Business Continuity and Contingency Planning
(16 hour Training)

Course Summary

MassMEP's "Business Continuity and Contingency Planning" is designed for companies who are interested in the assistance of the development, implementation, and maintenance of a process to mitigate risk to business due to unforeseen circumstances (i.e. COVID-19). The course will provide a company's personnel with a) Training towards Risk Management, b) Establishing methods of risk mitigation with consideration towards personnel, customers, the supply chain, policies and procedures, and c) Instructions on establishing and implementing a Business Continuity and Contingency Plan.

Employers instituting measures of assessing risk and thorough implementation of an emergency preparedness and/or business continuity plan can help prevent disruptions to health, safety, and the supply chain by being able to answer:

- How will this affect interested parties?
- What operations are affected?
- Who has the authority to communicate?
- When are the actions taken?
- Where can operations can continue?

When an organization proactively plans to avoid and mitigate any risk associated with the disruption of its activities, the organization is better prepared to handle unforeseen challenges. Though not strictly pertaining to just coronavirus, a business continuity/contingency plan determines detailed steps to issue guidance of how to move forward by utilizing existing means of control, training, and management of operations when risk has been established. This will assure interested parties (customers, vendors, etc.) that your organization is able to remove obstacles and have secondary methods to ensure product or service is uninterrupted.

This 2-day training course is designed for personnel at all levels of the organization. Day 1 topics covered will include:

- Risk Management Overview
- Risk Assessment
- Planning of Risk Mitigation Activities
- Human Resources
- Vendor Control
- Internal/External Communication Methods
- Work Environment
- Submission Requirements

Day 2 Activities will cover the following:

- Training towards implementing a Policy and Procedure(s) to address the learning

Course Length – 2 Days (16hours)
Per person Cost $500 per person (Minimum of 6 per class)