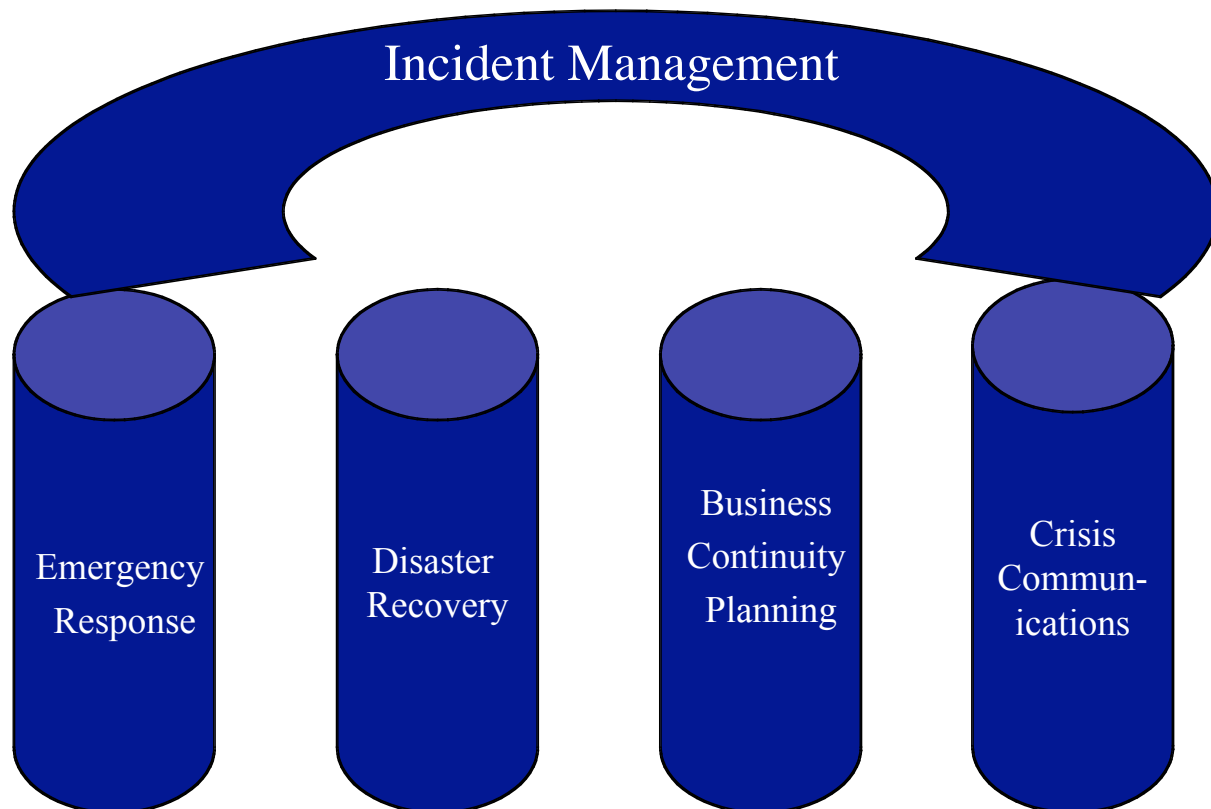




A Comprehensive Program



Comprehensive emergency management at the XYZXYZ Corporation will involve a thorough review of the four major silos of the business and then the development of the Incident Management umbrella that provides a coordinated response. It will be developed over several months using a five phase approach.

Phase One: Planning Kick-Off

Phase One involves developing the processes and the team that will guide the planning process and conducting a kick-off meeting with all key managers. It is a critical first step.

- Develop the goal and scope of the planning effort.
- Establish working relationships and authority.
- Establish a schedule, timeline and planning deadlines.
- Develop planning assumptions.
- Conduct a kick-off session with XYZ managers

Phase Two: Risk Assessment

Phase Two is designed to insure a thorough understanding of the risks facing the organization and the vital business functions and systems within the organization. The impact of loss of these vital functions must be identified, evaluated and categorized according to time within the recovery period.

- Identify all of the functions performed by all departments.
- Identify the Give/Get relationships between all departments.
- Identify the legal and reputational ramifications if services are not performed.
- Identify single points of failures in the organization.
- Identify the financial inputs for failure to perform mission critical functions.
- Conduct a hazard assessment for the area and business.
- Conduct a nonstructural hazard assessment of the XYZ offices.
- Review written emergency procedures for the facility.

Phase Three: Develop the Plan

This phase includes the assessment of the disaster recovery (technology) and crisis communication capabilities of the XYZ and the development of detailed recovery plans for each department. A pandemic plan will also be included in this phase.

Phase Four: Incident Management Plan

In order for a companies Business Continuity Plan to be effective, there must be a well-developed management strategy that oversees the entire process. The purpose of an Incident Management Plan (IMP) is to provide a central nub for communication, control, coordination and collaboration.

- Develop IMP document with all pertinent checklists.
- Establish executive succession planning.
- Draft emergency grant-making guidelines
- Document relationships with other major not-for-profits who may provide community disaster assistance.

Phase Five: Exercise the Plan

In order for a business continuity plan to be effective, it must be a "living document" - constantly changing in response to a changing business. Plans must be regularly exercised in order to assure viability.

- Develop and conduct a tabletop exercise.