



Tompkins County Resiliency and Recovery Plan

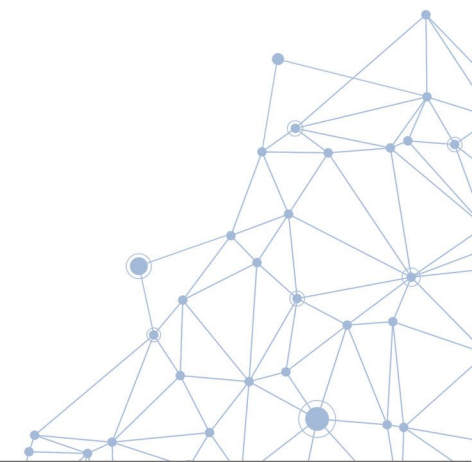
Business Continuity Planning Seminar

April 21, 2022



Agenda

- Welcome
- What Is Continuity?
- Continuity Principles
- Thinking It Through
- Additional Information and Resources
- Review of Sample Business Continuity Planning Framework
- Open Discussion

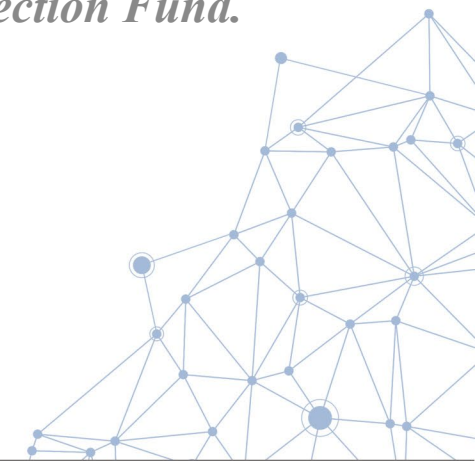


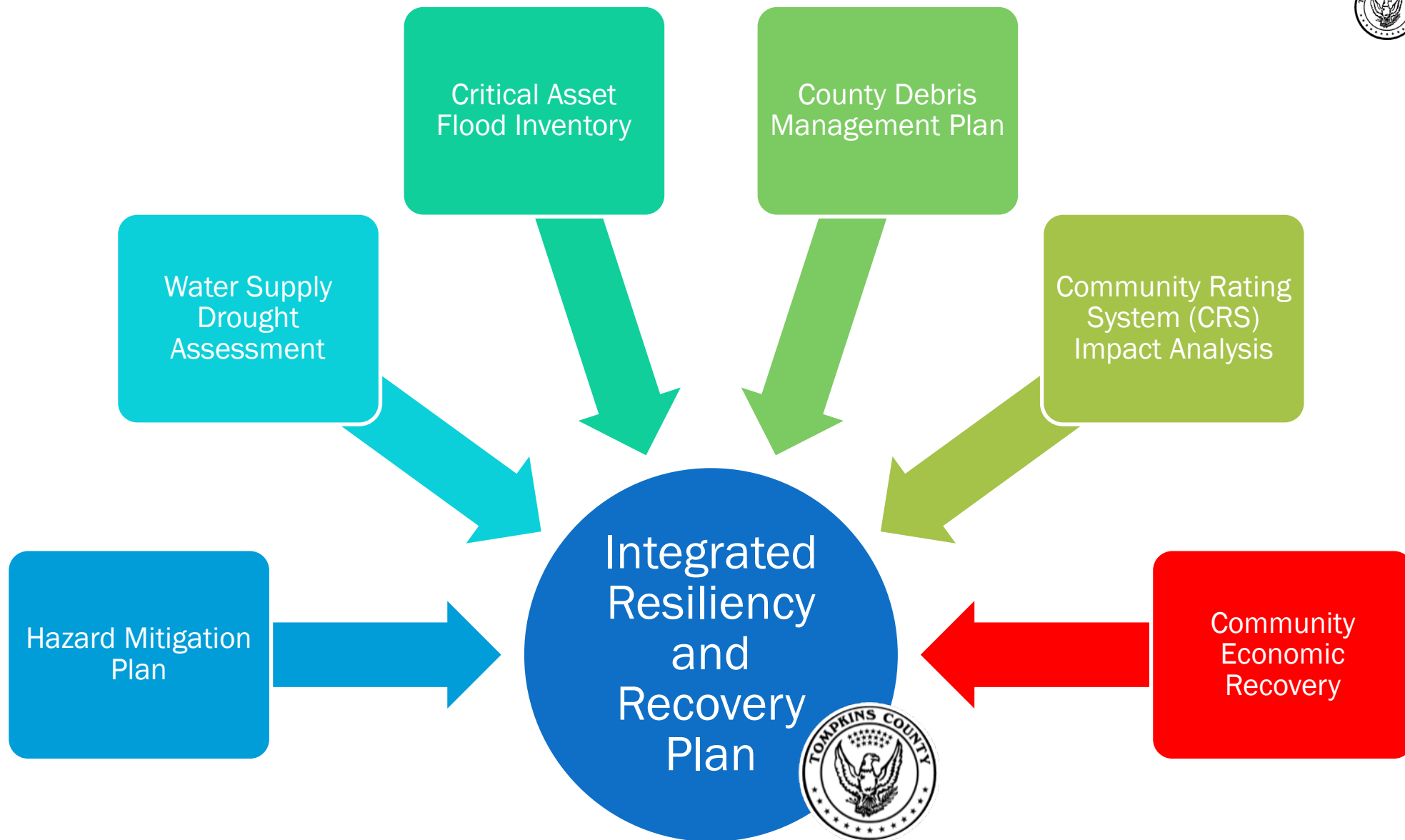


Department of State

The Tompkins County Resiliency and Recovery Plan and this continuity training was prepared with funding provided by the New York State Department of State under Title 3 of the Environmental Protection Fund.

Welcome



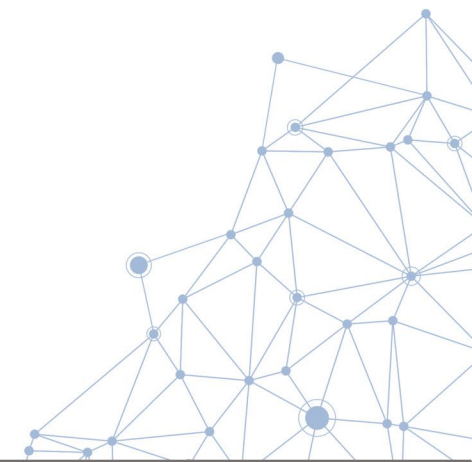


<https://www.tompkinscountyny.gov/planning/climate-adaptation>





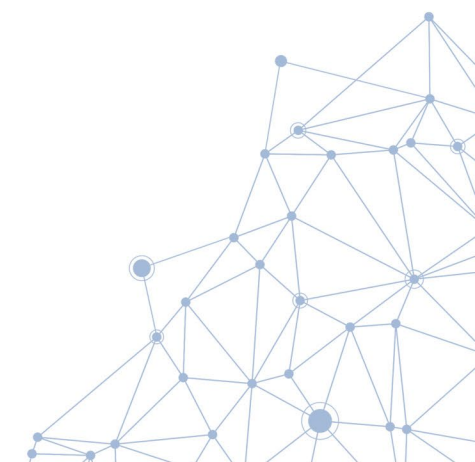
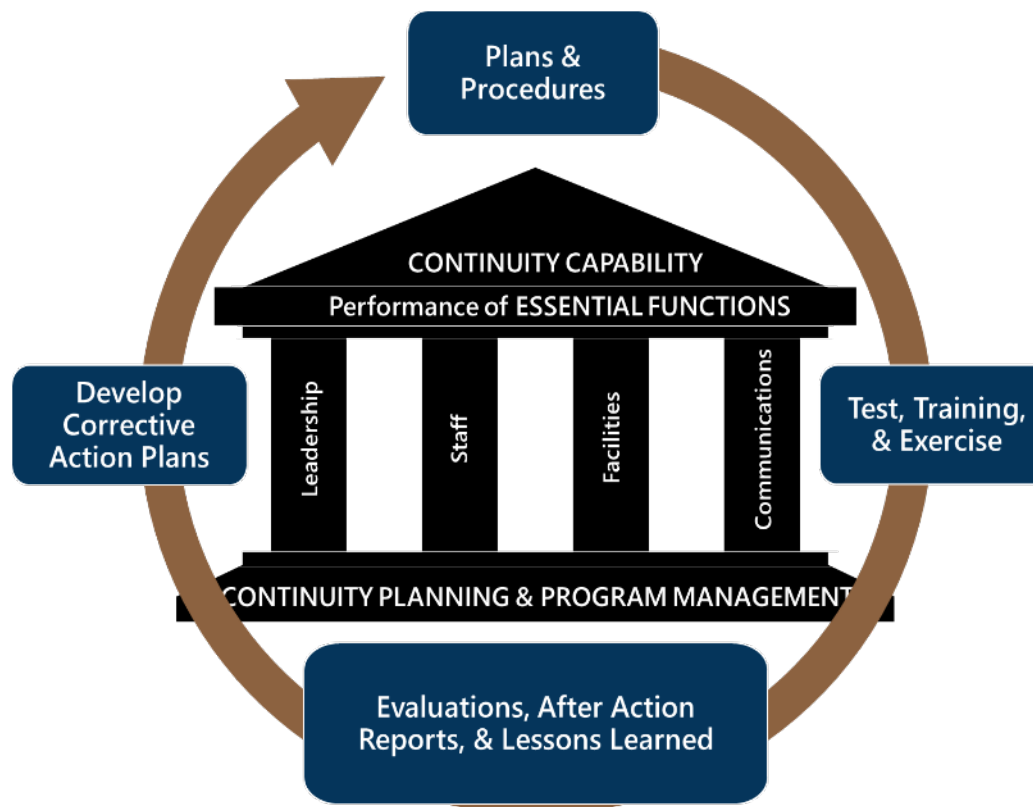
What Is Continuity?



What Is Continuity?

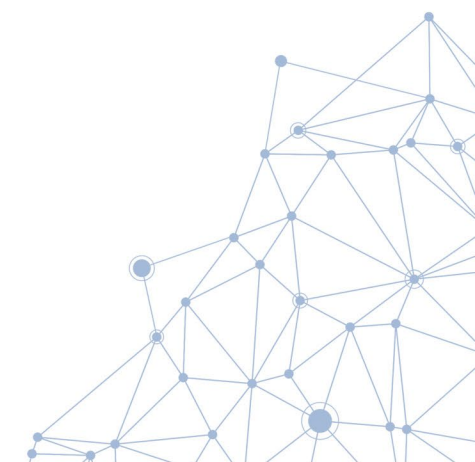
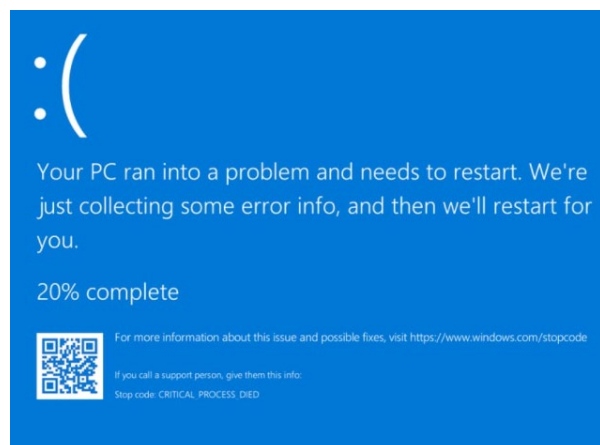
Continuity is the ability to provide uninterrupted critical services, essential functions, and support, while maintaining organizational viability, before, during, and after an event that disrupts normal operations.

FEMA October 11, 2018



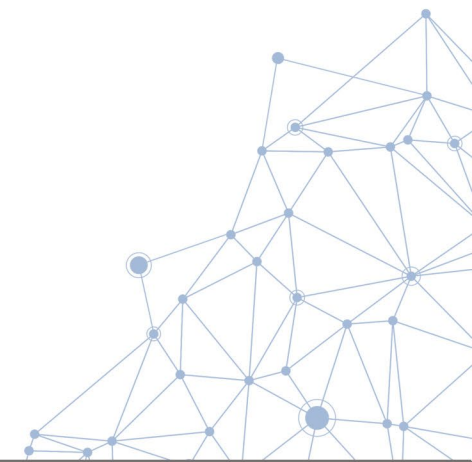
What Is Continuity?

- What can disrupt normal operations?
 - Damage to the building(s)
 - Lack of accessibility
 - Lack of staff
 - Loss of data and/or systems



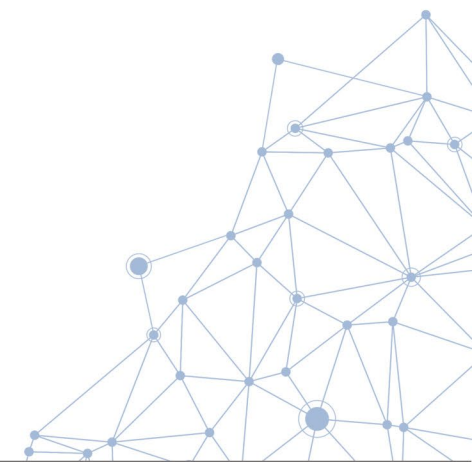


Continuity Principles



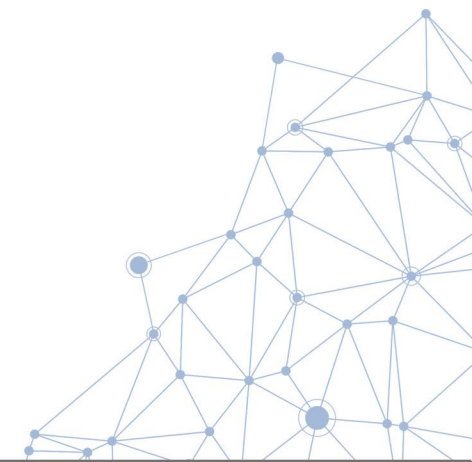
Key Components

- Continuity planning answers the following questions in a disruption:
 - **What** critical actions do we need to take?
 - **Who** will do them?
 - **How** will they be done? What equipment or resources will be required?
 - **Where** will we do these critical actions?
 - **When** (how quickly) will we need to resume these critical actions?
- Also:
 - **Who** is in charge? What if they are not available?
 - **How** will we return to normal? What if we cannot return to normal?





Thinking It Through



Thinking It Through

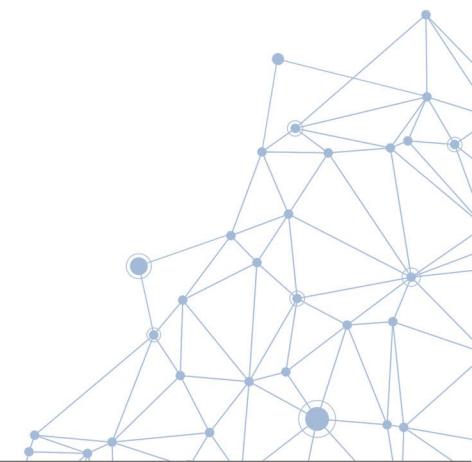
- What does your business/organization do?
- What is your business's/organization's purpose?
 - Make money?
 - Provide social services?
 - Provide healthcare?
 - Manufacture something?
- What major functions do you need to carry out for your business/organization to continue to exist?



Thinking It Through

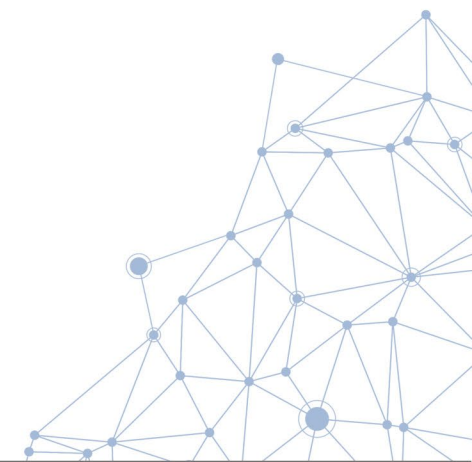
- How long can we go without carrying out each of those functions?
 - Less than a day?
 - A day?
 - Over the weekend?
 - A week?
 - A month?

It might depend on the time of year



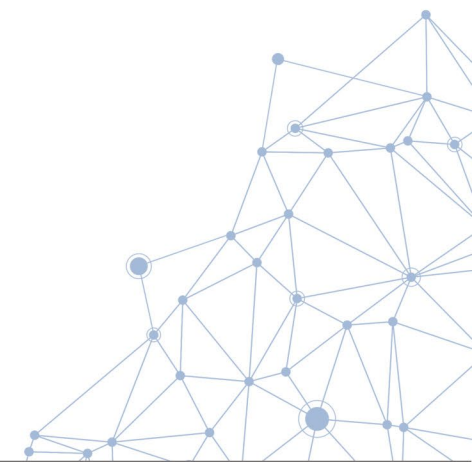
Thinking It Through

- Leadership and Authority
 - Who is in charge when the boss is on vacation?
 - Does authority go to a particular position or to a particular individual?
 - Who fills what roles when the boss is gone?
 - Who can sign time sheets?
 - Who can approve purchases?
 - Who can access the bank account?
 - Who handles emergency situations?
 - Who can hire/fire employees?
 - Who can write proposals or sign contracts?



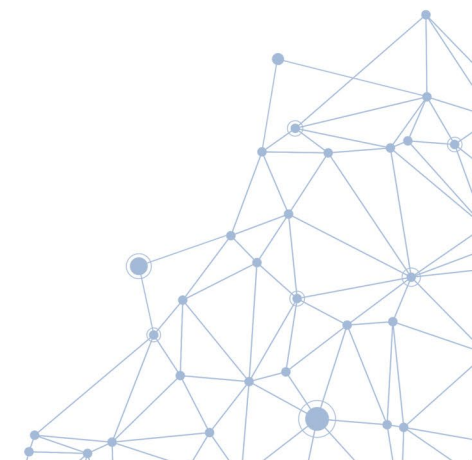
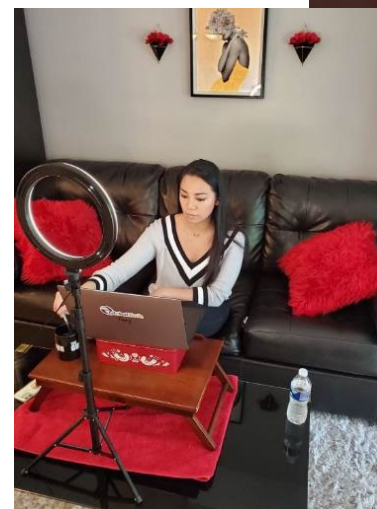
Thinking It Through

- Damaged and/or Inaccessible Building(s)
 - Were our people injured?
 - How do we tell staff that the building was damaged or is inaccessible?
 - What is in the building that we need?
 - How do we replace supplies and equipment that were damaged/destroyed?



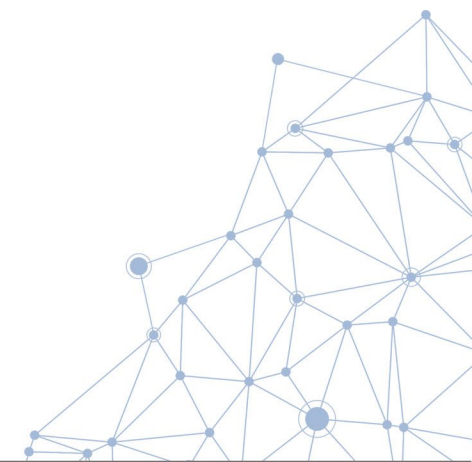
Thinking It Through

- Damaged and/or Inaccessible Building(s)
 - Where will our staff work?
 - Is the new space ready to go?
 - If not, what do we need to do to get it ready?
 - Can our staff work from home?
 - What will they need?



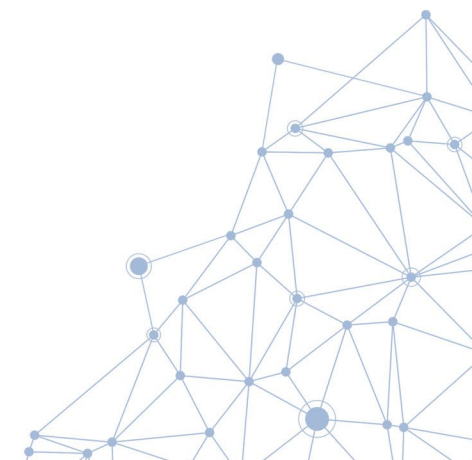
Thinking It Through

- Lack of Staff
 - What tasks are highest priority?
 - How can we reorganize work for the staff that is available?
 - Do we need to train staff on new roles?
 - Where do we find more staff?



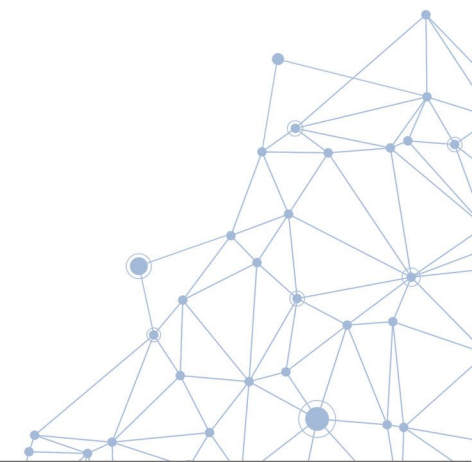
Thinking It Through

- Loss of Data and/or Systems
 - What data can we recreate and what would be lost forever?
 - What data backups do we have?
 - How old can our data be until it's a major problem?
 - What systems do we depend on?
 - Are the systems installed on our computers or web-based?
 - What alternate systems could we use?



Thinking It Through

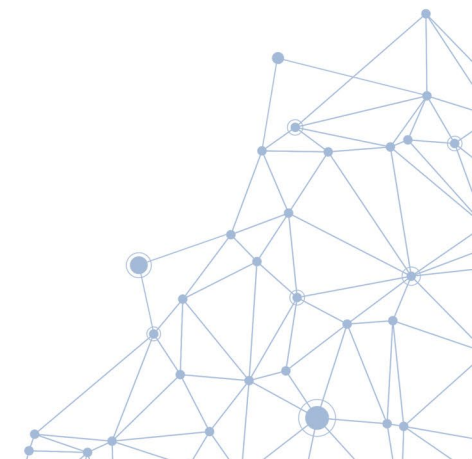
- For All Scenarios
 - How do we provide information to our staff?
 - Do we have good contact information for all staff?
 - How often will we contact our staff?
 - Have our staff made plans to protect their families?
 - What do we tell our customers?
 - What do we tell our suppliers?
 - How do we get back to normal or adapt to a new normal?





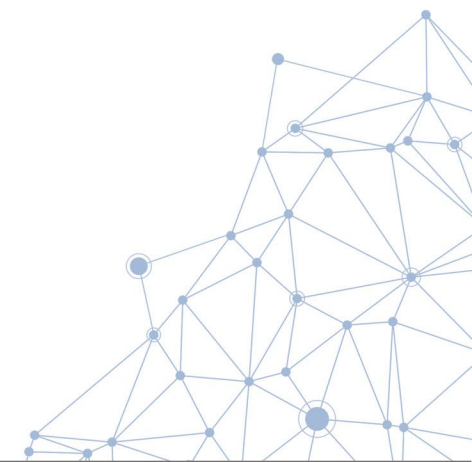
Thinking It Through

Think it through...
then write it down!





Additional Information and Resources



Formal Terminology

What We Talked About

What major functions do you need to carry out for your business/organization to continue to exist?

How long can it wait?

Who is in charge when the boss is gone?

Who fills what roles when the boss is gone?

What is in the building that we needed?

Where will our staff work?

How old can our data be until it's a major problem?

What systems do we depend on?

How to we get back to normal, or a new normal?

Formal Terminology

Critical Functions

Recovery Time Objective

Succession

Delegations of Authority

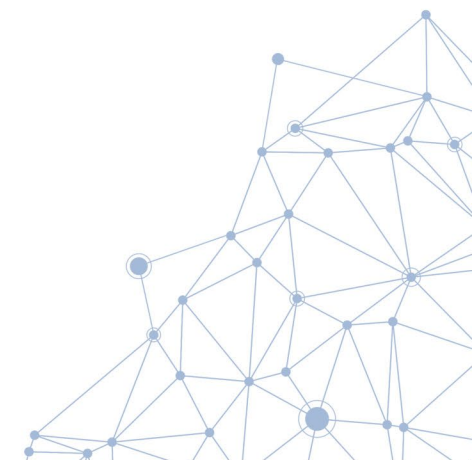
Vital Supplies/Equipment

Alternate Facilities

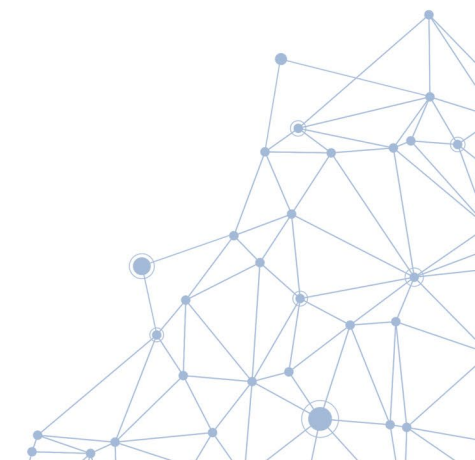
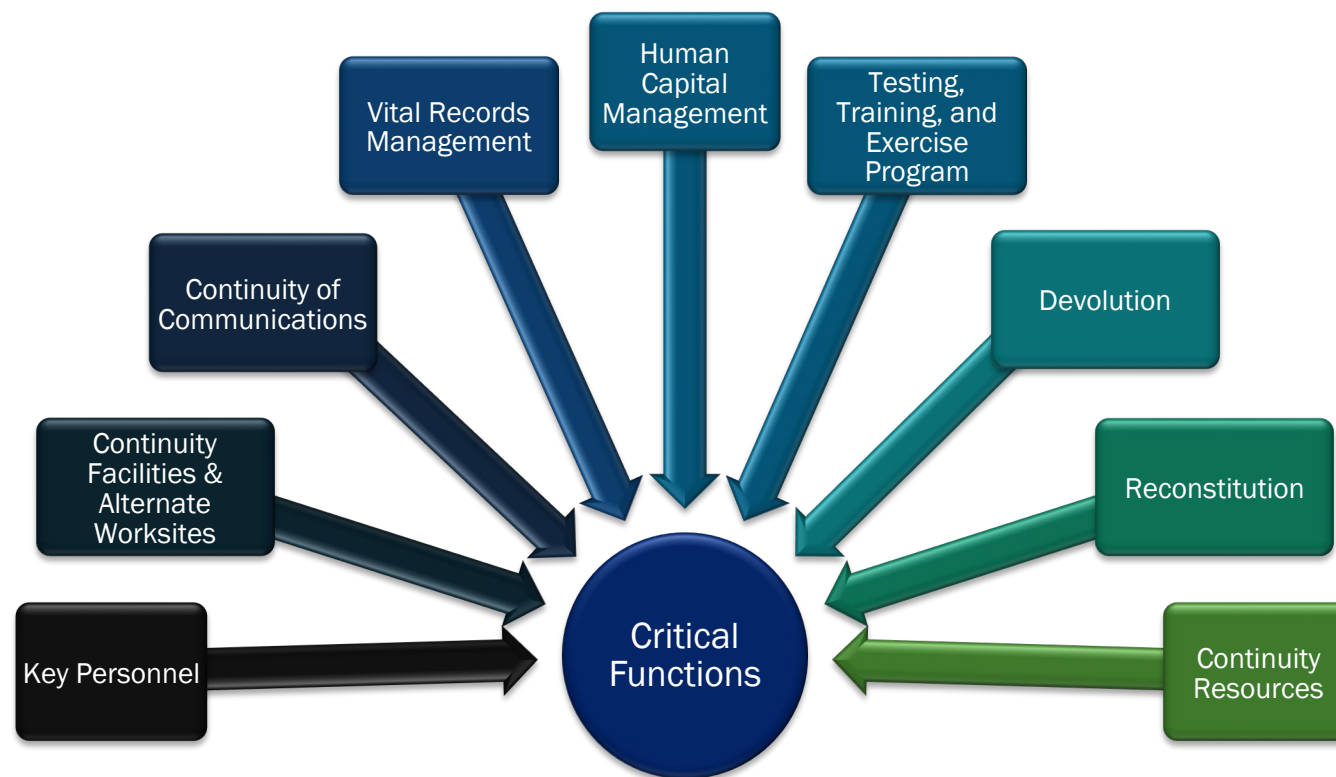
Recovery Point Objective

Vital Systems

Reconstitution



Full Continuity Programs



Additional Resources

- FEMA's Continuity Resource Toolkit:

<https://www.fema.gov/emergency-managers/national-preparedness/continuity/toolkit>

- Ready.Gov Business Tools:

<https://www.ready.gov/business>

US Chamber of Commerce Foundation – Resilience in a Box:

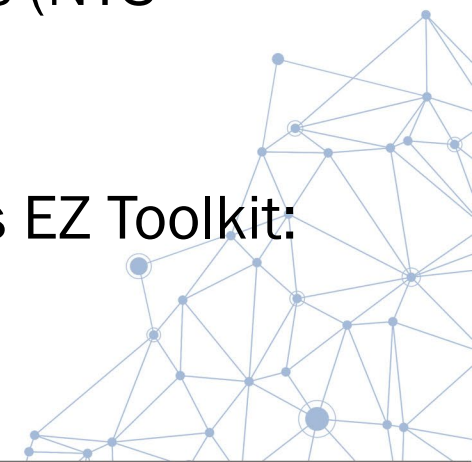
<https://www.uschamberfoundation.org/resilience-box>

- New York State Division of Homeland Security and Emergency Services (NYS DHSES) Business Preparedness:

<https://www.dhSES.ny.gov/business-preparedness>

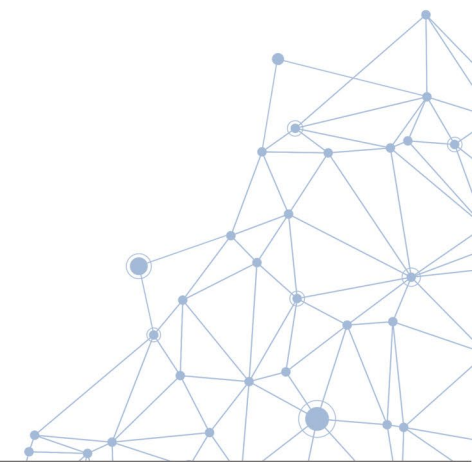
Insurance Institute for Business and Home Safety – Open for Business EZ Toolkit:

<https://disastersafety.org/business-protection/ofb-ez/>





Review of Sample Business Continuity Planning Framework



Open Discussion

*Thank you for your
time!*



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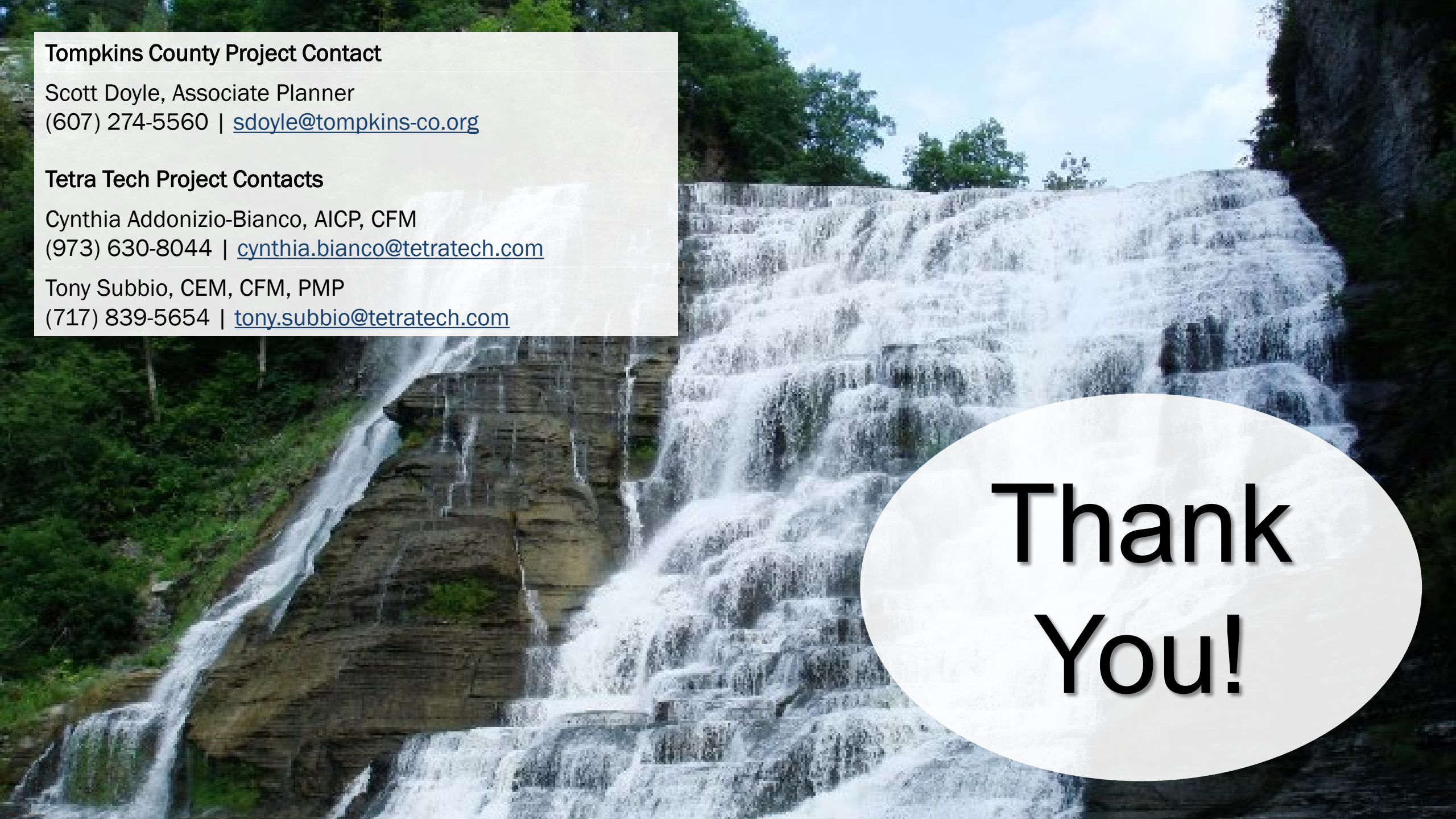
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**Thank
You!**