# The Business Continuity Planning Suite

The following is a list of instructions walking you through downloading and installing the Business Continuity Planning Suite, which includes the Business Continuity Plan Generator and the Disaster Recovery Plan Generator (IT Recovery).

## To download the Business Continuity Planning Suite:

Click on the "Download and Extract the Business Continuity Planning Suite" link in the Business Continuity Planning Suite box on the Ready.gov website.



Click the "Open" button:

File Dow	mload 🔀
Do you	want to open or save this file?
	Name: Business_Continuity_Planning_Suite.zip Type: Compressed (zipped) Folder, 12.8MB From: www.ready.gov <u>O</u> pen <u>S</u> ave Cancel
🗹 Al <u>w</u> a	ys ask before opening this type of file
?	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

Your page may appear like one of the two following screens:

## Screen One:



#### Screen Two:

🖳 WinZip	- Busines	s_Continui	ty_Planniı	ng_Suite[2	].zip						
<u>File Actions</u>	; <u>V</u> iew <u>J</u> o	bs <u>O</u> ptions	<u>H</u> elp								
New	Open	Favorites	Add	<b>Extract</b>	Rail	Encrypt	View	CheckOut	<b>Wizard</b>	View Style	
Address 🚶											
Folders 및 [Busines: ■ 👝 Busin	s_Continuity	X _Planning_ ity Trainin(	Business Co Training	) Intinuity Suite							

If your screen appears like **screen one**, follow the instructions below. If your screen appears like **screen two**, scroll down for instructions.

#### **Screen One Instructions:**

Business_Continuity_	Planning	g_Suite[1].zip					
Ele Edit View Favorite:	s <u>I</u> ools	Fielb					<b>1</b>
G Back + 🕤 + 🎁	, ps	earch 😥 Folders 🛄 -					
Address 1 C:\Documents an	d Settings	Local Settings\Temporary Inte	net Files\Content.IE	5\H4V5AHDC\Business_Con	tinul 🜱	<b>D</b> 6	io Links »
	-	Name 🐣	Туре	Packe Has	Size	R	Date
Extract all files	*	Business Continuity Training Suite	File Folder	0 KB	0 KB	0%	
H4VSAHDC My Documents My Network Places							
Details	*						

Click the "Extract all files" link in the "Folder Tasks" section at the top of the blue panel on the left side of the window.

On the Extraction Wizard pop-up page, click the "Next" button:



Click the "Browse" button in the following window to choose the storage location for the extracted Business Continuity Planning Suite files. Then, click the "Next" button.

Extraction Wizard	
Select a Destination Files inside the ZIP choose.	archive will be extracted to the location you
	Select a folder to extract files to. Files will be extracted to this <u>directory</u> :
	4V5AHDC\Business_Continuity_Planning_Suite[1]
<u> </u>	Diovise
ME	
3	Extracting
	< <u>B</u> ack <u>N</u> ext> Cancel

To immediately access the extracted Business Continuity Planning Suite files, ensure the "Show extracted files" checkbox is checked, and click the "Finish" button.

Extraction Wizard	
Extraction Complete Files have been suc	ccessfully extracted from the ZIP archive.
	Files have been successfully extracted to the following directory: C:\Documents and Setting\from FEMA website To see your extracted files, check the box below: Show extracted files Press finish to continue.
	< Back Finish Cancel

A window with the Business Continuity Training Suite folder (in the location you specified above) will launch. It should look similar to the window below. Double click the Business Continuity Training Suite Folder.

😂 from FEMA website							
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites	<u>T</u> ools <u>H</u> elp						
🕝 Back - 🕥 - 🤌	Search	Folders	•				-
Address 🛅 C:\Documents and Se	ettings\	My Docume	ents\from FEMA website	3		💌 🔁 Go	Links »
File and Folder Tasks	Nar	me 🔺 Jusiness Continui	ty Training Suite	Size	Type File Folder	Date Modified 8/23/2012 10:33	AM
<ul> <li>Rename this folder</li> <li>Move this folder</li> <li>Copy this folder</li> <li>Publish this folder to the Web</li> <li>E-mail this folder's files</li> <li>Delete this folder</li> </ul>							
Other Places	۲						
My Documents My Computer My Network Places							
Details	۲						
Business Continuity Training Suite File Folder Date Modified: Today, August 23, 2012, 10:33 AM							

Double click on the "STARTNOW.htm:

😂 Business Continuity Training	Suite		
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help		A
🚱 Back 🝷 🕥 - 🏂 🔎 S	earch 😥 Folders 🛄 🗸		
Address 🛅 C:\Documents and Settings	My Documents\from FEM	A website\Business Continuity Training Suite	🔽 🄁 Go 🛛 Links 🎽
File and Folder Tasks     Image: Constraint of the state       Image: Constraint of the state     Publish this folder to the Web	Name A media menu2.htm STARTNOW.htm	Size Type File Folder 4 KB HTML Document 3 KB HTML Document	Date Modified           8/23/2012 10:33 AM           8/23/2012 10:33 AM           8/23/2012 10:33 AM
Other Places			
Details (*) Business Continuity Training Suite File Folder Date Modified: Today, August 23, 2012, 10:33 AM			



Once launched, the Business Continuity Planning Suite should appear like the following window:

# **Screen Two Instructions:**

💐 WinZip - Business_Continu	uity_Planning_Suite[2].zip			
Elle Actions Yiew Jobs Options	s Help			
🔊 将 🕅	R (R) 🚵		7 🥩 🔛	
New Open Favorites	Add Extract Mail	Encrypt View Check	Out Wizard View Style	
Address 1				
Folders X (Business_Continuity_Planning, Business Continuity Training)	Business Continuity Training Suite			

Click the "Extract" icon on the ribbon at the top of the screen.

Select the storage location for the extracted Business Continuity Planning Suite files from the pop-up window. Then, click the "Extract" button.

Extract - D:\Doc	uments and Settings\	Local Settings\Temporary Inter	net Fil 🔀
E <u>x</u> tract to:	D:\Documents and Settings\.	My Documents 💌	🔊 🛅
Desktop Desktop My Documents		10 101 102 103	
My Computer My Network Places	Files         Selected files/folders         All files/folders in gurrent folder         All files/folders in archive         Files in Archive:	<ul> <li>✓ Open Explorer window</li> <li>○ Overwrite existing files</li> <li>○ Skip older files</li> </ul>	Extract Cancel Help

A window with the Business Continuity Training Suite folder (in the location you specified above) will launch. Click on the Business Continuity Training Suite folder.



Click on the STARTNOW.htm f	file to launch the Business	<b>Continuity Planning Suite:</b>
-----------------------------	-----------------------------	-----------------------------------

Business Continuity Training Statements	Suite				
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help				27
🌀 Back 🝷 🕥 - 🏂 🔎 S	earch 😥 Folders 🛄 🛪				
Address 🛅 C:\Documents and Settings	\My Documents\from FEM/	4 website\Business C	ontinuity Training Suite	💙 🄁 Go	Links 🌺
	Name 🔺	Size	Туре	Date Modified	
File and Folder Tasks	Commedia Commenu2.htm Commentation Commen	4 KB 3 KB	File Folder HTML Document HTML Document	8/23/2012 10:33 AM 8/23/2012 10:33 AM 8/23/2012 10:33 AM	
Other Places 🛞					
from FEMA website     My Documents     My Computer     My Network Places					
Details            Details         Image: Continuity graining Suite           File Folder         File Folder           Date Modified: Today, August 23, 2012, 10:33 AM         Context Co					



Once launched, the Business Continuity Planning Suite should appear like the following window:

# **Business Continuity Plan Generator:**

To access the Business Continuity Plan Generator, click on the "Business Continuity Plan Generator" button from the Business Continuity Planning Suite dashboard.



Click the "Run" button on the resulting pop-up window:

File Download - Security Warning
Do you want to run or save this file?
Name:       BCP_FEMA_2012_07_10.exe         Type:       Application, 4.95MB         From:       C:\Documents and Settings\       \My Docum <u>R</u> un <u>Save</u> Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>

Click the "Run" button on the resulting pop-up window:



In the resulting pop-up window, click the "Browse" button to choose the storage location for the extracted Business Continuity Plan Generator files. To immediately launch the Business Continuity Plan Generator, ensure the "Run after extract: Business\_Continuity\_Plan.exe" checkbox is checked, and then click the "OK" button.

E <u>x</u> tract to:	C:\Documents and Settings\las	]
		*
-		
Run afte	r extract: Business_Continuity_Plan.exe	
Run afte	r extract: Business_Continuity_Plan.exe	

In the next window, click the "Yes" button to run the Business Continuity Plan Generator program.

Busines	s Continuity Plan Generator 🛛 🔣	
?	Do you want to run the following program? 'Business_Continuity_Plan.exe'	
	Yes No	

Business Continuity Plan Generator - Register Ready. FEMA				
Business Continuity Plan Generator				
Nev	w Users			
Emai				
First Name	e:			
Last Name	e:			
Password	d:			
	Register			
	4			

This will launch the Business Continuity Plan Generator. You should see the following Registration page: