

Greater Eastern Oregon Development Corporation

Proudly serving Gilliam, Grant, Harney, Malheur, Morrow, Umatilla and Wheeler counties

## LET'S CONTROL WHAT WE CAN PREPARATION AND RESPONSE

### HAPPY NEW YEAR...

...and thanks for subscribing! I'm so excited that you have taken the first step towards making your business more resilient, learning and thinking about it.

Now to do it! That's what new years resolutions are for, right? This quote by Maya Angelou is resonating with me for this new year, "Hoping for the best, prepared for the worst, and unsurprised by anything in between." I think after last year's events we have come a long way and learned quite a few things while riding the wave. I hope you are able to schedule in some time this year to work on a continuity plan for your business.

I know it won't happen over night, it takes time! The link below is a thoughtful article with tips on the *adventure race* towards recovery.. it's not a marathon or a sprint.

[Click here](#)

### HOW CAN I HELP?

Please fill out the google form/survey. I am working with others on a statewide rural needs assessment and want to hear your voice!

[Write your response here](#)

### RESOURCE HUB

I have added more resources and categories of topics. I try to regularly update and add relevant information for you.

[Click Here](#)

### ONE SMALL THING A WEEK

No matter what size your organization is, it is important to think about your risks and how you can reduce their impact on your business and be prepared to respond.

I have 3 things on the next page to help you accomplish this:

**Atlas App**

**Know Your Operations**

**Hot Debrief**

Scroll down for more info



# There's an App for that!



This free app has been developed by the Global Disaster Preparedness Centre, part of the International Red Cross/Red Crescent network with the tool content developed by Resilient Organisations. This app is targeted at small and medium enterprises who wish to improve their disaster or crisis readiness. To access the app, open this email on your phone and click on the following link:  
 iOS/Apple Store: [3cu.be/sharerfb](https://3cu.be/sharerfb)  
 Android/Google Play: [3cu.be/sharerfb](https://3cu.be/sharerfb)

**2. KNOW YOUR OPERATIONS** **OFB-EZ**

USE THIS FORM TO DOCUMENT KEY BUSINESS FUNCTIONS AND PROCESSES CRITICAL TO THE SURVIVAL OF YOUR BUSINESS.

**BUSINESS FUNCTION:**

Recovery Priority:  Extremely High  High  Medium  Low

Responsible Employee: \_\_\_\_\_

Alternate Employee: \_\_\_\_\_

Training required for alternate employee: \_\_\_\_\_

Timeframe or Deadline: \_\_\_\_\_

Obligation:  None  Legal  Contractual  Regulatory  Financial

Money lost (or fines imposed) if not done: \_\_\_\_\_

Who performs this function? (List all that apply)

Employees: \_\_\_\_\_

Suppliers/Vendors: \_\_\_\_\_

Key contacts: \_\_\_\_\_

For additional space, use the bottom area below.

Who helps perform this function? (List all that apply)

Employees: \_\_\_\_\_

Suppliers/Vendors: \_\_\_\_\_

Key contacts: \_\_\_\_\_

For additional space, use the bottom area below.

What is needed to perform this function? (List all that apply)

Equipment: \_\_\_\_\_

Special Reports/Supplies: \_\_\_\_\_

Dependencies: \_\_\_\_\_

Who uses the output from this function? (List all that apply)

Employees: \_\_\_\_\_

Suppliers/Vendors: \_\_\_\_\_

Key Contacts: \_\_\_\_\_

For additional space, use the bottom area below.

Brief description of how to complete this function: \_\_\_\_\_

Workaround Methods: (Consider temporary/processes that can be implemented until a permanent solution is available. Document detailed procedures for these workarounds, including any additional resources required, in a separate document.)

Notes: [Click here for PDF Worksheet](#)

Last updated: \_\_\_\_\_

Next update: \_\_\_\_\_

## Take one step towards Resiliency

How did you do with the last worksheet on assessing potential risks to your business operations? Did you know that each county has a Natural Hazards Mitigation Plan (NHMP)? If you're not sure of the potential hazards in your area, you can use that as a resource. [Click here to find your county's NHMP](#)

This week:

### 2. Know Your Operations

Knowing what critical functions are required to keep your business humming is critical to recovery. Identify and rank the business functions and processes pivotal to the survival of your business.

## You are Your Own Best Resource

Give a hot debrief a try- it doesn't have to be formal. It will be helpful to document this now so you can look back on the challenges and ways you adapted while we are still experiencing disruptions due to COVID-19.

CAPTURING LESSONS LEARNED  
THE IMPORTANCE OF  
HOT DEBRIEFS

**Resilient ORGANISATIONS**  
www.rcsorgs.org.nz

**WHAT IS A HOT DEBRIEF?**

In emergency management jargon, a 'during event' debrief is called a 'hot' debrief. This is different from a formal 'after event' review. Below we highlight the differences between the two.

	HOT DEBRIEF	FORMAL DEBRIEF
Participants	Key response personnel	Key response personnel and key stakeholders in response
Duration	One session (2-3 hours)	Multiple sessions
Findings	Front of mind lessons	Root cause analysis
Output	2-3 pages of bullet point notes	10-50 page detailed report

**GETTING STARTED**

**Choose a facilitator**

It is better if it is someone not directly involved in the response.

An external facilitator can help your team navigate any sensitive issues, critically assess their response actions, and challenge group think. Alternatively use a senior manager who is not heavily involved in the response or stretched with other responsibilities.

**Remember it's not a blame game**

Capturing lessons is not about identifying failures or enacting blame. It is about learning through experience and sharpening your tactics and strategy for the next encounter.

**Time it before losing it to memory**

Time the debrief sooner rather than later, while the events are still fresh in everyone's minds.

**Ask the right questions**

- ✓ What is working?
- ✓ What isn't working?
- ✓ What do we need to do differently?
  - Now? In the future?
- ✓ How can we ensure we do it differently?
  - Now? In the future?
- ✓ Who will drive the implementation of the changes identified?

**We can help**

Our team of experienced facilitators are available to run the debrief process, or to provide advice on other aspects of recovery. For help, get in touch.

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[Click here to see full size](#)



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## I want to hear from you!

How can I better assist you?

[Write your response here](#)

Shoot me an email or call! I would love to chat with you and help you through resiliency planning.

**SUBSCRIBE**

[click here](#)