



ASSOCIATION OF CONTINGENCY PLANNERS

ACP Orange County *UPDATE*

Volume 4, Issue 4

July-August 2001

Message From the President

As many of you are already aware, the Orange County Chapter of ACP will not have a member meeting in August. Many people are away on vacations and the board felt that it might be best to skip August. However, we will be back the second Wednesday, September 12th at the regular meeting time from noon until 3 p.m. Clarice Yamamoto and Ken Hanley from The Capital Group will HOST the "Review of Business Continuity Exercising." The meeting will be at The Capital Group in Brea.

I am very pleased with the timely topics we have had this year and from our feedback those attending have been equally pleased. As we prepare for 2002, we welcome hearing from you and topics you would like to hear about. This board is very focused on providing the membership with appropriate information and current events.

Our membership continues to increase and for this we are delighted.

It is time for each of the members to be thinking about our upcoming election of officers for 2002. This year we are establishing an Election Committee to work on board nominations. We are asking for a committee of five members and so far we have three volunteers. This will take place in September with the slate of candidates announced in October. The membership will vote in November and in December the new board will be installed. If you are interested in serving on the board or participating on the Election Committee, please contact me at shagan@prodigy.net. This should not take a lot of your time and you are doing a service for the local ACP Chapter.

It was brought to our attention that there may be an interest in paying your \$15 monthly-meeting lunch fee for a 12-month period. The suggestion came from a company that prefers to pay out the cost in advance and with one check (less bookkeeping). The board took this under consideration and felt that if a member would like to take advantage of this we will offer a \$15 discount,

which gives one month free. Therefore, the 12-month cost would be reduced to \$165 instead of \$180. The time would start when you pay the \$165 and is not based on the calendar year. The money would *not* be refundable if the member is unable to attend a meeting. However, if the board should cancel a member meeting this will not count as a missed meeting. If you are interested, please bring your check to Monique Weiland and we will register your lunches for a 12-month period from the date of receiving your \$165 check.



See you in September!

Sandy Hagan

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**Just a
Reminder!**

**No
Chapter
Meeting
in August**

Choose a job you love, and you will never have to work a day in your life.

Confucius

A Sporting Proposition

With only three exceptions, all the professional major league football, basketball, baseball, and hockey teams have a "second" name that ends in a "s". For example, New York Yankees. Can you name the three exceptions?

Answers on page 4

2001 Calendar of Events

*Unless indicated otherwise
chapter meetings will be at
the Capitol Group*

August

*Summer Break
no meeting scheduled*

September 12

Review of Business Continuity
Exercising
Speakers: Clarice Yamamoto
& Ken Hanley

October 10

"Simplifying the Business
Continuity Process"
Speaker: Phil Lambert

Vendor Appreciation

November 14

*Red Cross Tour

December 12

Holiday Luncheon at FoxFire
Restaurant, Anaheim

*Indicates confirmation is
pending



ACP-OC Shirts

Our Chapter is selling ACP Orange County denim and polo shirts. These good-looking, high-quality shirts are available in sizes M, L, XL & XXL. Each sells for \$25.00. Please see **Carinda Mickelsen** during our meetings or contact her at 949.790.8248 or carinda.mickelsen@oomc.com.

Comments Please!

The ACP-Orange County *UPDATE* Newsletter is published bi-monthly. We invite your comments, inquiries and suggestions about *UPDATE*. Please contact **Jan McArthur** at 949.252.4114 or e-mail jan.mcarthur@acefis.com. For advertising questions contact **Susan Jacobo** at 626.302.7012 or jacobosk@sce.com.

Answers to
"A Sporting Proposition" on Page 3

Baseball teams Chicago White Sox and the Boston Red Sox.
Basketball team the Utah Jazz.

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Thank you!

ACP-OC had a temporary change in the location of the July meeting. Thank you to **SunGard Recovery Services** for hosting this event.



Appreciation is extended to **The Capital Group** for permanently hosting the monthly ACP meetings. The Capital Group has provided us with great accommodations for both the Board Meetings and Chapter Meetings. This has been a wonderful *CONTINUITY* benefit to all of our members and associates. Thank you to **Clarice Yamamoto** for making these arrangements for us each month.

\$\$ Membership Discount Program \$\$

An active Member will receive a \$10 discount coupon for any of his/her guests who join the Orange County Chapter. Only the first discount coupon can be applied towards a discount on the Member's renewal. Additional discount coupons may be applied toward any Chapter event.

DRI Certified?

Some membership files were lost during a recent move of DRI. If you are a CBCP please call Ms. Cherylyn Middleton at DRI to confirm that you are still in their system. Her number is 703.538.1792.

Keep It Simple

by Phil Lambert

Why does everything have to be so doggone complicated? Especially recovery plans? During a recovery operation isn't there going to be enough confusion, anxiety, and even the possibility of panic without adding to the mix, complicated contingency plans? Why is the starting point of my recovery operations beginning on page twenty-four? Why is it that out of the seventy-four plans we developed, the average size is some eighty pages?

I have found that long, drawn out and policy laced plans only extend testing times, which indicate to me delays in recovery times during an actual event. I thought that business continuity and/or recovery plans are developed and maintained to minimize the impact of a business interruption. Hmm, minimize impact; business interruption; recovery operations; let me think on that for a few minutes. So as I review and analyze a plan, I'm saying to myself, "Will I need this information during my recovery operations?" If I don't need what's written here to recover, then I don't want it in my plan!

So, do we have company business continuity services or disaster recovery "policies" within our plans? Absolutely not! During recovery operations, it is a little late to be reading about policy. If I need to read about policy for my recovery, I'm in deep trouble! You can take them out of your plans and put them in: a PowerPoint presentation, on your intranet, in a separate cover or on a CD. Just don't put them in your plans! That is not where they will do you the most good.

You can also do the same with introductions, defining business continuity or recovery, testing results, certification history and sign-off. In recovery, it's too late for any of that stuff.

This does not mean that these things are not important, because they are. Just keep them somewhere else and not in your recovery plans.

We at Option One have gone so far as removing from our plans the initial response section as well. We have

developed a small booklet that is easily portable and updated regularly. For several years we asked all of the business unit team leaders to carry a three-ring notebook around with them. I had to have available to me all seventy-four plans. My gas mileage was terrible. When we delivered the new booklet, we generated new bonds of friendship with our old team leaders...

Here is something else to think about. If a picture speaks a thousands words, why can't we use pictures, graphs and drawings to eliminate hundreds of pages of type written information? Find out how in next months newsletter.

Let's focus on keeping things simple. Let's create even more value to the companies we work for. Let's give them only what they need to minimize impact in their plans.

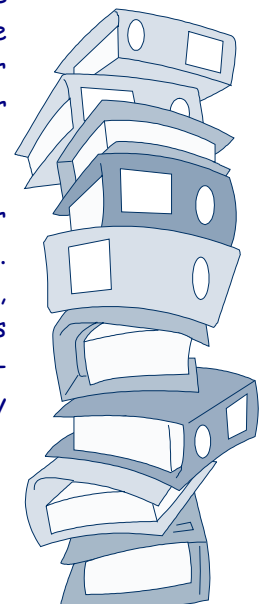
Simple: there are only three necessary objectives in developing and maintaining workable BC plans: simple, accurate and viable.

Wow, would it work? Absolutely. Is it harder to accomplish? Absolutely. But it is well worth the cost and effort. If every plan were simple, accurate and viable, we would be successful! And your constituents would love you for it.

Schedule in your calendar now for the ACP meeting on October 17th. Phil will share with us his ideas, their current planning strategies and the booklet they have developed at Option One. It is very impressive.

Happy planning.

Phil



Whenever you are asked if you can do a job, tell 'em, 'Certainly I can!' Then get busy and find out how to do it.

Theodore Roosevelt

What an Opportunity!

It is that time again! The OC-ACP Board is currently seeking volunteers to serve on the Election Committee.

This committee is tasked with presenting the slate of nominees for the 2002 term to the membership at the November chapter meeting. Please e-mail Sandy Hagan at Shagan@prodigy.net to let her know you're interested!



The Board members of OC-ACP work very hard to ensure that chapter meetings are not only informative but worth your time *and* fun. It is the goal of this Board to enlighten its members on issues that are timely and of interest to the majority of the group. We encourage you to attend meetings and to be an active participant in ACP by sharing your thoughts, concerns and ideas with any of the Board members. As for the FUN part, you can network with your colleagues and support the raffles and drawings by **donating items**. Watch your member points accumulate!!

Great Buy! Emergency Back Packs

ACP has in its inventory five emergency backpack kits that are now being offered at a reduced price. Original price on these 3-day kits was \$65.00. We will sell for \$40.00. Please contact Phil Lambert at 949.790.7621 if you are interested.



Taking Energy Conservation to the Extreme?!

A surprisingly large number of electrical products — from air conditioners to VCRs — cannot be switched completely off without unplugging the device. These products draw power 24 hours a day, often without the knowledge of the consumer. This is called power consumption “standby power.”

In particularly inefficient designs, the standby power use can be as high as 15 to 20 watts. For a single appliance, this may not seem like much but when added up the power use of the billions of appliances in the U.S., the power consumption of appliances that are not being used is substantial.

Should we **unplug?**