

### **M31 Are You Prepared For The Next Disaster?**

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"The only thing harder than planning for an emergency, is explaining why you didn't". This session will explore key concepts in records management disaster preparedness by incorporating lessons learned from real case studies. It will identify:

- What to do when faced with a disaster or emergency
- What to do when time is not on your side
- How to prepare business continuity and disaster plans/strategies
- The importance of emergency response and disaster team readiness
- How to ensure employee safety and minimize loss
- Why insurance loss coverage is important
- Reasonable expectations regarding pre and post loss outcomes

Where to find help and other resources