

# Business Continuity Deliverables

## **Crisis overview and plan areas**

- Analysis of the business
- Chain of command makeup
- Key management employees
- Man-made risks
- Meeting schedule
- Natural risks
- Other risks
- Risk identification

## **Disaster management team**

## **Disaster planning departments**

## **Fire safety and prevention**

## **Hazardous materials safety**

## **Disaster team checklist**

## **National weather service terms**

## **Address & telephone numbers**

## **Pre-disaster activities**

- Continual actions
- Disaster impact
- Immediate crisis impact
- Post disaster activities
- Watch & warning

## **Intermediate & long-term activities**

- Bomb threats and employee threats
- Disaster declaration
- Distribution
- Disaster management plan coordinator
- Employees who must work
- Evacuation plans
- Fire emergency
- Hazardous materials
- Outside organizations
- Safe area-searches-security-shelter
- Supplies
- Telephone lists
- Weather watch

Additional and expanded  
HR services are tailored  
for specific client needs

**PHRST**  
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# Business Continuity Planning



PHRST offers *a la carte* human  
resource management through select  
Professional Human Resource  
Service Teams

# Business Continuity Planning

## What Is Needed

September 11, 2001, will be a constant reminder to organizations worldwide of the need to be prepared in the face of crises and violence. The first and most critical step to take is developing a business continuity plan. PHRST has the knowledge, skill, ability and first-hand experience to assist you with your plan.

## State-of-the-Art

Organizations and people need to know the precise actions to take in order to protect lives and property in a crisis or violence situation. Our minds cannot grasp many things at impact, and we need an effective, concise key point action guide. PHRST's business continuation plan assistance provides the planning, action tools and know-how necessary to initiate an effective response. We work with you to develop an approach which is easily understood and simple to carry out.



## Knowledge, Skill & Ability

The business continuation team at PHRST is staffed by human resource specialists and led by certified senior professionals in HR management. We combine firsthand experience, understanding of crisis response, proven action steps and personal insight and to deliver business-focused, real world interventions in a manner you can easily install and carry out.

## When, Where & For How Much

Project completion requires approximately 10 workdays. Depending on client need, our professionals work at client locations, designated sites, or PHRST offices. The basic service fee is \$6,400, comprising a \$3,200 initiation fee and a \$3,200 final charge. Expenses are documented and billed at-cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via the internet.

# About PHRST

## Strategic Human Resource Management

**PHRST** stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

**PHRST** works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.