

**Emergency  
Network  
Los Angeles**

Voluntary Organizations  
Active in Disaster  
for LA County



# **INTRODUCTION TO CONTINUITY PLANNING FOR ORGANIZATIONS**

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# WHAT IS CONTINUITY PLANNING?

- Continuity planning is a process that helps organizations to prepare for and respond to disruptions, stresses, or shocks that could impact their operations.



Conduct a Business  
Impact Analysis  
(BIA)

Develop Recovery  
Strategies

Create a Business  
Continuity Plan  
(BCP)

Perform Testing &  
Exercises

# WHAT TYPES OF DISRUPTIONS CAN IMPACT YOUR ORGANIZATION?

- Natural disasters such as an earthquake or flooding
- Economic recession
- Human-caused hazards such as an act of violence or cyber-attack
- Technology or utility-related hazards such as a power outage or explosion
- Health-related hazards such as a pandemic
- Planned events such as a street closure, big event, or rally

# HOW VULNERABLE IS YOUR ORGANIZATION?

- Complete Vulnerability Analysis Chart
- Start by listing possible disruption scenarios
- For each...
  - ✓ Estimate probability of occurrence
  - ✓ Rate impact on people, property, and business
  - ✓ Evaluate internal and external resources

Vulnerability Analysis Chart

TYPE OF EMERGENCY	Probability	Human Impact	Property Impact	Business Impact	Internal Resources	External Resources	Total
	High 5 ← 1 Low	High Impact	5 ← 1 Low Impact		Weak Resources	5 ← 1 Strong Resources	

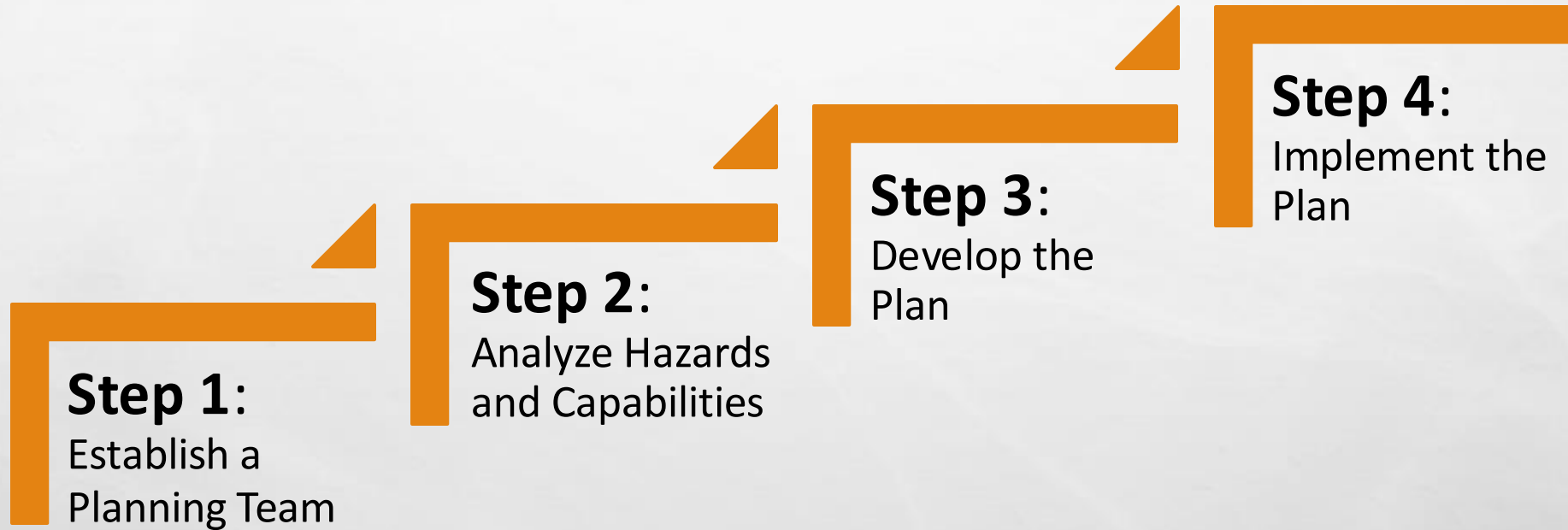
*The lower the score the better*



# WHY IS PLANNING IMPORTANT?

- To consider the potential risks and impacts that could disrupt operations
- To have strategies in place to minimize impacts
- To ensure that the organization can continue operating during and after a disruption

# WHERE DO WE START?



# WHAT ARE KEY ELEMENTS OF AN ORGANIZATION'S CONTINUITY PLAN?



- An overview of the organization and its operations
- A risk assessment that identifies the types of disruptions most likely to face
- Strategies for minimizing the impact of disruptions
- Plans for communicating with employees, clients, and other stakeholders
- An incident response plan
- A recovery plan



# WHAT'S IN THE PLAN OUTLINE (TOC)?

1. Risk Assessment
2. Critical Functions and Priorities
3. Emergency Contact Information
4. Roles and Responsibilities
5. Communication Plan
6. Resource Inventory
7. Technology and Data Recovery
8. Alternative Locations
9. Financial Planning
10. Training and Drills
11. Review and Updating
12. Community and Partner Coordination





# REMEMBER...

- A Continuity Plan is something that should be **flexible** to adapt to different situations.
- A Continuity Plan should be **regularly reviewed and updated** to reflect current risks and to ensure that it is effective in case of an emergency.
- Conduct regular drills to **test the plan** and to identify any areas that may need improvement.



# LINKS AND RESOURCES



- For toolkits and other information, **Ready.gov** Preparedness Planning is a great resource for your business: <https://www.ready.gov/business> and [https://www.ready.gov/sites/default/files/2020-04/ready\\_business\\_how-to-guide.pdf](https://www.ready.gov/sites/default/files/2020-04/ready_business_how-to-guide.pdf)
- Organize a business continuity team and compile a [business continuity plan](#) to manage a business disruption. Learn more about how to put together and test a business continuity plan with training videos listed on [Business Continuity Planning | Ready.gov](#).
- Organizations can utilize these resources to better maintain normal operations and provide resilience during a disruption.

# OTHER LINKS AND RESOURCES

- **Ready Your LA Business** is a free workbook, from the City of Los Angeles, to help you prepare your business for any emergency. For more information, go to: <https://ready.lacity.gov/business-preparedness>. For the workbook, go to: [https://ready.lacity.gov/ready-your-la-business-workbook-and-worksheets?token=G8amsBVe4ajBAKqgAB2WAikiRxHSGE\\_iV07yXqw-t-8](https://ready.lacity.gov/ready-your-la-business-workbook-and-worksheets?token=G8amsBVe4ajBAKqgAB2WAikiRxHSGE_iV07yXqw-t-8)
- **County of Los Angeles Fire Department** Emergency and Disaster Preparedness Safety Tips: <https://fire.lacounty.gov/emergency-disaster-preparedness-safety-tips/>
- **LAEDC's** (LA County Economic Development Corporation) Guide to Planning For Business Operations After Earthquakes: <https://laedc.org/EQ/>

# ABOUT ENLA

Emergency  
Network  
Los Angeles

Voluntary Organizations  
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for LA County



**Emergency Network Los Angeles (ENLA)** is the designated Voluntary Organizations Active in Disaster (VOAD) for Los Angeles County and is part of the State and National Voluntary Organizations Active in Disaster movement.



**ENLA** represents nearly 90 nonprofits and government entities working in the space of community welfare and emergency management (mitigation, preparation, response, and recovery).



Our impact is felt daily across the Los Angeles metropolitan County. Whether it is food distribution, earthquake preparedness, wildfire recovery, or responding to global pandemics, you will see the hard work of our members and our volunteers reflected in the communities we serve.



To boost the effectivity of service providers working with communities affected by disaster , our forum promotes the “**Four C’s**” of emergency management – Cooperation, Communication, Coordination, and Collaboration.



**ENLA** is a California non-profit, charitable corporation under IRS section 501(c)(3). The organization is governed by a board of directors comprised of representatives from community-based organizations (CBOs), national disaster agencies, and non-voting government representatives.



# How to Get Involved

- **BECOME A MEMBER**

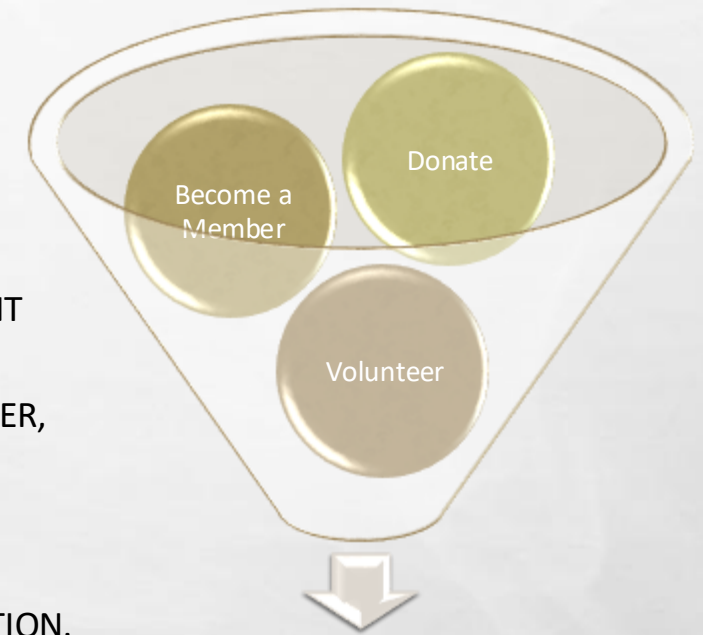
- IF YOU ARE A COMMUNITY OR FAITH-BASED ORGANIZATION, NONPROFIT, OR GOVERNMENT AGENCY SERVING LOS ANGELES COUNTY, PLEASE CONSIDER ADDING YOUR VOICE TO OUR NETWORK. BECOMING AN ENLA MEMBER IS SIMPLE AND AFFORDABLE! BY BEING A MEMBER, YOUR ORGANIZATION HAS ACCESS TO TRAININGS, RESOURCES, AND EXPERTISE.

- **DONATE**

- NOT ABLE TO JOIN OUR MEMBERSHIP? PLEASE CONSIDER A MONETARY OR IN-KIND DONATION.

- **VOLUNTEER**

- IF YOU ARE AN INDIVIDUAL LOOKING TO SUPPORT EMERGENCY PREPAREDNESS, RESPONSE, AND/OR RECOVERY EFFORTS IN LOS ANGELES COUNTY, [PLEASE SIGN-UP WITH L.A. WORKS TO VOLUNTEER!](#)



## Building A Resilient Network

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# THANK YOU!

## QUESTIONS OR COMMENTS?


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