

Business Continuity and Disaster Preparedness Plan

- **PLAN TO STAY IN BUSINESS**
- **EMERGENCY CONTACT INFORMATION**
- **EMERGENCY PLANNING TEAM**
- **WE PLAN TO COORDINATE WITH OTHERS**
- **OUR CRITICAL OPERATIONS**
- **SUPPLIERS AND CONTRACTORS**
- **EVACUATION PLAN**
- **SHELTER IN PLACE PLAN**
- **COMMUNICATIONS**
- **CYBER SECURITY**
- **RECORDS BACK-UP**
- **ANNUAL REVIEW**

Do You Have All These Answers?

CNEDD

What is CNEDD?

The Central Nebraska Economic Development District (CNEDD) is a 14-county regional development organization that encourages cooperation between local, state, and regional government officials, community based organizations and the private sector. CNEDD also partners with the Central Nebraska Housing and Economic Developers (CNHED) to deliver housing and business services to the region.



CENTRAL NEBRASKA ECONOMIC DEVELOPMENT DISTRICT

PO Box 201
Chambers, NE 68725

Chelsea Luthy
Community Development Specialist
402-394-1026
chelsea.luthy@cnedd.org

CNEDD Presents:

Planning to Stay in Business for the Future

Business Resiliency & Continuity



We Can Help!

Learn More Here: cnedd.org

BUSINESS RESILIENCY/ CONTINUITY PLAN STEPS

Prior to an Emergency:

- Develop a succession plan for owner or CEO
- Train employees to perform emergency tasks
- Determine crisis communication plans
- Alternate means of communication
- Involve all employees in practice emergency response
- Realistic exercises for proper reactions in stressful situations
- Form partnerships with local firefighters, police, & EMT's
- Evaluate performance for constant improvement

Business Continuity Planning:

- Make emergency contact list of key internal personnel, their positions, and job functions
- Identify any staff that can telecommute
- Document external contacts- include a company description and contact information
- Maintain equipment inventory
- Critical documents: Legal papers, human resources documents, building lease papers, tax returns
- Identify contingency options for equipment/location
- Step-by-step instructions on what to do and who should do it
- Put together a reference document with multiple copies
- Test the Plan
- Review, revise, and never let it get out of date

Disaster Planning

Do you have a plan in place to reduce recovery time and expense that includes these disasters?

- Earthquakes
- Explosions
- Fires
- Power Outages
- Server Failure
- Burst Pipes
- Employee Sickness/Accident
- Stolon Equipment/Inventory

Having a plan before disaster strikes allows for immediate action. Major and minor disasters can be equaling crippling especially if it causes a business to shut down for multiple days. Having a plan also means you can quickly be back in business to provide products and services to your community.

Employer Responsibilities

- Hire Your First Employee
- Hire a Contractor or an Employee
- Pre-Employment Background Checks
- Required Employee Benefits
- Optional Employee Benefits
- Writing Effective Job Descriptions
- Employee Handbook

Under \$500:

- Emergency supply kits
- Set up a telephone call tree
- Elevate items off the floor
- First aid and CPR training

More than \$500: Purchase a generator

- Consider additional insurance
- Install automatic sprinkler systems
- Meet building standards/codes
- Have security professional evaluate continuity plan
- Upgrade HVAC system
- Safety/key emergency response employees attend trainings
- First aid and CPR training for multiple employees

What is the Cost?

Here is a list of items from no cost, \$500 or less, and greater than \$500 that can be used in developing a continuity plan.

No Cost: Discuss disaster plans

- Review current insurance coverage
- Practice evacuation plans
- Emergency contact list
- Business contractors list
- Types of emergencies with largest affects
- Options if unusable building site
- Inventory/equipment list for insurance
- Back-up options for utility service providers
- Promote emergency preparedness



- Computer anti-virus software/firewalls
- Back up records/critical data with copy offsite
- Buy fire extinguisher/smoke alarm
- Attach equipment to stable surfaces
- Well-maintained HVAC system

