Dear Executive

As we know, earthquakes, volcanoes, horrendous storms, floods, fires, power failures and terrorist attacks affecting millions of people and thousands of businesses emphasize the need for improved emergency response and business continuity capabilities. One lesson from these disasters is that although an organization may have a recovery plan, they may be vulnerable to risk factors not considered. It is wise to be as prepared as possible for all contingencies. The bottom line, when disasters aren't prevented or operations quickly recovered, can be catastrophic disruption of critical services, lost business, increased costs and oversight, unfavorable publicity and liability.
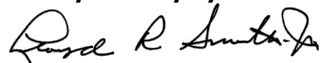
We would like to provide your organization the opportunity to improve your **total disaster prevention and recovery capabilities to include sabotage/terrorism avoidance**. Our condensed one day seminar, "**Business/Government Continuity from A to Z"** presents a compelling case for contingency planning capabilities of **all critical operations, functions and systems.** This quick course is for executive management, staff, and functional/business unit and support personnel, **for those who will be contributing to organizational emergency response and business recovery plans as well as those who will serve on recovery teams**. **Additional benefits are usually improved emergency response capabilities and quality of services**.

This special training instructs management and staff how to develop emergency response and business/government continuity plans utilizing industry accepted practices and allows you to complete plans quickly and at a significantly reduced cost. This course can be scheduled for your location or conference and each attendee is provided a 450 page notebook. We also feature a condensed risk analysis as well as a business/mission impact analysis work session

that can expedite completion of your plans and help you quickly implement basic plans to improve sustainability and survivability. Objectives are executive commitment, staff motivation and the "know how" to **develop or <u>improve plans</u>** in a shorter period.

Before the next disaster or another pandemic or terrorist attack, why not **take advantage of condensed, local training** to help **initiate a total business recovery project or improve and expand an existing program to cover all essential missions or functions**? We would like to help you meet your responsibility to train your personnel in incident/emergency response, business continuity and personal disaster planning. As organizations are expected to do more with less, it is important to train appropriate staff to assess total organizational capability for enhanced personnel safety and to maintain or recover critical operations and services in a disaster or serious emergency. In these increasing vulnerable times, we can **<u>help your staff know what to do to be able to develop or improve business disaster recovery plans in a condensed timeframe.</u>** Thank you for your consideration.

Very truly yours

Lloyd R. Smith, Jr. MBCP

Promoting and Enhancing Disaster Prevention, Recovery &
Total Continuity

"Business Continuity from A to Z" Planning Seminar

Instructor: Lloyd R. Smith, Jr., MBCP, and Certified Disaster Recovery Institute International Instructor

Business & Government Continuity Services

SeminarTypical Training Topics

8:30   Compelling Case for Business/Mission Continuity & Recovery Planning
      Critical Functions & Significant Responsibilities
      Executive Liabilities & Recovery Considerations
      Business & Mission Continuity Planning Issues
      Quality & Other Benefits

Break
      Implementing Business/Mission Recovery Planning Steps
      Obtaining Approval and Gaining Support
      Selecting Recovery Teams
      Project Management & Contingency Planning
      Personal & Home Disaster Recovery Planning
      HR/Personnel and Workplace Violence Recommendations
      Character In The Workplace-Disaster Deterrent & Increased Productivity
      Progressing From Data Center to Business/Mission Recovery Plans
      Verifying/Implementing Safe Offsite Vital Records Storage
      Conducting Risk and Vulnerability Analyses

Lunch
      Disasters and their Impacts. Improving Recovery Capabilities through Lessons Learned
      Case Histories: Disaster Recovery from 138 Million Dollar Operations Center 40-Hour Fire,
          Tornadoes/Storms, Terrorist Attacks, the SE Asia Tsunamis & Other Disasters
      Critical System Sustainability
      Security & Disaster Prevention

Break
      Developing Business Impact Analyses
      Emergency Operations Centers
      Emergency Response, Notifications & Critical Personnel Access
      Defining Critical Functions/Systems & Business/Mission Impact Analysis Working Session.
      Determining Recovery Strategies
      Communication System Vulnerabilities & Backup
      Plan Testing & Exercising
      Personnel Training & Cross Training
      Lessons Learned From Terrorist Attacks
      Protecting Facilities. Facility, Utility & Infrastructure Recovery Planning
      Sabotage & Terrorism Avoidance & Security Improvements
      Chemical & Biological Attack Recognition & Response
      Business & Government Recovery Planning Success Factors

4:45   Questions & Feedback

--Call 405-889-3963 to register or e-mail information to LRSBGCS@gmail.com

Critical Business/Government Continuity Planning Seminar Registration:

Name _____Phone_____

Department _____Title/Position_____

Address _____

City, State, Zip Code _____

"Business/Mission Continuity from A-Z"
One Day Condensed Flagship Seminar

SEMINAR ABSTRACT

Business/Government Mission Continuity Planning and Disaster Recovery Planning should not be considered optional or something a business enterprise or government agency does only if adequate resources of personnel, funding and time are available. Planning to prevent and recover from disasters is a critical responsibility and should be a major goal or objective of business and government organizations. It is not enough to plan to recover Information Systems and Communications. Each essential operation, service and support function should be included in a **total** business recovery or government mission continuity plan. Therefore functional users, business/ government agency units and support organizations need to be an important part of the continuity of operations planning process.

Lloyd Smith will discuss critical corporate or government functions and operations. He will include information and communication systems, equipment, facilities/utilities, security and environmental support and the importance of **essential function recovery planning**. Lloyd will place the responsibility on top level executive management to insure development, implementation, testing and auditing of plans for total corporate or government mission, business continuity or recovery.

Significant disasters will be analyzed for lessons learned and to enhance future planning. To improve business and government mission continuity, ideas on how to make critical systems more secure and sustainable will be presented as well as valuable disaster prevention information. Facility/infrastructure recovery principles will be presented as well as the threat of terrorism/ sabotage. Actual examples of sabotage incidents, including lessons learned from Lloyd's on site experiences with the Oklahoma City Bombing, and his assistance related to the terrorist attack at the WTC, along with related security enhancement and sabotage/terrorism avoidance principles will be explained.

The instructor will present significant details on how to develop, expand or improve as well as test or exercise the total Business or Government Mission Recovery Plan. A quick risk analysis will be demonstrated and a condensed BIA/MIA work session conducted. Information on Personal and Family Emergency Planning to protect the organization's most important asset, personnel, will be included. Other personnel issues such as the importance of character considerations in the hiring and selection process as well as the importance of recognizing and enhancing character in the workplace will be discussed as deterrents to disasters, theft, security compromises, workplace violence and sabotage.

SEMINAR INSTRUCTOR BIOGRAPHY

Lloyd R. Smith, Jr., a retired Air Force Colonel, has 25 years experience in Information Systems and 20 years in Disaster Recovery. As Director of Communications, Computer Systems for the Oklahoma 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. Lloyd also provided disaster recovery assistance to a client, on site after the Oklahoma City Federal Building Bombing, 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 to 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 a nationally recognized speaker and has become a leading advocate in government and corporate America for government agency and business/mission 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 analyses, 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 currently serves as an instructor, has taught over 150 DRI International Courses and serves as an adjunct professor teaching emergency response, business recovery and government mission continuity at the University of North Texas.