



DSPN

Disaster
Survival
Planning
Network

Continuity IQ

Fast Facts for our Valued Friends and Clients September 2008

Here are some bullets and brain teasers about current events from your friends at Disaster Survival Planning Network (DSPN). In this issue, we provide information about preparedness for small businesses. If you'd like to forward this message to your colleagues, just click the "Forward Email" link at the bottom of this page.

Fast Facts about Preparedness for Small Businesses

Did you know...

- One in four small businesses will experience a significant crisis in a given year, according to the Association of Small Business Development Centers, and of those businesses that experience a disaster and have no emergency plan, 43 percent never reopen.
- A recent national survey, commissioned by Office Depot, reveals that 40 percent of small businesses admit they are not ready for a disaster and one-third indicate having no current plans to get prepared.
- According to Tom Seio, Director of Global Business Continuity Management for Office Depot, small businesses should initially focus on protecting their two most important assets--people and data.
- Here are three simple techniques recommended by Office Depot to help you protect your people:
 - Build solid contact lists that include names and phone numbers of employees, vendors, and emergency agencies.
 - Establish emergency communications procedures.
 - Organize emergency supplies. Ensure you have sufficient water, batteries, food, and janitorial products, and that your company has access to cash, generators, and batteries.
 - Here are three simple techniques recommended by Office Depot to help you protect your data: Copy data to removable media such as DVD-R or CD-R discs, or removable disk drives.
 - Back-up as much data as possible and store hard copies of important documents (such as insurance forms) in a fire- and water-proof safe.

- Take a copy of software used to make backups to a secure, off-site location.
- The survey commissioned by Office Depot reveals significant regional differences in small business preparedness:
 - The Gulf Coast and Eastern seaboard region lead in preparedness planning, however, 27 percent of business owners in that hurricane-prone area report their businesses are not prepared for a disaster.
 - Forty-two percent of business owners surveyed in Southern California said they are not prepared, despite the devastation caused by recent wildfires and earthquakes.
 - In the Midwest, 39 percent of surveyed businesses stated they do not have a disaster readiness plan in place, despite the active tornado season they have just survived.

Brain Teasers

True or False

1. The safest place to take shelter in a building when a tornado approaches is the southwest corner.
2. Most state pandemic plans include strategies to close schools to mitigate the spread of disease.
3. The most common cause of hurricane-related fatalities is storm surge.
4. A person can be injured by lightning while indoors.
5. The Institute for Business & Home Safety conducts disaster research and recommends improved construction, maintenance and preparation practices.

Check your answers here...

Answers to the above questions:

1. *False.* While it is true that most tornadoes travel from southwest to northeast, no particular corner of a building is safer than another. A higher priority when selecting a shelter is to find a place that minimizes the possibility of flying glass and other debris.
2. *True.* Closing schools has been recommended to the states by the Center for Disease Control. This move will likely cause many working parents to be absent more frequently from work.
3. *False.* Most hurricane-related fatalities result from inland flooding.
4. *True.* Using the telephone during a thunderstorm is the biggest inside risk.
5. *True.* Most members of the institute are insurers and reinsurers that conduct business in the United States or reinsure risks located in the United States.

Readiness Check

Hard-to-remember details:

1. Have you created contact lists that include names and phone numbers of employees, vendors, and emergency agencies?
2. Do your emergency supplies include water, batteries, food, and janitorial products?
3. Have you stored a copy of software used to make your backups to a secure, off-site location?
4. If your building floods, do you have electrical components on the floor that could be ruined?

5. Is your neighborhood in a designated flood zone?

New Workshops from DSPN

Workshop #202P: How to Build a Pandemic Contingency Plan...*That Works!*

This session examines best practices for building and maintaining a pandemic contingency plan that is fully compliant with standards published by the Federal Financial Institutions Examination Council (FFIEC). Using recommendations from the March 2008 edition of the FFIEC BCP handbook and best practices collected by DSPN, attendees examine proven techniques for developing programs that are fully compliant with FFIEC requirements. Each participant will receive a specialized planning template that has been created by DSPN to simplify the planning process. DRII-certified professionals who attend this session can receive 16 continuing education points for re-certification. Two days. \$995 per seat. Quantity discounts available.

Workshop #302P: How to Stage a Pandemic Test...*That Works!*

Whether you already have a pandemic plan or are about to build one, this workshop will show you how to design and execute exercises that will speed the development of your plan while improving its effectiveness. Using recommendations from the March 2008 edition of the FFIEC BCP handbook and best practices collected by DSPN, attendees examine proven techniques developing robust testing programs. As a culminating activity, you will participate in pandemic tabletop exercise to experience first hand the challenges that organizations face in responding to this type of emergency. One day. DRII-certified professionals who attend this session can receive 8 continuing education points for re-certification. One day. \$445 per seat. Quantity discounts available.

Workshop #401P: Pandemic Experience for Executives

Pandemic Experience for Executives is a half-day tabletop exercise to help your leadership team define and practice their roles in reducing the impact of a pandemic emergency. The event is customized for your organization's circumstances and experience level and is facilitated at your site. Price varies depending on your requirements.

To find a session near you or to discuss options for staging a session at your site, email [Paul Klier](mailto:Paul.Klier).

Comments and Contributions

Tell us what you think...



Thanks to all of you have sent us comments about this mailing.

In responding to recent incidents, did you discover an interesting detail that you would like to share with our readers? If so, send it along and we'll consider it for a future issue. If you want us to print a comment or submission about your company, be sure to give us permission when you write.

[Paul Klier](mailto:Paul.Klier)

Popular Services from DSPN

- If you are attending DRJ Fall World in San Diego, September 14-17, we'd like to invite you to our private reception on Tuesday, September 16 at 5 pm. It will be our opportunity to offer you some free refreshments and shake your hand. If you can attend, drop by our booth during trade

show hours to pick up your invitation.

- [Benchmark Your Program Using NFPA 1600](#) is a one-day workshop we are staging in Irvine, California on October 22, 2008. Sign up now!
- [How to Create Drills and Exercises...That Work!](#) is a one-day workshop we are staging in Irvine, California on October 23, 2008. Sign up now!
- In addition to our public workshops, DSPN offers [on-site workshops](#) that are customized for your priorities.

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