

Develop or improve your business recovery plan using NFPA 1600, the Standard endorsed by the US Congress, the American National Standards Institute (ANSI), the 9/11 Commission, and the US Department of Homeland Security!

The National Preparedness Standard on Disaster / Emergency Management and Business Continuity Programs (NFPA 1600)

TWO-DAY WORKSHOP

The National Preparedness Standard on Disaster/Emergency Management and Business Continuity Programs (NFPA 1600) is recommended as “the standard of care” for businesses to their employees and the general public. This program provides “a total program approach” to the challenge of integrating disaster and emergency management with business continuity planning.

This workshop is brought to you in collaboration with the US Department of Homeland Security and NFPA.



Register today!

1-800-344-3555

/

www.nfpalearn.org

Workshop Agenda

Two days of in-depth, interactive training will help you understand and implement a comprehensive business preparedness plan. Application-oriented insights from professionals in disaster management and business continuity will address successful operational strategies, policies and procedures, as well as emerging trends.

Develop new emergency management and business continuity programs or assess and further develop existing programs to cover the full spectrum of potential hazards including hurricanes, tornadoes, hazardous materials, utility or technology emergencies, workplace violence and terrorism.

Gain valuable insights from respected professionals in the field!

- *Latest Industry Best Practices*
- *Integrating Programs Across Organizations*
- *Continued Operations When the Unexpected Happens*
- *Incentives for Safety and Security Investments*
- *Legal Liability and Insurance Issues*
- *Successful Public–Private Interface*
- *Review of Professional Certifications*
- *Assessing and Verifying Program Compliance*

Daily Schedule

7–8 am	Registration (Day 1 only)
8 am	Workshop Begins
12–1 pm	Networking Luncheon
5 pm	End of Day



The National Preparedness Standard Workshop is presented by New York University's International Center for Enterprise Preparedness (InterCEP).

The following topics will be covered through presentation, discussion, small-group breakouts and a variety of guest speakers.

Program Management

The methodology to initiate the program including policy, program coordinator, program committee and program assessment.

Laws and Authorities

The applicable legislation, regulations and industry codes of practice that an entity needs to consider when developing a plan.

Hazard Identification and Risk Assessment

The identification of hazards (e.g., natural, human, and technological), the likelihood of their occurrence and the organization's vulnerability to these hazards.

Business Impact Analysis (BIA)

BIA is the process of determining the impact on an organization should a loss actually occur. The BIA should qualify and quantify, where possible, the impact from both an operational and financial standpoint.

Hazard Mitigation

Activities that eliminate or reduce the degree of risk to life and property either prior to, during, or after a disaster or emergency.

Resource Management

The means within the organization to reduce or eliminate the hazards identified in the risk assessment phase.

Mutual Aid

A pre-arranged agreement between two or more entities to render assistance to the other party or parties.

Strategic Plan

A plan outlining decisions regarding resource allocation, priorities, and action steps necessary to reach the goals of the plan.

Emergency Operations Plan

The emergency operations plan outlines the response an organization will have to a disaster or emergency.

Mitigation Plan

The mitigation plan outlines the strategy and action steps to eliminate hazards or lessen their effect if they cannot be eliminated.

Recovery/Business Continuity Plan

A business continuity plan is the documentation of the strategies, procedures, resources, organizational structure, and information database utilized by an organization to recover.

Direction, Control and Coordination

The ability to manage the response and recovery operations, as well as notify officials, emergency response personnel and other personnel of an actual or pending emergency.

Communications and Warning

The communication systems and procedures are to be established and regularly tested to support the program.

Operations and Procedures

The implementation of all tactical operations at the incident, including response, damage assessment and recovery operations.

Logistics and Facilities

Identifies methods and responsibilities for providing facilities, services, personnel and materials for the incident.

Training

The implementation of a training/educational program to facilitate and provide understanding and support of the program.

Exercises, Evaluations and Corrective Actions

The evaluation of the program through periodic reviews, testing, post-incident reports, performance evaluations and exercises.

Crisis Communication, Public Education and Information

Procedures to disseminate helpful recovery information and respond to requests for pre-disaster, disaster and post disaster information.

Finance and Administration

The financial and administrative procedures to support the program before, during and after an emergency or a disaster.

Who Will Benefit

Any professional concerned with preparedness and protection of facilities — property managers, facility managers, engineering managers, safety directors, loss prevention, risk managers, security managers, business continuity professionals, contingency planners, and others.

Elements of this workshop include:

- Developing advance arrangements and procedures which will enable your organization to respond to a disaster and resume critical business or service functions within a predetermined period of time, minimize the amount of loss, and repair, restore, or replace the stricken facilities as soon as possible.
- Identifying potential hazards (natural, human, technological), their likelihood of occurrence, and how to assess your organization's level of risk.
- Developing strategies and action steps to eliminate hazards or mitigate their effect if they cannot be eliminated.
- Documenting the strategies, procedures, resources, organizational structure, and information databases utilized by an organization to recover from, resume, and continue operations in the event of a substantial disruptive incident.

Business preparedness planning is a national priority. In light of this, the US Department of Homeland Security, Private Sector Office has provided support for these workshops.



100% MONEY-BACK GUARANTEE

All NFPA workshops come with a money-back guarantee. If, after attending our workshops, you are not completely satisfied, let us know within 30 days and we'll refund your entire workshop fee.

SPECIAL HOTEL RATES

Preferred rates are available at the workshop hotel. To reserve your room, contact the hotel as soon as possible. When hotels offer a preferred rate, they generally require from two weeks to a month advance reservations.

SPECIAL TRAVEL DISCOUNTS

Colpitts World Travel, NFPA's official travel agency, offers the best available air fares and schedules to fit your travel needs. Special NFPA discounts are available. Call 1-800-795-9500 or 1-617-984-7313 for more information. For Avis Car Rental discounts, call 1-800-331-1212, ID code B653699.

COMPLIMENTARY MEALS

Your workshop includes a group luncheon and two beverage breaks every day...valuable opportunities to network with your peers.

FREE WORKSHOP MATERIALS

All participants receive a free copy of NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs, a workshop binder, and totebag—an \$85 value.

CANCELLATION POLICY

To receive a full refund, when you cancel your registration, you must notify us in writing via fax, mail, or email at least three weeks prior to the workshop. The fax number and mailing address are located to the right of this notice. The email address is custserv@nfpa.org. If notification is received less than 3 weeks in advance, you can transfer to a workshop of equal or lesser value or transfer your registration to another person at the time of cancellation. If no notice is received, you will forfeit your registration fee.

ATTENDEES WITH DISABILITIES

Call 1-617-984-7530 with any special needs.

CONTINUING EDUCATION CREDIT

NFPA will award 0.7 Continuing Education Units for each day of instruction. Attendance is required to earn CEUs. Please verify applicability with your professional board before attending.

TAX DEDUCTIBLE

Continuing education expenses for courses to maintain and improve your professional skills may be tax deductible. Consult your tax advisor.

REGISTRATION FORM



4 ways to register

- By phone:** Call TOLL-FREE 1-800-344-3555 (U.S./Canada), Monday–Friday, 8:30 am–8:00 pm ET. Other locations, call 1-617-770-3000.
- Online:** Register with a credit card 24 hours a day at www.nfpalearn.org. Note: credit card orders are processed at time of registration.
- By Fax:** Complete the registration form below and fax to 1-800-593-NFPA. Outside the U.S. and Canada, fax to 1-508-895-8301.
- By Mail:** Complete the registration form below and send to: NFPA Customer Sales, 11 Tracy Drive, Avon, MA 02322-9908.

To register, follow steps 1 through 4.

Please photocopy for additional registrants.

Step 1 I want to make an investment in my future! Sign me up for the workshop at the location and date I have checked below:

Name _____

Title _____

Organization _____

Address _____

City _____ State _____ ZIP + 4 _____

Phone (_____) _____

E-mail _____

Step 2 Priority Code Number (see mailing panel) _____

Step 3 Select the date/location most convenient for you: Space is limited to the first 75 people per location!

- | | | |
|--|--|--|
| <input type="checkbox"/> April 11-12, 2005
Nashville Airport Marriott
600 Marriott Drive
NASHVILLE, TN 37214-5010
615-889-9300 | <input type="checkbox"/> May 2-3, 2005
Hartford Marriott–Farmington
15 Farm Springs Road
FARMINGTON, CT 06032
860-678-1000 | <input type="checkbox"/> June 13-14, 2005
Crowne Plaza San Francisco–
Union Square
480 Sutter Street
SAN FRANCISCO, CA 94109
415-398-8900 |
| <input type="checkbox"/> April 18-19, 2005
Atlantic City Convention Center
1 Miss America Way
ATLANTIC CITY, NJ 08401
609-449-2000
SLEEPING ROOMS:
Sheraton Atlantic City
2 Miss America Way
Atlantic City, NJ 08401
609-344-3535 | <input type="checkbox"/> May 9-10, 2005
Embassy Suites Hotel
1100 SE 17th Street
FT. LAUDERDALE, FL 33316
954-527-2700 | <input type="checkbox"/> June 20-21, 2005
Chicago Marriott Schaumburg
50 North Martingale Road
SCHAUMBURG, IL 60173
847-240-0100 |
| | <input type="checkbox"/> May 23-24, 2005
Atlanta Marriott Century Center
2000 Century Boulevard. N.E.
ATLANTA, GA 30345
404-325-0000 | <input type="checkbox"/> August 29-30, 2005
Pittsburgh Marriott City Center
112 Washington Place
PITTSBURGH, PA 15219
412-471-4000 |

Step 4 Method of Payment *Workshops must be prepaid.*

REGISTRATION FEE: \$295 for NFPA members and non-members.

- My check for \$295 is enclosed.

Bill my:

Acct.# _____ Exp. Date _____

Signature _____

- I am an NFPA member. Membership # _____



NFPA
Professional Development
 11 Tracy Drive, Avon, MA 02322-9908

“Private-sector preparedness is not a luxury; it is a cost of doing business in the post 9/11 world. It is ignored at a tremendous potential cost in lives, money and national security.”
9/11 Commission Final Report

MAIL ROOM: Please forward to those with facility responsibility — Property/Facility Management, Engineering or Risk Management, Safety, Security, Business Continuity, Contingency Planning or Loss Prevention

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Choose from these dates and locations and get the information you need!

- April 11-12 Nashville, TN
- April 18-19 Atlantic City, NJ
- May 2-3 Farmington, CT
- May 9-10 Ft. Lauderdale, FL
- May 23-24 Atlanta, GA
- June 13-14 San Francisco, CA
- June 20-21 Schaumburg, IL
- August 29-30 Pittsburgh, PA

