

# Survivor or Statistic? The Business Continuity and Disaster Recovery Workshop

Patmos Consulting, which specializes in business continuity and disaster recovery planning, presents an interactive workshop, hosted by the Nashville Area Chapter of the American Red Cross. In this workshop, you will be guided through the necessary steps to define, create, implement, and update your Business Continuity/Disaster Recovery (BC/DR) Plan. After this workshop, you'll be able to make sure that your business is resilient and ready for long-term success.

**Date:**

Tuesday, September 29, 2009 – 8 AM – 3:15 PM (one hour break for lunch offsite)

**Cost:**

\$300 per organization – an additional representative from your company may attend for only \$50 more.

**Location:**

[Nashville Area Chapter of the American Red Cross](#)

[2201 Charlotte Avenue, Nashville, TN](#)

Auditorium

**Audience:**

- Ideal for operations managers, facility managers, safety officers, safety managers and COO's
- Limited to 20 organizations to ensure hands on and detailed learning

**Why Attend?**

For too long, businesses have been left with two choices: spend a fortune on a BC/DR Plan or simply throw caution to the wind and hope for the best. Now, there is a third option.

John Hilley, founder of Patmos Consulting, will guide your organization through the proven, 4-phase approach to BC/DR planning: Prevention, Continuation, Recovery and Improvement. Whether your business is small or large, this workshop offers an affordable way to make sure that your company remains resilient despite the risks.

In the event of a business interruption, crisis or disaster, the time spent at this workshop and in forming a detailed BC/DR plan will reap priceless dividends. Within days of completing this workshop, you'll see a benefit to your company's bottom line, as well as your peace of mind.

There are five core components of this workshop:

- 1) A general introduction to BC/DR planning and why a negative event that is minimized or prevented is a huge success for any organization
- 2) The many tools to use in forming a BC/DR plan and an introduction to the framework and methodology of developing a plan
- 3) Introduction to the templates, various options and best practices for developing key strategies, finalizing the plan design, and the distribution and maintenance of your plan
- 4) Highlight of the technological improvements and discussion about various disaster recovery options
- 5) Essential components that organizations need to address in developing a pandemic influenza plan to equip organizations to anticipate and respond to such medical crises as the H1N1 virus

John Hilley will be using a state-of-the-art planning software that allows for an open design so that your plan can easily incorporate your existing organizational data so that you can save time by not having to re-enter key information.

Throughout the day, there will be ample time for questions, discussions, resource sharing and brainstorming.

### **Key Benefits and Takeaways:**

At the end of this workshop, you will have the knowledge and tools to build a unified BC/DR Plan for your organization that will cover and properly document the places, people and things required by a business to return to "business as usual" regardless of the type of interruption it suffers. Your company will:

- Reduce its risk of business interruption
- Improve its recovery processes
- Have a greater peace of mind
- Have its very own gameplan in place for when disaster strikes

### **Resources and Tools Shared:**

Patmos Consulting will provide an in-depth Users Guide including the following resources and tools during the workshop, helping your organization speed up its planning process:

- Destination Road Map – This tool details each and every step required to build a complete and thorough BC/DR Plan. Consisting of 64 brief milestones, The Road Map will help keep you on track and make sure nothing is overlooked.
- Destination Project Plan – To help you stay on track, Patmos Consulting has prepared a project management tool that incorporates each of the milestones as tasks. The Project Plan will help you build a visual timeline for completion and keep you on track with your planning.
- Sight/Site Survey – This checklist will assist you with a visual facility review of your buildings. This is a key part of disaster prevention and will become a simple and regular check-up for your company.

- Team Definitions, Clarification of Responsibilities and Checklists – As part of a BC/DR Plan, your organization will divide itself into teams that will be responsible for planning and then deployment of the Plan. Using these checklists and templates, you will be able to define roles and responsibilities of each team and its members. Saving time while increasing efficiency is a key theme of this workshop.
- Sample Documents – These documents, which can be modified to fit your specific organization, will save you time and make sure that no step is overlooked. This will make your plan deployment easier, more complete, more valuable, and have your company realizing a quicker return on its investment.