



MGT 381 Business Continuity Planning and Emergency Response

Business Continuity Planning and Emergency Response is an eight-hour, instructor-led course designed to teach executive-level managers and small business owners how to develop a comprehensive and effective business continuity program.

Both large- and small-scale emergencies have become increasingly common in a world that is constantly changing due to population growth, climate extremes, and civil and political unrest. Since any department in an organization may be affected by emergencies, it is essential that the concept of business continuity planning (BCP) be adopted by the entire organization, not just as a plan on paper, but as a program that is an all-encompassing solution relevant to the entire organization.

In today's competitive economy, the benefits of having a plan for continuing operations before, during and after such emergencies far outweigh the costs. This course will enable participants to fulfill their fiduciary responsibility to protect employees, the community, and the environment in the event of an emergency.

During this course, participants will learn about the business continuity process, including identifying key functions necessary to their business operations, assessing the likelihood of potential emergencies in their communities, determining the adequacy of existing resources, and writing a business continuity plan. Participants will then have the opportunity to test their plan in the context of a tabletop exercise.

Upon completion of this seminar, participants will be able to successfully:

- articulate the importance of business continuity plans (BCP)
- list the costs involved in developing a BCP
- identify and categorize functions critical to their business operations
- craft a BCP purpose statement
- establish a BCP development team, and assign responsibilities among key members of the team
- identify potential hazards, and conduct a risk assessment for each
- determine adequacy of existing resources and capabilities
- develop activities for each functional area of the BCP.

Key concepts covered in this course include:

- the benefits of BCP
- the emergency management cycle
- how BCPs pertain to continuity of operations
- steps to establishing a BCP
- testing and evaluating a plan.

Students will be given the opportunity to test and evaluate their plan in the context of a tabletop exercise.

To schedule this training in your jurisdiction please contact the RDPC at 877-855-RDPC (7372) or email info@ruraltraining.org. This training is tuition free for qualifying rural jurisdictions and was developed by NorthWest Arkansas Community College, a member of the RDPC.

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Provider:	Rural Domestic Preparedness Consortium
Min/Max Enrollment:	Min 20/ Max 40
Length:	8 hours (Direct delivery)
Level of Training:	Management & planning
Format:	Instructor-led training
Course Number:	MGT 381
Prerequisites:	- U.S. citizenship