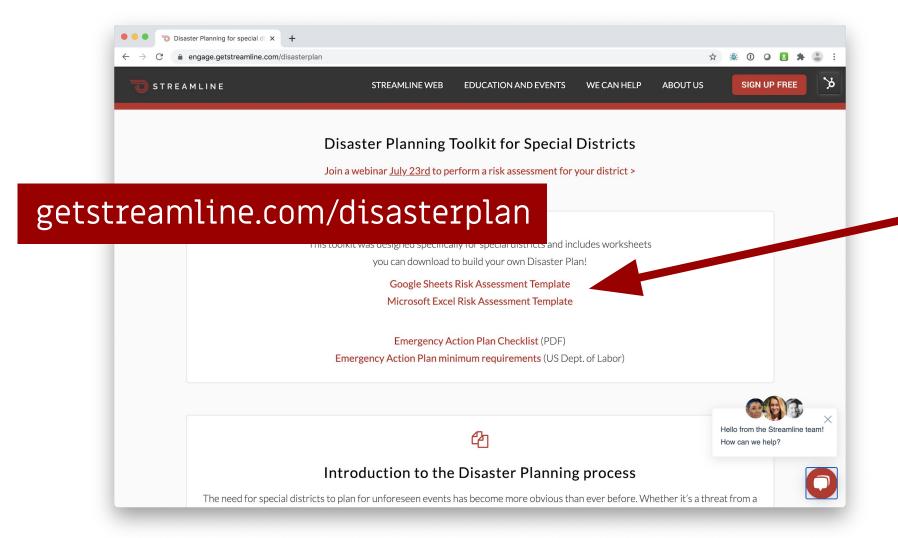


#### Housekeeping

- 1. Zoom meeting differences: unmute, video, etc.
- 2. This is a workshop, let's collaborate!
  - a. Wait, how do we collaborate?
- 3. Can we record?

Do you have your risk assessment worksheet?





# The Disaster Planning process







#### Perform a Risk Assessment

Understand the financial, operational, and physical risks to your district in case a disruption occurs. The team analyzes the business impact of emergency on finances, employees, operations, etc.

#### Create plans for response and recovery

Preparedness takes the form of plans or procedures designed to save lives and to minimize damage when an emergency occurs. This is a continuous cycle of planning, organizing, training and evaluating to ensure



Phase 2: Preparedness



#### Addressing the disaster in the moment

This phase includes the actions taken to save lives and prevent further damage in a disaster or emergency situation. This is where you put your preparedness plans into action for things you weren't able to mitigate against.

#### Getting back to "normal"

Recovery efforts are primarily concerned with actions that involve rebuilding, re-employment, and the repair of other essential infrastructure. Efforts should be made to "build back better," trying to reduce the pre-disaster risks inherent in the community and infrastructure.



#### What we'll cover today

- 1. Mitigation perform a risk assessment
- 2. Preparedness develop an emergency response plan and business continuity plan
- 3. Response where your plans come into play!
- 4. Recovery "build back better"





#### What risks are we planning against?

#### 1. Natural hazards

a. Floods, wildland fires, hurricanes, earthquakes

#### 2. Human-caused hazards

a. Accidents, intentional acts, violence

#### 3. Technological hazards

a. IT failures, building fires, supplier failure

Pandemic?



#### **The Risk Analysis Process**

The impacts from hazards can be reduced by investing in mitigation.

If there is a potential for significant impacts, then creating a
mitigation strategy should be a high priority.

#### **HAZARDS**

- Fire
- Explosion
- Natural hazards
- Hazardous materials spill / release
- Terrorism
- Workplace violence
- · Pandemic disease
- Utility outage
- Connectivity outage
- Cyber / ransomware attack
- Mechanical breakdown
- Supplier failure
- · etc.



#### **ASSETS AT RISK**

- People
- Property (buildings, critical infrastructure)
- Vehicles and machinery
- Systems / equipment
- Information technology
- Business operations
- Regulatory and contractual obligations
- Environment
- Reputation of or confidence in your district
- etc.

#### **IMPACTS**

- Casualties
- Property damage (land, buildings, vehicles, machinery, etc)
- Business interruption
- Financial losses
- Environmental contamination
- · Loss of confidence in
- vour district
- Fines and penalties
- Lawsuits



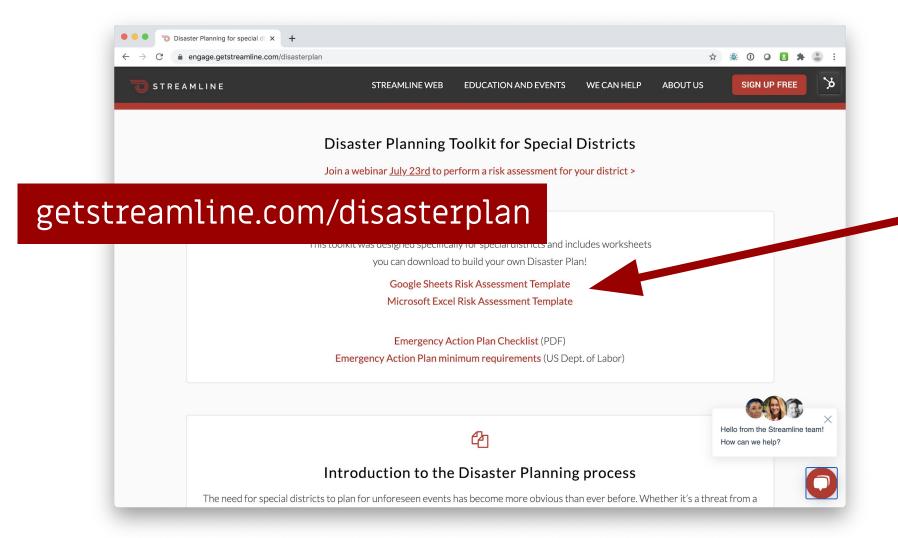


## Let's get started!!





	А	В	С	D	Е	F	G	H		~	
1	Risk A	ssessm	ent wo	rksheet			'			ould be at your	
2									_	rksheet	
3						Rate Potentia	l Impacts Withou	ıt Addition	right now.		
4	Asset or operation at risk	Potential Hazard	Scenario (location, timing, magnitude)	Vulnerabilities (Mitigation / Prevention Opportunities)	Probability of Occurance (L,M,H)	People	Physical Property / Vehicles / Machinery	Operations Ability to Conduct Business	on in community	(rating from column E and highest rating from columns F - I)	
5											
6	Office staff	Fire, explosion, workplace violence	In the office during work hours. Magnitude= huge.	Clear escape routes and training, panic buttons, etc.	M	Н	Н	Н	Н	MH	
7	Office staff	Pandemic with stay at home orders	Working from home, timeframe unknown	All files on servers at our office, lack of work from home equipment and process	М	Н	L	М	M	MH	
8											
9	* rows 6-7 are examples only										



JAL	l									
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3	Rate Potential Impacts Without Additional Miti									
4	Asset or operation at risk	Potential Hazard	Scenario (location, timing, magnitude)	Vulnerabilities (Mitigation / Prevention Opportunities)	Probability of Occurance (L,M,H)	People	Physical Property / Vehicles / Machinery	Operations / Ability to Conduct Business	Reputation in the Community	Overall Hazard Rating (rating from column E and highest rating from columns F - I)
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8										
9	* rows 6-7 are examples only									

#### Column A: Assets

Compile a list of assets (people, facilities, machinery, equipment, vehicles, information technology, etc.) in the left column.

Keep in mind that you may need multiple rows for the same asset, if different hazards might affect it.

Examples:

Employees, buildings, equipment, documents and files...

JZL										
	А	В	С	D	Е	F	G	Н	I	J
1	Risk A	ssessm	ent wo	rksheet					•	
2									STRE	AMLINE
3	Rate Potential Impacts Without Additional Mitig									
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8										
9	* rows 6-7 are examples only									

#### Column B: Hazards

For each asset, list hazards that could cause an impact. Since multiple hazards could impact each asset, you will probably need more than one row for each asset.

You can group assets together for simplicity, but use a separate row to assess assets that are critical.

#### Example:

Pandemic stay at home orders, building burns down during fire

Jan										
	А	В	С	D	Е	F	G	Н	I	J
1	Risk A	ssessm	ent wo	rksheet					•	
2			/						STRE	AMLINE
3	Rate Potential Impacts Without Additional Mitig								ation (L,M,H)	
4	Asset or operation at risk	Potential Hazard	Scenario (location, timing, magnitude)	Vulnerabilities (Mitigation / Prevention Opportunities)	Probability of Occurance (L,M,H)	People	Physical Property / Vehicles / Machinery	Operations / Ability to Conduct Business	Reputation in the Community	Overall Hazard Rating (rating from column E and highest rating from columns F - I)
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8										
9	* rows 6-7 are examples only									

#### Column C: Scenarios

Consider both high probability / low impact scenarios and low probability / high impact scenarios.

(Location, timing, magnitude)

Pandemic - working from home could affect services we can deliver

Fire - if staff is in the office the magnitude will be huge

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	А	В	С	D	Е	F	G	Н	I	J
1	Risk A	ssessm	ent wo	rksheet					-	
2									STRE	AMLINE
3	Rate Potential Impacts Without Additional Mitig								ation (L,M,H)	
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8										
9	* rows 6-7 are examples only									

#### Column D: Vulnerabilities

Identify vulnerabilities or weaknesses in the asset that would make it susceptible to loss.

Record opportunities for hazard prevention and mitigation here.

All files are on servers at our office, employees don't have equipment to work from home and/or can't access important documents



JZL										
	А	В	С	D	Е	F	G	Н	I	J
1	Risk A	ssessm	ent wo	rksheet	/				STRE	E A M L I N E
2										
3						Rate Potentia	al Impacts Withou	ıt Additional Mitig	ation (L,M,H)	
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8										
9	* rows 6-7 are examples only									

#### Column E: Probability

Estimate the probability that the scenarios will occur on a scale:

L = low

M = medium

H = high

(Some systems use a 1-5 rating instead)

Nuclear war = low probability
Wildland fire = high probability



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2									SIKL	AMETNE
3	Rate Potential Impacts Without Additional Mitigation (L,M,H)								ation (L,M,H)	
4	Asset or operation at risk	Potential Hazard	Scenario (location, timing, magnitude)	Vulnerabilities (Mitigation / Prevention Opportunities)	Probability of Occurance (L,M,H)	People	Physical Property / Vehicles / Machinery	Operations / Ability to Conduct Business	Reputation in the Community	Overall Hazard Rating (rating from column E and highest rating from columns F - I)
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8										
9	* rows 6-7 are examples only									

#### **Columns F - I: Impact (without mitigation)**

Analyze the potential impact of the hazard scenario on people, property, operations / ability to conduct business, reputation in the community.

L = low M = medium H = high

Nuclear war = high impact
Wildland fire = high impact
Network outage = low impact?



	А	В	С	D	E	F	G	Н	Ĭ	J /
1	Risk A	ssessm	ent wo	rksheet					STRE	EAMLINE
2										
3						Rate Potential	Impacts Without	Additional Mitig	ation (L,M,H)	
4	Asset or operation at risk	Potential Hazard	Scenario (location, timing, magnitude)	Vulnerabilities (Mitigation / Prevention Opportunities)	Probability of Occurance (L,M,H)	People	Physical Property / Vehicles / Machinery	Operations / Ability to Conduct Business	Reputation in the Community	Overall Hazard Rating (rating from column E and highest rating from columns F - I)
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9	* rows 6-7 are examples only									

#### Column J: Overall hazard rating

A two-letter combination of the rating for probability (column E) and the highest rating in columns F - I (impacts on people, property, operations, reputation).

Nuclear war = LH

Wildland fire = HH

Network outage = LL



## Carefully review scenarios with potential impacts rated as medium or high.

Consider whether action can be taken to prevent the scenario or to reduce the potential impacts.

Mitigation!

## Consider whether action can be taken to prevent the scenario or to reduce the potential impacts.



#### Disaster Planning resources

Ready.gov

fema.gov

agilityrecovery.com

#### Disaster Planning Resources

We'll have additional workshops to complete the Disaster Planning process:

- Creating an emergency response plan
- Creating a business continuity plan

getstreamline.com/disasterplan

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