*Business and Government Continuity Services Inc*.

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Dear Executive:

We are experiencing more frequent disasters of greater Impact which can Impact your staff and family's safety or ability to function and your ability to provide critical services.  This may be a good time to train personnel in personal preparedness.  Pandemics, wildfires, floods, massive storms, and other disasters can impact your organizations ability to continue to provide products and services.  Our Personal/family Preparedness training would be highly beneficial for personnel critical to continued operations, even during major disasters and pandemics .

While employees may know how to respond at work, major 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 personal/family disaster plans unless planning is done as a group or at work. If your personnel are safe and secure in the suburbs, they would be more available to work remotely or return to work to provide critical services and operations.

We ask that you consider scheduling training sessions to accomplish this important effort for employees and team members. Options would include on-line training, or training utilizing a large meeting room extended lunch and learn sessions, or an evening or Saturday morning session to include mature family members. This initiative would be a tangible testimony that personnel are truly, our most important asset. Team members and staff would be grateful for this training, provided by an experienced instructor who has been involved in responding to and the recovery from major disasters.

Organizations want to be recognized as a great place to work and to be known for taking care of team members.  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 ROI in human resources.

We would consider it a privilege to better prepare team members and staff for future disasters and are grateful for your consideration.

Very truly yours,

Lloyd R. Smith, Jr. MBCP

*Promoting and Enhancing Disaster Recovery & Business Continuity,*
*Personnel Preparedness & Community Continuity*

# "Staff, Personal/Family Preparedness & Recovery Planning Seminar"

**T**ypical topics:
1. Total Continuity of Operations responsibilities
2. Essential employee responsibilities
3. Increasing Vulnerabilities & Disasters of Greater Impacts
4. Employee & Team Notifications
5. Food & Water Provisions
6. Family Emergency Supplies
7. Medication and Medical Equipment Continuity
8. Choosing a Disaster Recovery Partner
9. What to Store at Friend or Relatives Home
10. Determining Personal/Family Vital Records
11. Protecting Vital Records & Memorabilia
12. Day care and school issues.
13. Options for child care after a disaster
14. Power Outage Considerations
15. Backup Generator Consideration & Issues
16. Reuniting family members after a disaster
17. Communicating after a Disaster when cell phones don't work
18. Communication backup options
19. Determining Status of Family members & Loved ones
20. Senior and "Loved One" Issues
21. Safety Issues
22. Disaster Prevention Initiatives & Practices
23. Home Emergency Supplies
24. Importance of Utility Shut Off Capabilities
25. Vehicle Emergency Supplies
26. How and When to Evacuate and what to take
27. Consider a Retreat or Safe Place
28. Determine Two Exits from Bldg, Home/Neighborhood & City
29. Evacuations & Lessons Learned
30. What to do when Public Safety is Overwhelmed
31. Neighborhood Home Owner Association (HOA) Considerations
32. Food, Water, Supplies & Security Concerns
33. Community Continuity Issues
34. Community & faith based relief & recovery assistance
35. Prepared Communities Help to Prevent Anarchy
36. Active shooter, workplace violence or home invasion, what would you do?
37. Pandemic work and home recommendations
38. How to greatly increase survivability during nuclear war