

Preparation Through Planning

Finance, Administration and
Personnel

Have you covered your ?

The background is a solid blue gradient that transitions from a lighter blue at the top to a darker blue at the bottom. On the left side, there is a bright sun flare that creates a white and yellow glow, with rays of light extending across the sky. The overall effect is a serene, ocean-like atmosphere.

Have you covered your 5Ms?

Stages of Preparation

- Long Term before an Event
- Near Term to an Event if there is a warning
- The Event
- Near Term after the Event
- Long Term after the Event

What's Your Threat

- Earthquake
- Tsunami
- Hurricane
- Floods
- Snow/Ice
- Fire
- Chemical Incident
- Terrorist
- Disgruntled Employee
- Other

Identification of Leaders

- Who can “activate” your contingency plan
- How are you going to “activate” your plan
- Who can “speak” for your organization
- Do you have a “chain of command” for the above activities

Identification of People & Roles

- Identify a "Preparation" Team for events with leading indicators
- Identify a "Ride Out" Team, Where It makes sense
- Identify a "Recovery" Team
- Do you want to stage your "Recovery" Team and their families

The 5Ms

- Money
- Manpower
- Machines
- Materials
- Methods

Money

- Do you have authority to spend above your normal limits during an emergency
- Can you put into place Purchase Orders for use after an event
- Can you utilize your “Petty Cash” Funds
 - Are they big enough
 - Can you supplement them in certain situations

Manpower

- How do you contact your personnel
- How do your employees contact you
- How do you contact your Board
- Is check-in required or desired
- How are you going to pay your employees
- Can you put contracts into place for certain labor prior to the event
- Have you identified those employees with critical skills

Machines

- What are your critical machines
 - Computers
 - Copiers/Printers
 - Check Signing Equipment
 - Others
- Network Equipment
- Telephones, lines and communication devices

Materials

- What are your critical supplies
 - Check Stock
 - Purchase Orders
 - Vital Records
 - Others
- Offsite Backup
- Hot site for Data Center

Methods

- What are your critical business processes
 - Email
 - Payroll, Purchasing, Accounts Payable
 - Business Support
 - Others
- Procedures
- Documentation

Alliances as a Possible Solution

- Can your organization form a partnership with another organization(s)
- Can the partnership really support your organization
- Are you and your partner vulnerable to separate but successive events

Covering your 5Ms

- Identify the critical few
- Know your priorities
- Plan for contingencies
- Recognize that your plan is likely not going to match your actual