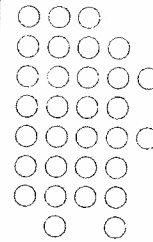
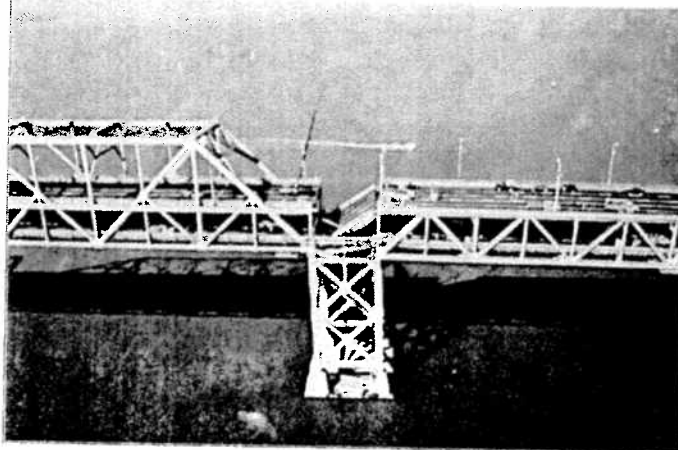


## Organizational Effectiveness after a Disaster: Business Continuity Planning for Public Works

David Patzer, CSRMA Risk Control Advisor  
Losscontrol@sbcglobal.net  
707.373.9709



### Overview

Business Continuity  
Institute



### Primary Objective of Business Continuity:

- About the BCI
- Join the BCI
- BCI Certification
- BCI Regional Programs
- BCI News
- BCI Mentor Scheme
- Joint Ventures
- Quotes
- FAQs

#### About the BCI



#### In this section:

- About
- Code of Ethics
- Aims and objectives

• Contact the BCI

#### Introduction

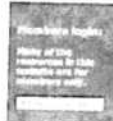
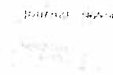
The Business Continuity Institute (BCI) is a leading international organization... (text is small and partially obscured)

The BCI is a not-for-profit organization... (text is small and partially obscured)

The BCI is a leading international organization... (text is small and partially obscured)

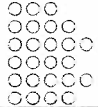
#### Mission Statement of the BCI

To maintain and advance the standards of business continuity management



- Industry Policies
- Corporate Policies
- Industry Structures
- Industry News
- Current Journals


- Allow business operations to continue under adverse conditions (natural and manmade events)



## Event = Any Disaster Causing Business Disruption

**Examples**

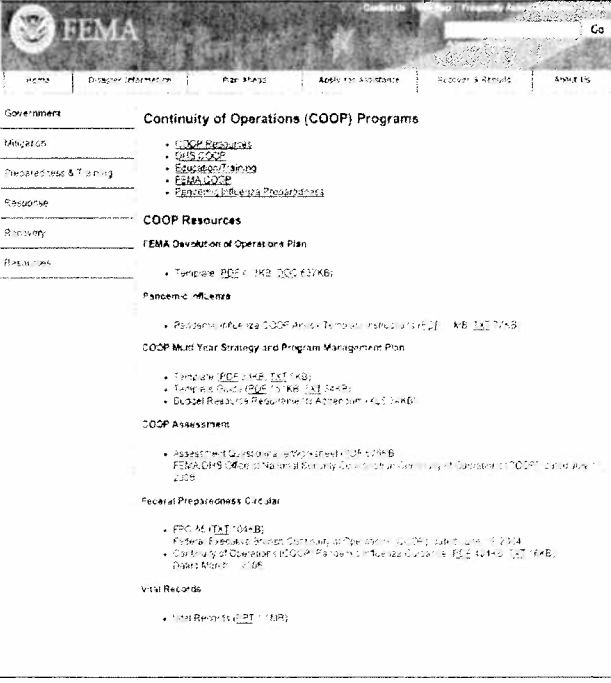
- Flood
- Earthquake
- Wildfire
- Heat
- Tornado
- Thunderstorm
- Landslide
- Tsunami
- Dam Failure
- Hazardous Material
- Vandalism
- Terrorism
- Workplace Violence



## Government Equivalent

### Continuity of Operations (COOP)

- Federal initiative - Presidential Decision Directive 67 (PDD-67)
- Ensures Executive Branch departments & agencies are able to continue essential functions under a broad range of circumstances



The screenshot shows the FEMA website's 'Government' section for COOP Programs. It includes a navigation menu (Home, Disaster Information, Plan Stage, Apply for Assistance, Recovery & Results, About Us) and a list of resources such as COOP Resources, FEMA's Evolution of Operations Plan, Pandemic Influenza, COOP Multi-Year Strategy and Program Management Plan, COOP Assessment, Federal Preparedness Circular, and Vital Records.

<http://www.fema.gov/government/coop/index.shtm>

## COOP Overview: Benefits

COOP is a good business practice.

It enables agencies to continue their essential functions across a broad spectrum of hazards and emergencies



## Objectives of COOP Planning

- Ensure essential functions continue during an event
- Reduce loss of life by minimizing damage and losses
- Ensure succession if leadership is unavailable
- Reduce or mitigate disruptions to operations
- Protect essential facilities, equipment, vital records, and other assets
- Achieve a timely and orderly recovery from an event
- Achieve a timely and orderly return to business as usual, including resuming full service to internal and external customers

## COOP Scope



**FEMA:** "Governments at all levels have a fundamental responsibility to provide uninterrupted essential services to the public, regardless of circumstances."

- Includes activities of all departments to ensure essential functions are performed
- Incorporates a wide range of emergencies and events, whether natural, manmade, or technological in nature



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Science News Share Blog Cite

**California Has More Than 99% Chance Of A Big Earthquake Within 30 Years, Report Shows**

*ScienceDaily (Apr. 18, 2006)* — California has more than a 99% chance of having a magnitude 6.7 or larger earthquake within the next 30 years, according to scientists using a new model to determine the probability of big quakes.

See also:

**Earth & Climate**

- Earthquakes
- Natural Disasters
- Tsunamis
- Wildfires
- Geology
- Weather

**Reference**

- North Anatolian Earthquake
- Model for magnitude scale
- Earthquake co-locations
- Great Chilean Earthquake

The likelihood of a major quake of magnitude 7.5 or greater in the next 30 years is 49% and such a quake is most likely to occur in the southern half of the state.

The new study determined the probabilities that different parts of California will experience earthquake ruptures of various magnitudes. The new statewide probabilities are the result of a model that comprehensively combines information from seismology, earthquake geology, and geodesy (measuring precise locations on the Earth's surface). For the first time, probabilities for California having a large earthquake in the next 30 years can be forecast statewide.



**Golden Gate Bridge with San Francisco in background. California has more than a 99% chance of having a magnitude 6.7 or larger earthquake within the next 30 years. (Credit: Michele Hogan)**

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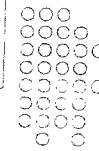
Not IF, but WHEN!



\*This new, comprehensive forecast advances our understanding of the seismic and tectonic evolution of California.

4

## What is an Essential Function?



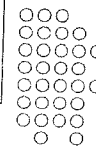
Federal Preparedness Circular (FPC-65) guides COOP planning in the Federal Executive Branch

FPC-65 defines **essential functions** as those that enable an organization to:

- Provide vital services
- Exercise civil authority
- Maintain the safety of the general public
- Sustain the industrial or economic base during an emergency

*Bottom Line: Essential functions are an agency's business functions that must continue with no or minimal disruption.*

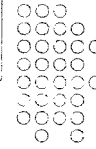
## COOP Overview: Planning Considerations



COOP plans must:

- Be capable of implementation anytime, with and without warning.
- Provide full operational capability for essential functions not later than 12 hours after activation.
- Be capable of sustaining operations for up to 30 days.

## Elements of a Viable COOP Capability



### Essential functions:

- Most important planning element
- Basis for determining resource requirements:
  - Staffing
  - Vital information/critical systems
  - Equipment
  - Supplies and services
  - Facilities

*While all functions performed by an organization may be important, not all are essential.*

## Elements of a Viable COOP Capability



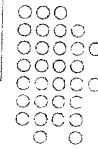
### Identifying/Prioritizing Essential Functions

- Agencies must determine functions that must be continued in all circumstances.
- Essential functions include those that:
  - Cannot be interrupted for 12 hours.
  - Must be resumed within 30 days.

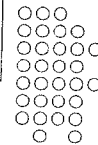
*Essential functions are primarily based on your agency's customers and their needs.*

*Assigning a priority to the customers' needs will help to distinguish between essential and nonessential functions.*

## Warnings



- Really, what is MISSION CRITICAL?
- Narrow scope, then build outward
  - Otherwise...




- <http://www.thebci.org/>

THE BUSINESS CONTINUITY  
INSTITUTE

GOOD PRACTICE GUIDELINES  
(2005)

A Framework for  
Business Continuity Management

 <http://www.fema.gov/government/coop/index.shtm>

Home | Disaster Information | Plan Ahead | Apply for Assistance | Recover & Rebuild | About Us

**Government**

**Continuity of Operations (COOP) Programs**

- [SOP/RO/Incident](#)
- [SMA/COOP](#)
- [Continuity/Incident](#)
- [FEMA COOP](#)
- [Pandemic Influenza Preparedness](#)

**COOP Resources**

**Continuity Evaluation Tool**

- [COOP 402KB, TXT 113KB](#)

**Federal Continuity Directives**

- [Federal Continuity Directive 1 \(FCD 1\), February 2008 \(PDF 5MB, TXT 211KB\)](#)
- [Federal Continuity Directive 2 \(FCD 2\), February 2008 \(PDF 1MB, TXT 60KB\)](#)

**FEMA Devolution of Operations Plan**

- [Template \(PDF 413KB, DOC 637KB\)](#)

**Pandemic Influenza**

- [Pandemic Influenza COOP Annex Template Instructions \(PDF 11MB, TXT 77KB\)](#)

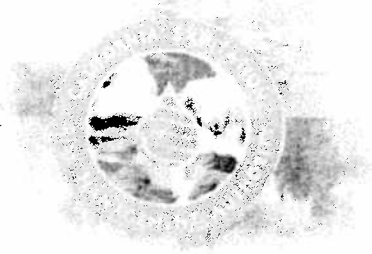
**COOP Multi-Year Strategy and Program Management Plan**

- [Template \(PDF 33KB, TXT 3KB\)](#)
- [Template Guide \(PDF 151KB, TXT 34KB\)](#)
- [Budget Resource Requirements Assessment \(XLS 14KB\)](#)

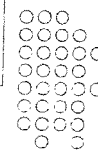
**COOP Assessment**

- [Assessment Questionnaire \(Word doc\) \(PDF 67KB\)](#)
- [FEMA/DOHS Office of National Security Coordination Continuity of Operations \(COOP\) Issue July 11, 2008](#)

**CSRMA's Business Continuity Plan Builder**

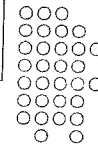


## Background



- Why?
  - Many public works agencies have not addressed this issue....
  - Public works is critical in helping communities rebuild after a disaster...
    - But only if they're functional
  - The BCP process can be overwhelming & expensive
  - Current tools don't "fit" public works necessarily

## Background



- The Challenge:
  - Build an interactive web-based application that:
    - Reflects the BCP needs of public works
    - Is intuitive
    - Is easy to use
    - Prompts the user toward focusing only on *Mission Critical* items
    - Identifies areas of current weakness
    - Provides a useful tool once completed

**Focus on *Mission Critical* items first...you can always go back and add more later.**

**PURPOSE OF THE BUSINESS CONTINUITY PLANNER:** The primary goal after any significant disruption, such as a major earthquake, is to protect public health until normal operations can be resumed. Things such as regulatory compliance, idler control, etc. take a back seat to the goal of simply getting sewage away from homes and businesses in order to help safeguard public health. The Business Continuity Plan Builder is designed to help you identify what your agency needs to maintain the minimum operations necessary to accomplish this goal under emergency conditions.

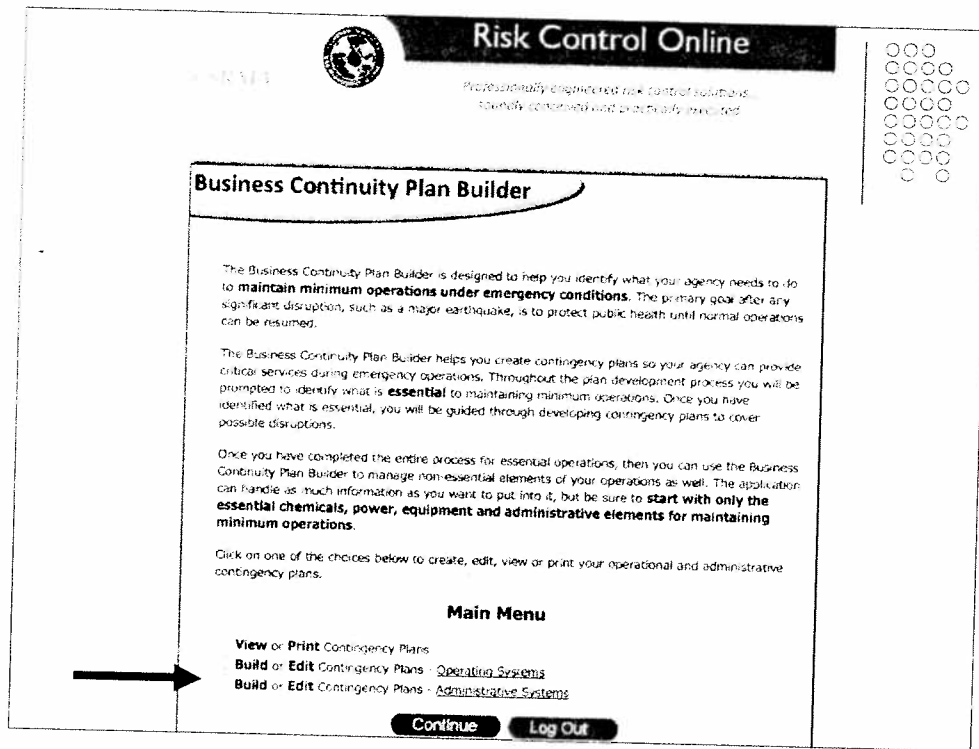
The Business Continuity Plan Builder helps you create backup, or contingency, plans around those systems you identify as **MISSION CRITICAL** so your agency can provide critical services during emergency operations. Throughout the plan development process you will be prompted to identify what is essential to maintaining minimum operations. Once you have identified what is essential, you will be guided through developing contingency plans to cover possible disruptions to your normal operations.

**What the Business Continuity Planner Is Not Designed To Do:** The Business Continuity Planner is not designed to identify all the things your agency needs to maintain normal operations. However, once you have completed the entire process for essential operations, then you can use the Business Continuity Plan Builder to manage non-essential elements of your operations as well. The application can handle as much information as you want to put into it, but be sure to start with only the essential chemicals, power, equipment and administrative elements for maintaining minimum operations.

**Main Menu**

I understand and wish to continue

**Continue** **Log Out**



**Risk Control Online**  
Professionally designed risk control solutions...  
Specialty content and products fully included.

### Business Continuity Plan Builder

The Business Continuity Plan Builder is designed to help you identify what your agency needs to do to **maintain minimum operations under emergency conditions**. The primary goal after any significant disruption, such as a major earthquake, is to protect public health until normal operations can be resumed.

The Business Continuity Plan Builder helps you create contingency plans so your agency can provide critical services during emergency operations. Throughout the plan development process you will be prompted to identify what is **essential** to maintaining minimum operations. Once you have identified what is essential, you will be guided through developing contingency plans to cover possible disruptions.

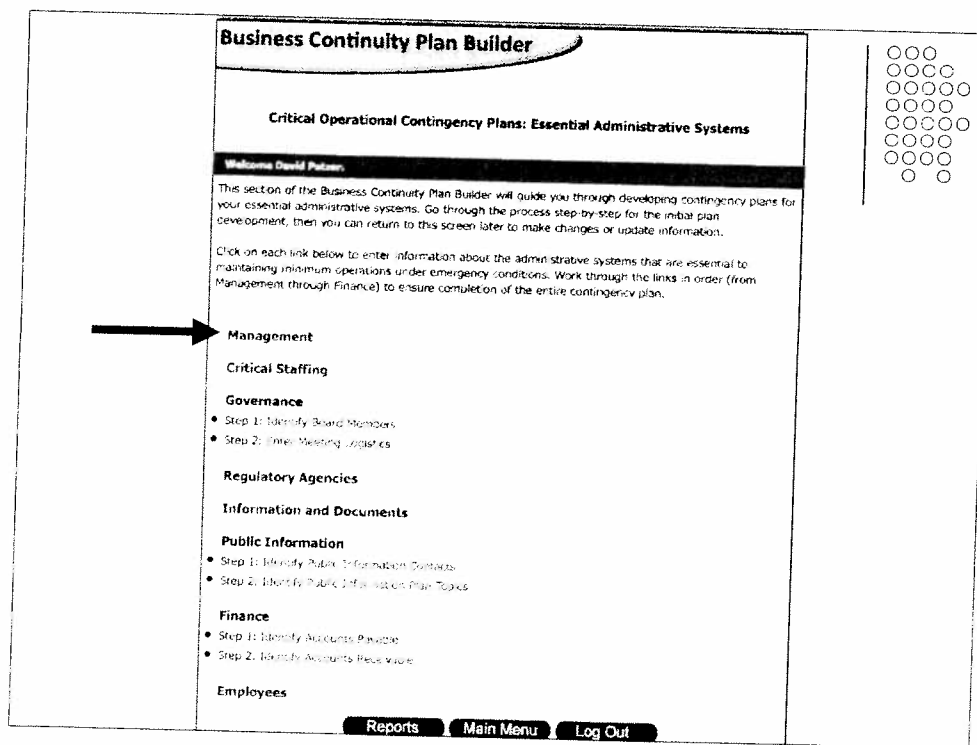
Once you have completed the entire process for essential operations, then you can use the Business Continuity Plan Builder to manage non-essential elements of your operations as well. The application can handle as much information as you want to put into it, but be sure to **start with only the essential chemicals, power, equipment and administrative elements for maintaining minimum operations**.

Click on one of the choices below to create, edit, view or print your operational and administrative contingency plans.

#### Main Menu

- [View or Print Contingency Plans](#)
- [Build or Edit Contingency Plans - Operating Systems](#)
- [Build or Edit Contingency Plans - Administrative Systems](#)

[Continue](#) [Log Out](#)



### Business Continuity Plan Builder

#### Critical Operational Contingency Plans: Essential Administrative Systems

Welcome David Patzer.

This section of the Business Continuity Plan Builder will guide you through developing contingency plans for your essential administrative systems. Go through the process step-by-step for the initial plan development, then you can return to this screen later to make changes or update information.

Click on each link below to enter information about the administrative systems that are essential to maintaining minimum operations under emergency conditions. Work through the links in order (from Management through Finance) to ensure completion of the entire contingency plan.

- Management**
- Critical Staffing**
- Governance**
  - Step 1: Identify Board Members
  - Step 2: Initial Meeting Logistics
- Regulatory Agencies**
- Information and Documents**
- Public Information**
  - Step 1: Identify Public Information Contacts
  - Step 2: Identify Public Information Plan Topics
- Finance**
  - Step 1: Identify Accounts Payable
  - Step 2: Identify Accounts Receivable
- Employees**

[Reports](#) [Main Menu](#) [Log Out](#)

**Alliant Insurance Services Business Continuity Plan  
Management Contingency Plan**

Please complete the grid below with contact information for each member of the Management Team. Click on the Position Title in the left column to enter the information for that individual. Then click "save changes" in the following screen to return here.

Management Personnel	Name	Address	Telephone	Alternate Telephone	Normal Spending Authority	Emergency Spending Authority	Emergency Spending Authority Granted Under What Conditions?	Emergency Spending Authority Granted By
General Manager								
General Manager Associate 1								
General Manager Associate 2								
General Manager Associate 3								
General Manager Associate 4								
General Manager Associate 5								
General Manager Associate 6								
General Manager Associate 7								
General Manager Associate 8								
General Manager Associate 9								
General Manager Associate 10								
General Manager Associate 11								
General Manager Associate 12								
General Manager Associate 13								
General Manager Associate 14								
General Manager Associate 15								

**Edit Key Management Personnel**

Back

[Back to Admin Menu](#)

**Key Management Personnel Title**

**First Name**

**Last Name**

**Address**

**Phone**

**Alternate Phone**

**What is their normal spending authority?**

**What is their emergency spending authority?**

**Under what conditions would they be granted their emergency spending authority?**

**Who grants their emergency spending authority?**

[Save Changes](#)



**Business Continuity Plan Builder**

**Critical Operational Contingency Plans: Essential Administrative Systems**

**Welcome David Patzer:**

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- Critical Staffing**
- Governance**
  - Step 1: Identify Board Members
  - Step 2: Enter Meeting Logistics
- Regulatory Agencies**
- Information and Documents**
- Public Information**
  - Step 1: Identify Public Information Contacts
  - Step 2: Identify Public Information Plan Topics
- Finance**
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  - Step 2: Identify Accounts Receivable
- Employees**

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**Reports Main Menu Log Out**

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**Main Menu**

- **View or Print** Contingency Plans
- **Build or Edit** Contingency Plans - [Operating Systems](#)
- **Build or Edit** Contingency Plans - [Administrative Systems](#)

**Continue Log Out**

**Critical Operational Contingency Plans: Essential Operating Systems**

**Whoever Builds Wins.**

The goal of the Business Continuity Plan Builder is to help you identify what your agency needs to do to maintain minimum operations under emergency conditions. The primary goal after any significant disruption, such as a major earthquake, is to protect public health until normal operations can be resumed.

**FIRST** Build your Chemical Contingency Plan. Click on Step 1 to identify your chemical elements and services. Then click on Step 2 to create your chemical elements.

**SECOND** Build your Power Contingency Plan. Click on Step 1 to identify your power elements and services. Then click on Step 2 to identify your power elements and services. Then click on Step 3 to identify your power elements and services.

**THIRD** Build your Equipment Contingency Plan. Click on Step 1 to identify your equipment elements and services. Then click on Step 2 to identify your equipment elements and services. Then click on Step 3 to identify your equipment elements and services. Then click on Step 4 to identify your equipment elements and services.

**Fourth** Build your Administrative Contingency Plan. Click on Step 1 to identify your administrative elements and services. Then click on Step 2 to identify your administrative elements and services. Then click on Step 3 to identify your administrative elements and services. Then click on Step 4 to identify your administrative elements and services.

**Chemicals**

- Step 1: Build Chemical Contingency Plan
- Step 2: Edit Chemical Contingency Plan

**Power**

- Step 1: Build Power Contingency Plan
- Step 2: Edit Power Contingency Plan
- Step 3: Build Power Contingency Plan

**Equipment**

- Step 1: Build Equipment Contingency Plan
- Step 2: Edit Equipment Contingency Plan
- Step 3: Build Equipment Contingency Plan
- Step 4: Edit Equipment Contingency Plan

**Critical Services**

- Step 1: Build Critical Services Contingency Plan

↓

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**Risk Control Online**

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swiftly conceived and proficiently executed.*

**Business Continuity Plan Builder**

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**Main Menu**

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- Build or Edit Contingency Plans - Operating Systems
- Build or Edit Contingency Plans - Administrative Systems

[Continue](#) [Log Out](#)

## Business Continuity Plan Builder

### Reports Main Menu

Welcome David Patzer

The Business Continuity Plan Builder offers you many ways to view and print information. Each operating and administrative plan has a set of reports so that you can search for the information you need. The application is designed as a working tool so that you can get the information you need when you need it from your agency or from a remote location in the event of an emergency. However, you may choose to print hard copies of some or all of the information for offline reference.

Select one of the plans below and click Continue to view the list of reports available.

- Power
- Equipment
- Chemical** ←
- Administrative

[Continue](#) [Main Menu](#) [Log Out](#)

## Business Continuity Plan Builder

### Critical Operational Contingency Plans: Essential Operating Systems

--Chemicals--

Welcome David Patzer. Please select a report from the list below:


- [View Report](#) **Chemical Summary Report**  
A list of each critical chemical, what it is used for and where it is used.
- [View Report](#) **Individual Chemical Report**  
Select a chemical from the drop down menu to see the full contingency plan for that chemical. Ferric Chloride
- [View Report](#) **Individual Supplier Report**  
Select a supplier from the drop down menu to view contact, contract, payment and delivery information. Basic Chemical Solutions
- [View Report](#) **Summary of Chemical Suppliers Report**  
A list of the suppliers and the critical chemicals they supply.
- [View Report](#) **Chemical Business Continuity Planning Report**  
List of remaining items that need to be addressed in the contingency plan.

[Reports](#) [Main Menu](#) [Log Out](#)

City of Vacaville - Easterly Individual Chemical Report	
Chemical Name	Ferric Chloride
<b>Supply and Delivery</b>	
<b>Primary Supplier</b>	
Primary Supplier:	NORTH WEST SOLUTIONS
Main Telephone:	707-452-7352
<b>Primary Contact:</b>	
Name:	Orley Eason
Daytime Telephone:	866-879-8353
Cellular Telephone:	
Emergency Telephone:	
<b>Secondary Contact:</b>	
Name:	
Daytime Telephone:	
Cellular Telephone:	
Emergency Telephone:	
Contractual Agreement:	Written contract
Written Document Location:	Plant Supervisor's office
Payment Agreement:	Annual purchase order forms
Alternative Payment:	None
Pricing Protections:	No pricing protections granted
Special Considerations:	No special considerations granted
Primary mode of delivery:	Sea-truck
Alternative mode of delivery:	Sea-truck
Primary delivery routes:	AD to receive their product shipment of
Alternative delivery routes:	None
HazMat Transportation:	FRANK
Offsite Delivery Option:	None

<b>Secondary Supplier</b>	
Secondary Supplier:	
Main Telephone:	
<b>Primary Contact:</b>	
Name:	
Daytime Telephone:	
Cellular Telephone:	
Emergency Telephone:	
<b>Secondary Contact:</b>	
Name:	
Daytime Telephone:	
Cellular Telephone:	
Emergency Telephone:	
Contractual Agreement:	
Written Document Location:	
Payment Agreement:	
Alternative Payment:	
Pricing Protections:	
Special Consideration:	
Primary mode of delivery:	
Alternative mode of delivery:	
Primary delivery routes:	
Alternative delivery routes:	
HazMat Transportation:	
Offsite Delivery Option:	

<b>Inventory Monitoring</b>	
<b>Normal Operating Conditions</b>	
<b>Minimum Inventory:</b> <b>Normal Operating Conditions</b> (in days):	Minimum inventory is set for 14 days during normal operations.
<b>Re-Ordering Triggers</b> <b>Normal Operating Conditions:</b>	Less than 1000 gallons
<b>Who is Authorized to purchase this chemical during Normal Operating Conditions:</b>	Operators
<b>Emergency Operating Conditions</b>	
<b>Minimum Inventory:</b> <b>Emergency Operating Conditions</b> (in days):	Minimum inventory during emergency event not established.
<b>Re-Ordering Triggers</b> <b>Emergency Operating Conditions:</b>	Re-order trigger during emergency event not established.
<b>Who is Authorized to purchase this chemical during Emergency Operating Conditions:</b>	Operators
<b>Mutual aid agreement(s) with the following agency(ies):</b>	No mutual aid established.
<b>Alternative Products</b>	
The following chemicals can be used as an alternate product if the modifications/practices are implemented as noted in this contingency plan.	
<b>Alternative Processes</b>	
The following processes can be implemented to temporarily reduce dependency on this chemical.	



*Professionally engineered risk control solutions...  
soundly conceived and practically executed.*

### Business Continuity Plan Builder

**Reports Main Menu**


Welcome David Patzer.

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Select one of the plans below and click Continue to view the list of reports available.

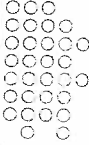
- Power
- Equipment
- Chemical
- Administrative

Continue
Main Menu
Log Out



## Risk Control Online

Professionally implemented risk control solutions  
wisely conceived and prudently executed.



**Individual Equipment Report**

<b>Equipment Name:</b>	<b>Influent Pump</b>
<b>Process:</b>	<b>Headworks</b>
<b>Onsite Contingencies:</b>	
Stationary backup unit:	Pump 3 is a spare
Portable unit at the site that can be used temporarily:	None
On-site equipment that could be disconnected and used temporarily:	None
Spare parts on site:	
Spare parts Supplier:	Not Applicable
<b>Offsite Contingencies:</b>	
Vendor for mobile unit rental:	United Rents
Transportation from the rental vendor's location:	N/A
Portable unit from local mutual aid partner program:	Not Applicable
<b>Additional Information:</b>	

## Business Continuity Plan Builder

### Reports Main Menu

Welcome David Patzer.

The Business Continuity Plan Builder offers you many ways to view and print information. Each operating and administrative plan has a set of reports so that you can search for the information you need. The application is designed as a working tool so that you can get the information you need when you need it from your agency or from a remote location in the event of an emergency. However, you may choose to print hard copies of some or all of the information for offline reference.

Select one of the plans below and click Continue to view the list of reports available.

- Power**
- Equipment**
- Chemical**
- Administrative**

Continue
Main Menu
Log Out

### Business Continuity Plan Builder

**Critical Operational Contingency Plans: Essential Operating Systems**  
-- Equipment --

**Welcome David Patzer. Please select a report from the list below:**

**View Report** **Individual Equipment Report**  
Select a piece of equipment from the drop down menu to see the information for that piece of equipment.

**View Report** **Process Equipment List**  
List of essential equipment for each process.

**View Report** **Equipment / power report**  
List of power/fuel sources for each piece of equipment.

**View Report** **Individual Supplier Report**  
Select a supplier from the drop down menu to view contact, contract, payment and delivery information.

**View Report** **Individual Equipment Power/Fuel Report**  
Select a piece of equipment from the drop down menu to see the power/fuel information for that piece of equipment.

**View Report** **Equipment Contingency Planning Report**  
List of remaining items that need to be addressed in the contingency plan.

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### City of Vacaville - Easterly : Business Continuity Plan

#### Individual Equipment Power Plan Report

**Equipment Name:** Influent Pump

**Location:** Headworks

**Primary Fuel Name:** Electricity

**MCC or other distribution (if applicable):**

<b>Supplier:</b>	Not Applicable
<b>Storage:</b>	
<b>Delivery:</b>	
<b>Identification of emergency shut-off valves:</b>	Main breaker in DMV MCC
<b>Location of tool(s) necessary for emergency shut-off:</b>	None required
<b>Procedure for testing of agency-owned piping (i.e. agency side of meter) for leaks:</b>	Procedure not defined
<b>Plan and site map showing all emergency shut-off valves:</b>	
<b>On-site spill containment, or other resources, specific for this product:</b>	None specified
<b>Employees who are trained to implement the emergency spill containment procedures:</b>	None
<b>Plan for routine exercise or testing of this equipment:</b>	None
<b>Regular preventive maintenance performed on this equipment:</b>	Plan by Generator test operator, the Main Operator

**Alternate Fuel/Power: Diesel**

<b>MCC or other distribution (if applicable):</b>	Not applicable
<b>Supplier:</b>	Harb & Sons
<b>Storage:</b>	2500 gal tank
<b>Delivery:</b>	Tank truck
<b>Special equipment needed to switch to alternate fuel:</b>	Auto start generator
<b>Location of the equipment needed to switch to alternate fuel:</b>	Not applicable



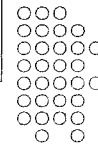
**City of Vacaville - Easterly : Business Continuity Plan  
Planning Report**

Equipment Business Continuity Planning Report

**Influent Pump**

- If there are no ON-SITE backup equipment contingencies for equipment that has been identified as being ESSENTIAL to maintaining minimum treatment under EMERGENCY CONDITIONS, a local rental agency (or other off-site resource) should be identified. Once identified, a RENTAL purchasing agreement should be pre-established with them to expedite rental needs during emergencies.
- If there are no ON-SITE or RENTAL backup equipment contingencies for equipment that has been identified as being ESSENTIAL to maintaining minimum treatment under EMERGENCY CONDITIONS, mutual aid programs should be considered with nearby wastewater agencies. Once identified, a mutual aid LENDING agreement should be pre-established with them to expedite lending needs during emergencies. The Water/Wastewater Agency Response Network Mutual Aid agreement is one source to consider. Information on the California WWARN can be found at [www.calwarn.org](http://www.calwarn.org)
- It is important to make sure that mobile equipment that may be borrowed under Mutual Aid terms, can be transported to the site. An evaluation should be made to determine what agency vehicles are capable of towing this equipment, or if the Mutual Aid agency is willing to deliver the equipment to your site. Provide this information as part of the Business Continuity Plan.

**Summary**



- CSRMA's Business Continuity Plan Builder seeks to:
  - Encourage thinking ahead by making it easy
  - Address critical services provided by public works
  - Identify current weaknesses
  - Streamline the process, save staff time and public \$\$\$\$\$
- It is available for non-CSRMA members
  - Please contact me for information