., a retired Air Force Colonel has 25 years experience in Information Systems and 24 years in disaster recovery and business continuity. 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 operations. Lloyd also provided on site disaster recovery assistance to a client, immediately after the Oklahoma City Federal Building Bombing. He was involved in a devastating F5 tornado in 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 assessments, business impact analyses, disaster recovery plan development, testing, personnel/team training, recovery plan **mentoring/coaching and auditing**.

Lloyd has been active in developing business continuity policies and standards while serving on the Disaster Recovery Institute International (DRII) Certification Commission and the DRII Board of Directors for eight years. He has served as an instructor for 24 years, has taught over 175 DRII Courses and served as an adjunct professor teaching business and government continuity at the University of North Texas. Colonel Smith worked with InfraGard, a partnership with the FBI, government, business & private sectors to protect America's critical infrastructure. He is also advocating and training to promote **total continuity** to include business, government and community/family continuity to prepare all segments of society for major disasters, terrorist attacks and pandemics. He works with Scout leadership, community organizations/partners, churches and neighborhood and other associations to promote **community preparedness and resiliency**.