Step 1: Decide to Be a Disaster Ready CCR&R

- ❑ Identify your Disaster Ready CCR&R champion
- ❑ Identify your core planning team
    - o Your planning team should include members of your CCR&R agency as well as members of the broader community, if possible:
        - ▪ Designated Disaster Ready CCR&R Champion
        - ▪ CCR&R Leadership/Decision-makers
        - ▪ CCR&R Stakeholders
        - ▪ Emergency Manager and other local disaster readiness stakeholders
- ❑ Review toolkit materials from beginning to end and complete activities.
- ❑ Determine a regular schedule of meetings to ensure the work gets done in a timely manner.

Step 2: Understand the Situation

- ❑ Identify Threats and Hazards
    - o Use the Community Mapping Exercise to identify risks and assets.
- ❑ Assess the Risk
    - o Complete a Risk Matrix: Consider the frequency of the hazard or threat and how serious the potential consequences could be.
- ❑ Prioritize Threats and Hazards
    - o Compare and prioritize risks to determine which hazards and threats require special attention in planning.

Step 3: Business Continuity Plan Preparation, Review and Approval

- ❑ Establish a Timeline for Developing a Business Continuity Plan
- ❑ Identify Resources
- ❑ Write the Plan
- ❑ Review the Plan
- ❑ Approve and Share the Plan

Step 4: Business Continuity Plan Implementation and Maintenance

- ❑ Train Staff
    - o Determine a regular training schedule.
    - o Provide updated training whenever the plan is revised or updated.
    - o Be sure to train new staff.
- ❑ Test/Exercise the Plan
    - o Implement a regular schedule of testing exercises, including virtual exercises.
- ❑ Review the Plan
    - o After each testing exercise, ask staff to provide feedback about what worked and what did not work.
- ❑ Revise the Plan
    - o Use what you learned during the testing exercises and the feedback provided to revise the plan, if necessary.
- ❑ Maintain the Plan
    - o Keep the plan up to date.

Step 5: Maintain Your Disaster Ready CCR&R Status

- ❑ Focus on Partnerships that Support Disaster Readiness
- ❑ Ensure Disaster Readiness Stays at the Forefront of Planning
- ❑ Watch for New Threats or Risks
    - o When new threats or risks are identified, incorporate them into your Business Continuity Plan.
- ❑ Use the Disaster Ready CCR&R Maintenance Timeline as a guide for ensuring you continue to stay disaster ready.

*Adapted from the FEMA Region 5 Head Start Emergency Preparedness Training Series.