



Natural Disaster Continuity Planning Tool

Instructions for Use

Background: The Continuity Planning Tool (CPT) is designed as an easy-to-use planning framework to simplify the Continuity of Operations Planning process to assist small businesses, community organizations, and associations in starting to prepare for hazards posed by natural disasters.

About: The Continuity Planning Tool consists of nine numbered, interlocking boxes designed to form the one-page framework. The content of the boxes have been structured in such a way to build on one another, leaving decision-makers with the fundamentals and major considerations of a continuity of operations plan. Through use of the tool, organizational leadership or management can quickly visualize and assess risks to their operations, identify critical preparedness measures to implement and pinpoint where further planning and resources will be needed in order to mitigate or minimize potential impacts to the business or function.

Use: Business leaders or management teams are encouraged to follow the boxes in numerical order utilizing the sample guidance questions below and filling in at least 3-4 answers per box as they would pertain to their specific operations.

1. **Core Operations** – What are your essential business functions? What activities does your business need to do daily, weekly, monthly to ensure cash flow or compliance. What needs to be done to “keep the lights on”?
2. **Key Stakeholders** – Who do you need to keep your business running? What employees, subcontractors, vendors, customers, or partners are critical to performing essential business functions?
3. **Key Infrastructure** – What infrastructure is needed to perform essential business functions?
4. **Hazards** - What are possible hazards to your business? What are you planning for? What natural disasters are most likely to happen in your area based on history or changing risks?
5. **Risks to Operations** – Taking into account everything that is essential to your organization and what the hazards are, where are your operations most exposed to risk? How can your operations be impacted? How can hazards damage your key infrastructure?
6. **Communications Planning** – How will I ensure my stakeholders are aware of and understand my plan? When should communications be sent? What information will need to be conveyed?
7. **Mitigation Measures** - What strategies or measures need to be employed to mitigate or minimize the identified risk? How can risks be avoided, reduced, transferred, or terminated?
8. **Resource Mapping** - What resources do you have? What relationships may be needed to address any needed resources? What partnerships should be put in place ahead of a natural disaster?
9. **Implementation** - What actions do I need to take? What further planning do I need to do? What partnerships do I need to build? What training needs to be implemented?

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2. Key Stakeholders	1. Core Operations			6. Communications Planning
	3. Key Infrastructure	4. Hazards	8. Resource Mapping	
5. Risks to Operations				
7. Mitigation Measures			9. Implementation	