



NEW YORK CITY

Office of Emergency Management

**NYContinuity**

Emergency Management Newsletter for Businesses

NYC OEM

April 2010

Welcome to **NYContinuity**, a monthly publication to help you prepare for emergencies, strengthen your continuity plans, update you on emergency management news, and inform you about events and resources available to businesses in New York City.

This month's small business corner presents business continuity planning templates to help you write your plan. As last month's weather proved (160,000 customers in the NYC area lost power as a result of the March 13 storm), emergencies can happen at any time. Start preparing today.

In March, OEM hosted a conference call series during Business Continuity Awareness Week. Read the second feature below to learn about resources mentioned on the calls, including a hazard assessment research tool and information about how to develop your own exercises.

Lastly, get the inside scoop about what to expect from this year's Long Island-New York City Emergency Management Conference.

**NYContinuity** is a newsletter for small business owners and continuity professionals brought to you by OEM.

### Small Business Corner: Write Your Plan



Want to write a plan but don't know where to start? The following continuity planning templates can help guide you through the process. Pick the template that fits your business and your individual style best.

- The Department of Homeland Security has put together a basic template for a business continuity plan. This template is simple, clear, and easy to use. [http://www.ready.gov/business/\\_downloads/sampleplan.pdf](http://www.ready.gov/business/_downloads/sampleplan.pdf)
- Seattle OEM's template is more advanced, but uses the same basic principles as the Ready.gov plan. <http://www.seattle.gov/emergency/library/business/yourplan.pdf>
- The City of London presents a variety of different worksheets and templates for various components of your plan, including a sample staff contact tree and a list of essential items to keep in case of an emergency (just remember that a "torch" is a flashlight). <http://www.londonprepared.gov.uk/businesscontinuity/essentialdocs/>

### Continuity Conversations

### Business Continuity Awareness Week in Review



From March 22 - 26, NYC OEM recognized Business Continuity Awareness Week and kicked off a new program called Continuity Conversations by hosting a three-part conference call series. The calls focused on business continuity program initiation and management, hazard assessments, and exercise techniques and resources. Some of the resources mentioned on the calls are listed below.

#### Continuity Program Initiation and Management

The Department of Homeland Security issued a [directive](#) outlining the federal continuity of operations program requirements that may be of interest to those who are developing their own business continuity programs.

#### Hazard Analysis Resources

Assessing the hazards facing your business is the first step of the planning process, and the [2009 NYC Hazard Mitigation Plan](#) is a tool that can help you get started. The Hazard Mitigation Plan provides a comprehensive assessment of both NYC demographics and the hazards likely to affect the five boroughs.

#### Exercise Resources

The [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#) outlines standards for maintaining an exercise program and for developing and executing exercises.

Additionally, NYC OEM offers Tabletop 101 classes that guide participants through the process of creating a successful tabletop exercise. E-mail [publicprivate@oem.nyc.gov](mailto:publicprivate@oem.nyc.gov) if you are interested in joining a Tabletop 101 course. If there is enough interest, OEM will schedule a private sector class. Classes are three hours long.

#### Continuity Conversations

[Continuity Conversations](#) is a series of conference calls on topics of concern to the private sector. To suggest a topic for an upcoming Continuity Conversation, e-mail [publicprivate@oem.nyc.gov](mailto:publicprivate@oem.nyc.gov).

## Long Island-New York City Emergency Management Conference 2010



At the 2010 Long Island/New York City Emergency Management Conference, titled "Emergency Management 2010: Meeting the Challenge," hear from first responders involved in managing emergencies such as the devastating earthquake in Haiti, the terrorist attacks in Mumbai, and, closer to home, the deadly DC Metro train disaster. Also, hear from experts on cyber security, weather events, and hospital emergency management issues.

**June 2 - 3, 2010**  
**Hilton Long Island, 598 Broad Hollow Road, Melville, NY**

For more information, visit <http://www.lincemconference.com/index.html>

If you have any topics or themes that you would like to see covered or any suggestions for how we may improve this newsletter, please send an e-mail to [publicprivate@oem.nyc.gov](mailto:publicprivate@oem.nyc.gov). To see if your topic has been covered in a past issue, please visit the [NYContinuity Archive](#).

Sincerely,  
The **NYContinuity** Team

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