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Alvin Penny
Human Resources Director
Mayjer Manufacturing Corporation
1000 Sundown Circle
Suite #203
Minneapolis, MN 55410

Mr. Penny,

Thank you for your interest in our Zombie Apocalypse Disaster Preparedness 3-Day Boot Camp. It was a pleasure speaking to you on the phone. The enclosed proposal should answer most of your questions.

Every organization should develop a plan to handle emergencies. You need to be assured that you can keep your employees, your assets, and your data safe so that your company will be able not only to survive a crisis but to continue normal activities after the crisis has passed. Many companies do not have written plans. Those who do have them have often never practiced them to determine their efficacy. This is usually because time has never been set aside for these exercises, and let's face it—writing disaster preparedness plans and rehearsing the steps can be rather tedious work.

That's why we developed the Zombie Apocalypse Disaster Preparedness 3-Day Boot Camp—it's an entertaining but efficient way to develop emergency plans, educate your staff, and practice what you've planned. At his Boot Camp, we work as a team. You set aside the time at your company location and dedicate your staff to this project. We provide the structure and training.

You'll find that using our Zombie Apocalypse scenario is a great way to make preparing and rehearsing for emergencies into entertaining and practical exercises. Everyone will want to get involved in the fun, but everyone will also learn about what needs to happen in the event of a real disaster.

Days 1 and 2 of the Boot Camp are dedicated to developing plans for crisis situations. For this, we need meeting rooms, appropriate staff to develop and document plans, and other materials such as notebooks and computers and building blueprints. Day 3 will be dedicated to a major zombie attack, whereupon your staff will need to put their plans into effect.

Disaster preparedness plans must be customized to each organization. Similarly, our training sessions are customized to meet your particular needs. When you contract with us, we will develop our training plan together at a preliminary meeting. You may find that you need to divide your staff into logical groups to develop plans or include only certain key staff members. You may supply your own zombies on Day 3 (we have found that many employees are very enthusiastic about playing these roles), or we can bring a small contingent of our undead to your location.

After reviewing the pages of this proposal, we feel sure you will be interested in taking advantage of this offer. We will call you to schedule a meeting approximately two weeks from today. Thank you for your consideration. We at Prepare 4 Everything, LLC. look forward to surviving the Zombie Apocalypse with you as our partners.

Sincerely,

Piper Nightingale
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PROPOSAL

Are You Prepared for the Zombie Apocalypse? Disaster Preparedness Planning & Rehearsal Boot Camp

Prepared for: Alvin Penny
Human Resources Director

Prepared by: Piper Nightingale
Director of Training Services





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INTRODUCTION

What's the worst case scenario that might affect your organization? Odds are you can think of several. A natural disaster such as a blizzard, hurricane, tornado, flood, or earthquake might damage or destroy your physical facilities. A fire, a prolonged loss of electrical power or a cyber-attack might wipe out communications and valuable data. An accident or intentional attack might injure or kill your employees or members. Roads might be damaged or blocked, making transportation of supplies and personnel impossible.

Yes, these are all terrible scenarios that nobody wants to envision happening to their organizations or the people they care about. But all these events do happen to people and companies around the world every year. Every organization needs to have a plan in place for how to handle a disaster.

To make the process of planning for emergencies easier and more fun, we have developed the Zombie Apocalypse Scenario. During the Boot Camp, your team(s) should work through the following pages to consider all the elements needed to create a plan that will prepare your organization to handle not only a potential zombie attack, but almost any real disaster.

Good luck, and have fun!





WHAT YOU CAN EXPECT

We know that a zombie attack is unlikely to happen, but after you work through this scenario, you will create a plan that will allow your organization to survive almost any disaster.

Here's the Zombie Apocalypse Scenario:

Your local community has been overtaken by an army of zombies. Normal people can be converted into zombies by catching the zombie virus. Zombies want two things: power and human flesh. They will do everything they can to cut off communications, disrupt all your normal practices, absorb your personnel into their ranks, and in short—take over your world. How will you survive? Will you be able to live normally again after the zombie attack is over?

How will you survive? Will you be able to continue normally again after the zombie attack is over?

Here's what to expect and what you need to do:

- **Assume that an army of zombies has surrounded your offices. Some may already be inside.**

Their aim is to take everything they can get their undead hands on.

- **Protect your facilities, your data and property, and your personnel.**

Plan to account for and safeguard all the elements you need to survive and thrive as an organization.

- **Develop an action plan to establish communication within your organization.**

You need to know what's going on, who is available to help, and how to communicate plans for the future.

- **Assign responsibilities for immediate action.**

In the midst of chaos, everyone needs to know who is supposed to do what.

- **Plan for the worst case scenarios.**

If you lose your leader, who will take over? If you don't have electricity for days, will your personnel and organization survive?





NEEDS ASSESSMENT

What does your organization need to survive the Zombie Apocalypse?

You must plan not only to survive, but to re-establish your normal practices.

Needs

In the broadest categories, you need:

- Protection to keep your personnel safe from the zombie attackers
- Survival basics: a continuous supply of breathable air, shelter and protection from the elements, water, sanitation, food, light for dark conditions
- A command structure—who is in charge of what
- Methods and supplies to deal with emergencies such as injuries and facility damage
- Means of communication – radios, cell phones, computers, etc.
- Methods and supplies to re-establish normal life

We'll break down all these categories in the following pages.

Solution

Develop an action plan to protect against most possibilities. You'll work on all the specifics as you go through the pages in this scenario.





GOALS AND OBJECTIVES

What are the basic goals and objectives for your organization? It's important to keep them in mind at all times and revisit them periodically to assess how well you are accomplishing those goals.

The basic objective of any organization should be to continue operations with minimal disruptions.

• **Identify and assess the threat.**

What is the threat? When the zombies are pounding on your door, how will you assess what they are likely to do and communicate that to everyone who needs to know? The same plan needs to be in place to deal with an explosion or a cyber-attack or a tornado.

• **Survive the disaster.**

To survive, you must be prepared to deal with the immediate needs during an emergency and have a plan in place for survival.

• **Re-establish normal functions.**

You need to plan how you will get back to normal after a disaster. You don't want a temporary disaster to destroy your business.

Summary

The basic objective of any organization should be to continue operations with minimal disruptions.





The zombies knocking at your door constitute a big problem. But all big problem scenarios contain hundreds of smaller emergencies you have to deal with along the way. Listed below are a few of the common emergencies you need to plan for.

Injuries to staff or infectious disease outbreak

No matter what sort of organization you're involved in, there's always a chance that one or more of your staff will be injured on the job, or that a visitor may be injured while on your premises. Assume that a zombie bites one of your employees. What's your plan of action for assessing and treating the injury? If the zombie bite infected the victim with the plague that causes people to turn into zombies, how will you stop the infection from spreading? What will you do with the zombie perpetrator?

Fire

Zombies may accidentally or intentionally start fires. You need to have a plan in place to evacuate the building(s), account for everyone who was inside, get everyone to a safe place, and fight the fire.

Flood / Water damage

A flood may come from within your building or from outside. In an extensive zombie attack, the undead may open flood gates or blow up a dam, causing a flood to rush into your building. Or they could simply cause a pipe to burst on the third floor and flood all the floors below. What sort of damage would either of these scenarios do? Do you have an action plan in place to handle the situation?

Major structural damage

A zombie attack could happen simultaneously with an earthquake or tornado or hurricane-force winds. An army of zombies on the roof could cause a cave-in. What would you do if the company offices suddenly became uninhabitable?



Cyber-attack

Most organizations depend on one or more computer systems for communication and everyday business practices. Some zombies will no doubt be geek zombies. What is your plan of action to thwart their attempts to hack into your data? Would you be able to recover if all of your computers were suddenly rendered unusable?

Dangerous intruders or violent employees

We've all heard of workplace shootings. If a zombie gets inside your building or one of your employees suddenly becomes a violent zombie, how will you handle the situation?

Prolonged power outage

How would your organization cope if the power suddenly went out, and no electricity was available for days? Would you be able to communicate at all? Would all your business functions cease? The zombies know that cutting the power to buildings would be a strategic move to gain control of society.

Loss of leadership

Zombies may kill or even eat some of your most valuable managers. Are others in your organization prepared to step into leadership positions if needed?

Summary

As you can now understand, you need to have a plan for all types of emergencies.





The Zombie Apocalypse will no doubt cause all sorts of disruptions to your normal business practices. You should envision what might happen in the various disruption scenarios presented below and develop a plan for keeping your organization on track.

The zombies control the transportation network. No supplies will be delivered and no products can be shipped until the situation is resolved.

Do you need to shut down your manufacturing process and inform your customers that you cannot deliver on time? How long can you continue?

The zombies have cut off power to your place of business.

What will happen if the lights and computers and climate control systems suddenly all go down? Do you have a plan of action for starting up again?

Zombies have put vital personnel out of action.

What if the employees you most depend on are captured or devoured by zombies? How long will that disrupt the work flow?

Zombies have destroyed the connections to crucial data.

If the zombies disable a server that stores information you use every day, or if your connection to the internet is lost, how will you cope?

Additional Information

Be sure to think of all possible disruptions that could happen during a zombie attack.





NATURAL DISASTERS

Zombies are definitely an *unnatural* disaster, but there's always the chance that the Zombie Apocalypse could coincide with a natural disaster caused by weather or earthquake. The risk of natural disaster depends a lot on where you live or do business. What natural disasters are your organization likely to be prone to?

Consider the location of your organization's facilities and the havoc that Mother Nature, in addition to zombies, could inflict. If your offices or manufacturing buildings are located near a shoreline, you should develop plans for dealing with a flood. If your facilities are in an earthquake zone or in an area prone to tornados, you should know what to do if a tornado warning is issued. Is your area prone to high winds, wildfires, blizzards, or ice storms?

In the case of any disaster—including a zombie attack—the power supply is often disrupted, so you should have a plan in place to handle the immediate consequences of a power outage.

Questions to ask and answer are:

- What is your procedure for the safety of your personnel, computer system, manufacturing equipment and communication system when the electricity abruptly shuts off? Do you need to stock flashlights, install battery-powered Exit signs, purchase and install a backup generator?
- Is there a backup generator? If so, will it start automatically? If a procedure is required to start the backup generator, who is responsible for doing that?
- Do you need procedures in place to handle situations when the power abruptly comes back on?

All natural disasters have the potential to disrupt normal communication and transportation networks, too. Consider the following:

- Do you have a plan in place for locating and communicating with all your vital personnel?
- What needs to happen if no vehicles can get in or out of your facility for several days?
- Natural disasters often damage buildings, collapsing or damaging roofs, walls, and windows. Make a plan for what to do if the roof is damaged or windows are broken out.





You are surrounded by an army of zombies who want to assimilate your personnel and take over your business. How do you plan to hold out and survive the attack?

Think about all the basic supplies your personnel would need to hold out for a few days, as well as security issues and ways to protect your business. Here are a few things to consider:

Are there barricades, locking doors, or fire doors to secure areas and keep the danger out or confined to specific areas?

Some buildings have barricades that will automatically be placed or fire doors that may automatically lock—does your facility include these? If so, does everyone understand the conditions that will trigger and release them? You wouldn't want to be unable to lock a door because you can't find the electronic combination or the key. You don't want to accidentally lock half the zombie army in with you or be unable to flee because you are trapped inside your own buildings.

Do you have an emergency supply of food and water?

How long can you shelter in place if the zombies are scratching at your doors?

Do you have basic first aid supplies on hand?

Even if zombies didn't manage to get in, some of your personnel may be injured during the process of fleeing or barricading them out. Can you treat their injuries?

Who will you call for help?

Do you have an emergency communications plan in place? Do you know the numbers of the authorities or officials you need to call?

Notes

Your team should consider everything they need to know and everything they need to have on hand to survive a disaster.



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