



ASSOCIATION OF CONTINGENCY PLANNERS

ACP Orange County *UPDATE*

Volume 4, Issue 3

May-June 2001

Message From the President

By the time you receive this edition of the Newsletter we will be half way through the year and we have had some exciting meetings with great presentations.

The June meeting should be one that you will not want to miss as it will be very timely with all the news about energy conservation and what to do about trying to prepare for rolling blackouts. This meeting will be action packed with five presenters:

- Gary Engle, Electrician at California ISO -- connection requirements
- Pat Cullen, Dion & Sons -- fueling for electrical generation

- Kirk Sowkes, Power Systems -- mobile generation units
- Tim Brosnan, Regional V.P. for Capstone Turbine -- overview of micro-turbine technology
- TBA -- 5th speaker from the AQMD to discuss permits and use of alternative power sources.

ACP has worked very hard this year at trying to provide meeting agendas with guest speakers and hopefully, timely to the current events. If there are speakers or topics you would like to see us plan for, please do not hesitate to let us know. If we can't work something out for this year, I am sure the Board will try to make it happen in 2002.

For those of you planning on a summer vacation, we hope that you have a safe and fun time and that you will join us at a monthly meeting when you return. We will not skip any summer meeting dates, so watch for the information through e-mail or the Newsletter.



Best Regards,

Sandy

A Real Must
June 13, 2001
Chapter Meeting
"Don't Be In
The Dark"

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F.E.M.A. Facts

During the period of January 1 to May 11, 2001 FEMA managed 15 disasters in 14 states.

Federal and state agencies have approved \$72 million in aid to help Washington residents and business following the Nisqually earthquake.

Since the Presidential disaster declaration on March 1, 2001 inspectors completed 24,841 damage verifications in the declared counties; the SBA approved more than \$36 million in low-interest loans to homeowners, renters and businesses of all sizes; a total of 22 counties are eligible for Individual Assistance.



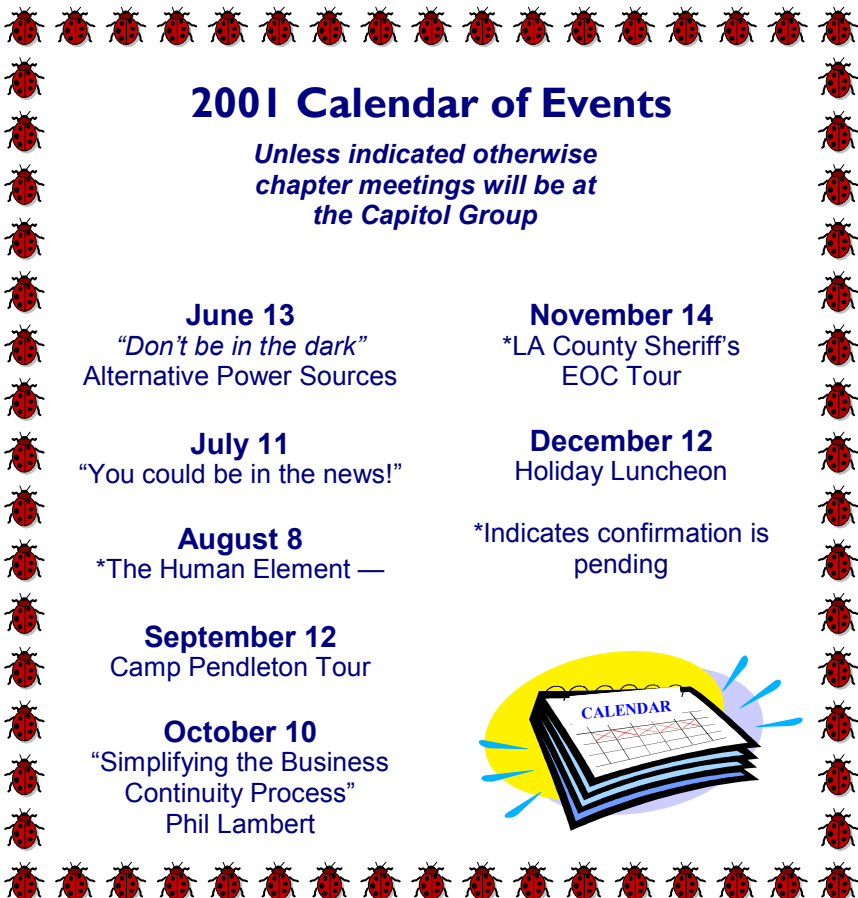
Disaster Survival Planning Network

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2001 Calendar of Events

Unless indicated otherwise chapter meetings will be at the Capitol Group

June 13
 "Don't be in the dark"
 Alternative Power Sources

July 11
 "You could be in the news!"

August 8
 *The Human Element —

September 12
 Camp Pendleton Tour

October 10
 "Simplifying the Business Continuity Process"
 Phil Lambert

November 14
 *LA County Sheriff's
 EOC Tour

December 12
 Holiday Luncheon

*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 cmickelsen@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.

Gimme Five

Form five common words using the letters a, e, p, r, and s. Each word must be five letters long and contain all the given letters.

HINT:

Three of the words are plural. (Answers on page 6)

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Thank you!

Appreciation is extended to **The Capital Group** for 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.



Thank you to **SunGard** Recovery Services, Christian Norwood and Kevin Burton for hosting the May meeting.

\$\$ 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.

According to the Gartner Group, 80% to 90% of companies have some disaster recovery plan in place to recover technology. Yet, Gartner also estimates that only 25% - 30% of companies have business continuity plans in place.

Job Opportunity

Disaster Recovery Coordinator

Pacificare
Cypress, CA

Specific Skills

1. Strong knowledge of life / safety and emergency response procedures.
2. Working knowledge of Information Services and Business organization and the ability to develop a clear understanding of the company's key functional processes and resources.
3. Thorough knowledge and understanding of current disaster recovery planning techniques and technologies as well as the methods used in performing risk analyses and business impact analyses.
4. Working knowledge of data processing in order to assist in the preparation of recovery procedures in this area.
5. Working knowledge of data and voice telecommunications in order to assist in the preparation of recovery procedures in this area.
6. Good project management skills. Ability to plan, organize, and direct the testing of emergency response, recovery support, and business resumption procedures.
7. Strong human relations skills to interface with managers and staff at all levels within the organization and to deal with vendors of record storage facilities and disaster recovery services.
8. Good oral communication and written communication skills.

Additional skills:

1. CBCP - Certified Business Continuity Professional credentials a plus
2. Bachelors Degree in Business, Information Management, or a related field; or the equivalent in education and work experience a plus
3. Four to six years of generally-related work experience
4. Associate Disaster Recovery Planner credentials a plus
5. CEM - Certified Emergency Management accreditation a plus

Responsibilities:

1. Performs risk analysis for IS functional areas to identify points of vulnerability and recommends disaster avoidance and reduction strategies. Provides guidance to and coordinates the efforts of staff members in the development of recovery procedures for the IS organization. Analyzes environmental and equipment configurations for critical corporate resources; recommends disaster avoidance measures and improved backup capabilities. Periodically reviews changes in corporate resources with the management of those areas to assure the effectiveness of the recovery procedures and backup capabilities.
2. Assist in identifying acceptable recovery time periods, and assists in establishing resources required for the successful resumption of business operations in the event of a disaster. Assists in assuring records required for recovery are identified and properly maintained in the Vital Records Program. Coordinates the efforts of staff members in different functional areas in the development of procedures for the continuity of IS processes in a disaster situation.
3. Establishes disaster recovery testing methodologies; plans and coordinates the testing of recovery support and business resumption procedures in different functional areas. Assures that recovery procedures are effective for the restoration of key corporate resources and for the resumption of critical business processes.
4. Conducts disaster recovery training for staff members in all functional areas. Provides instructional and informational materials on how staff are expected to respond during an emergency. Assists divisions in the assignment and training of staff. Develops and maintains standards and procedures for disaster recovery documentation. Maintains a library of recovery support and business resumption procedures.
5. Develops corporate emergency response procedures; distributes and updates emergency procedures to reflect changes in staff size, location, organization, and home office facilities. Monitors the effectiveness of procedures during evacuation drills and revises the procedures as necessary. Maintains a library of emergency response procedures.
6. Assists recovery support and disaster recovery team during a disaster in the implementation of response and alternate operating strategies. Acts as a coordinator during an emergency situation.
7. Works with vendors of disaster recovery services and facilities; studies and recommends outside services for use during a disaster situation.
8. Maintains contact with outside organizations participating in reciprocal agreements.
9. Works with management to ensure that as new equipment, facilities, services, and systems are installed that the disaster recovery issues are addressed.
10. Maintains contact with outside contingency planning professional organizations and local/regional emergency response groups.

Technical Environment

DEC/ Compaq (Alpha Servers and Wildfire)
NT Platforms
Unix (IBM, SUN, HP)

Interested parties can contact

Jim Stoddard at (714) 226-8116 > or email their résumés to james.stoddard@phs.com

Orange County Disaster Preparedness Academy



American Red Cross
Orange County Chapter

I had the opportunity to attend the Orange County Disaster Preparedness Academy (OCDPA) held May 30 on the campus of Cal State Fullerton. This was my first visit and it was exciting to see the number of attendees and participating vendors and service providers. I believe there were approximately 450 registered with almost 30 vendors offering information about their products and services. Thanks to several members ACP-OC was represented at one of the tables. Those stopping by our table were given information about ACP, a sample newsletter and a flyer promoting the June chapter meeting (the candy, pens and door prize-drawing promoted interest too).

The Orange County Red Cross and sponsors offered eight tracks each with four sessions. The speakers that I had the good fortune to hear were great, all of them offering practical and proven techniques. It takes a tremendous amount of time and effort to bring an event like this to fruition. Just so I don't miss anyone, we would like to give a sincere "Thank you!" to *ALL* those involved. **THANK YOU!**

Jan McArthur

Disaster Resistant California



Managing Risks Through Partnerships

June 18 - 19 - 20

Sheraton Grand Sacramento

Register on-line at

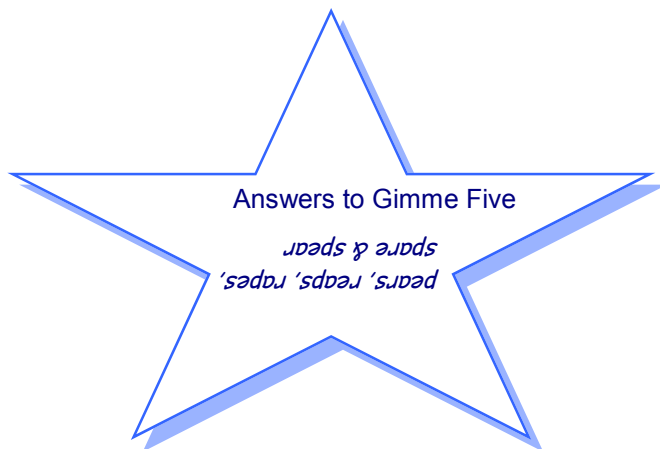
<http://drc.abag.ca.gov>

More Power!

Check these sites out!

<http://energycrisis.lbl.gov/>

<http://www.caiso.com/SystemStatus.html>



June SCE Billings

Find out where your circuit position is on the Southern California Edison power grid.

SCE is printing your circuit position in your June billing (you'll find this at the top of the page). This is the number that will be broadcast when officials warn who is about to be blacked out. Memorize this code!

ACP Website
http://www.acp-international.com/orange/index_acp_splash.htm

Just about every time you visit our site you can find changes and additions. This website makes it easy for anyone to contact ACP-OC Board members. As always we like to hear your comments and suggestions that you can offer. Thanks to **Verna Lea Lucero** for all her great work!