



a.i. solutions

Emergency Management

Ensuring Disaster Preparedness and Continuity of Operations

Keeping a government agency functioning during a disaster requires advance planning and the skilled coordination of employees responsible for implementing emergency plans.

At **a.i. solutions**, we use an “all hazards” approach to help government Agencies assess the potential impacts from a range of disaster scenarios, and then develop strategies designed to keep the agency’s mission essential functions operating during a crisis. Our team draws on our diverse experience to create customized continuity plans that can be wide-reaching across an agency; or highly focused on a particular business unit. Our approach is scalable, so that comprehensive planning can be phased in over a period of time or as funding permits.



The a.i. solutions Approach

Our company has **notably low employee turnover**, allowing for solid relationships between our team and agency managers. We value trust with our customers, and forge partnerships that are vital for effective emergency management.

Our employees are fully versed in **federal mandates** for agency-level emergency management, including the Federal Continuity Directives.

We use a “**common sense approach**” and have a value-added service mentality that strives to save customers money, while exceeding expectations.

Our Emergency Management Services:

- Full-cycle Continuity of Operations (COOP) Planning
- FCD 1 and 2 Compliance
- Business Impact Analysis (BIA)
- Risk assessments and analysis
- Business Continuity Planning (BCP)
- Emergency Management Planning
- Training, Testing and Exercising (TT&E)
- Federal and state level exercise support including Eagle Horizon
- Emergency Operation Center (EOC) Support/Solutions
- Disaster Recovery Planning (DRP)
- COOP Program Evaluation

At **a.i. solutions**, we develop continuity strategies and mitigate risks so the agency may continue to function and fulfill its mission, even while responding and recovering from a crisis. The majority of our consultants are Certified Business Continuity Professionals (CBCP) and/or Certified Emergency Managers (CEM), and many have extensive experience in emergency response and emergency management. Using this experience, we develop “all-hazards” continuity solutions to ensure that clients are prepared to respond and recover effectively to any type of disaster.



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Every agency is different, and while developing the **COOP program**, we work to understand the agency mission, customer's objectives and physical realities in order to create a customized continuity program strategy. By first defining mission essential functions, we help the customer define a cohesive and effective strategy for the agency COOP program.

We approach the **Business Impact Analysis** as the important first step in continuity planning. Information collected during the BIA serves as the foundation for understanding the criticality of business processes and identifying key personnel, facilities, IT, communication, and resource requirements.

The **Business Continuity Plan** is developed in collaboration with agency employees so roles, responsibilities, and expectations are clear and continuity strategies are realistic. The BCP is a tool for business units that are responsible for continuity of critical processes and guides emergency response and recovery operations.

In order to validate the effectiveness of plans, and to identify areas of program improvement, **Tests, Training, and Exercises** are conducted. These activities provide assurance that employees and equipment can operate as planned. Areas of improvement are identified and corrective actions are implemented in order to strengthen continuity capabilities.

Key Customers:

- **NASA HQ Operations**
 - Facilities and Administrative Support Division
 - Human Resources Management Division
 - Information Technology and Communications Division
 - Equal Opportunity and Diversity Management
 - Office of Logistics (GFSC)
 - Office of Procurement (GFSC)
- **NASA Mission Directorates**
 - Science Mission Directorate
 - Space Operations Mission Directorate
 - Aeronautics Research Mission Directorate
 - Exploration Systems Mission Directorate
- **NASA Mission Support Offices**
 - Office of the Chief Financial Officer
 - Office of the Chief Information Officer
 - Office of Protective Services
 - Office of General Counsel

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