BUSINESS CONTINUITY TOOLKIT OVERVIEW

OVERVIEW

This Business Continuity Planning Toolkit was developed by Providence Emergency Management Agency (PEMA) to empower businesses to prepare for, continue operating during, and recover from emergencies and disruptions. View the toolkit at providenceri.gov/pema and see all download options via this public folder. Email preparedness@providenceri.gov with any questions or for more information.

TOOLKIT COMPONENTS

- **Business Continuity Planning Overview**
- **Business Continuity Planning Guidance:** An instructional guide for building and testing your plans. This is the slide deck from the workshop's presentation.
- **01. Emergency Action Plan and Response Guides:** A plan template to help businesses protect lives and property during an emergency that includes:
    - Communication Procedures
    - Evacuation Plan
    - Shelter-in-Place Plan
    - Emergency Response Guides for specific hazards (fire, medical, power failure, flooding, etc.)
- **02. Business Continuity Plan:** A plan template to help businesses continue operating and restore to normal operations following an emergency or disruption. The plan template includes:
    - Essential Business Functions and Continuity Strategies
    - Communication Procedures
    - Plan Maintenance Guidance
    - Guides for Gathering Key Information
    - Continuity Strategies for Essential Business Functions **(Worksheet 2.1)**
- **03. Business Recovery Plan:** A plan template to help businesses restore essential business functions to normal operations. This includes:
    - Restoration Strategies for Essential Business Functions **(Worksheet 3.1)**
    - Insurance and Finance information
    - Incident Cleanup - Debris Removal, Reclamation, Remediation, etc.
    - Facilities Maintenance
    - IT Recovery Strategies
- **Business Continuity Training + Exercises:** A modular exercise system and guidance for testing the effectiveness of your plans and your staff's ability to implement the plans. (Also included: Exercise Discussion Questions Worksheet)