



Disaster Hits, Are YOU Prepared? July 2008

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2008 Iowa Disasters

All of us at PDCM Insurance know that most of our state was hit by the recent storms of 2008. Our hearts and prayers go out to all of those who were affected.

We wish you well on your recovery!

Disaster Hits, Are YOU Prepared?

Disasters can happen at any time, especially when you least expect it. That is why it is important to have a Business Contingency Plan in place to be better prepared for such an instance. Here are a few insights to some of the things you should include in your plan.

What is the Purpose?

To define the recovery process developed to restore your company's critical business functions.

Objectives:

- Facilitate timely recovery of core business functions
- Protect the well being of your employees, their families and your customers
- Minimize loss of revenue/ customers
- Maintain public image and reputation
- Minimize loss of data
- Minimize the critical decisions to be made in a time of crisis

Recovery Strategies – This includes your equipment as well as your services. Determine what are your most critical functions and which should be recovered first.

Business Contingency Planning Team - This will help in the recovery process, and make things run smoother for each department within your organization. They should be responsible for the execution of the disaster plan.

Offsite Data Storage – Backup data facilities are important in case of a disaster at your location. All documentation that is important to the operation of your business should be stored at this back up location. Some examples:

- Backup tapes
- System, program product, and in-house developed software manuals and guides
- All legal information (copies of contracts, leases, vital correspondences, etc.)
- Insurance policies, riders, addendums
- Recovery Plans
- Complete asset listing
- Photos of facility and various work areas

Temporary Facility – You should have an offsite business operations center in the event you can't conduct business at your location. This should be a predetermined site where members of your personnel will gather after notification. This location should include phones, fax, internet capabilities, work space for necessary operations, portable generator, normal office supplies as well as emergency supplies, just to name a few.

For full Business Contingency Plan information contact PDCM Insurance at (319) 234-8888

This information is not meant to replace your existing plan or act solely as a Business Contingency Plan. These are just some of the items that we feel are effective guidelines in helping recovery efforts in the event of a disaster. For more information please contact PDCM Insurance.

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