



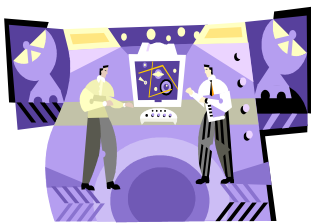
# Association Of Contingency Planners

Northeast Florida Chapter

Volume 2, Issue 5

## Special points of interest:

- May Meeting Recap
- Good Bye Montana
- Training courses
- Next Month's Meeting Agenda and Corporate Sponsor



## ACP May Chapter Meeting Recap

Our monthly meeting had 21 members and guests in attendance. Montana Portis greeted everyone and asked a thought provoking question to the group, "What are some of the reason we are in the business continuity field?". Interested in some of the answers, well you will have to read page 2 to find out more.

Our guest speaker, Steve Canavan, Safety Officer and Program Coordinator in the Risk Management Group with the City of Jacksonville gave us an overview of the current City structure and Organization.

Steve works with the Workers' Compensation, Liability Claims, Insurance and Loss Prevention Activities. He runs the Safety Office in Risk Management overseeing all departments for safety and safety program compliance.

Steve also serves the departments in many ways, as well as becoming involved with the Mayor's Programs regarding safety and loss prevention. In addition, he is the Administrator of the Mayor's

Safety Program Executive Orders throughout the city, and involves himself as a volunteer with the Emergency Operations Center in the event of manmade or natural disasters.

Steve's main responsibilities are to the employees of Jacksonville and to the public. He is to ensure the city (all departments and employees) are operating safely and in compliance with Local, State and Federal Regulations, in the prevention of injury and death of the cities employees and it's public.

Steve walked us through some of the challenges he faces with safety and how the program is impacted by changes in administration at the Mayor level.

After Steve's presentation we spent a few minutes with this month's corporate sponsor, Northeast Florida ACP. Ernie LaRoche went over that ACP is the premier, organization for business continuity professionals



Northeast Florida

providing a powerful networking and learning environment for its members.

With a strong presence in North America, the ACP has 43 chapters and over 2450 members. We welcome all individuals, regardless of experience or certification, with an interest in the Profession. The chapter gave away 5 Starbuck Gift Cards as door prizes to the correct trivia answers. Thanks everyone!



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## Good Bye Montana!

Montina Portis will be headed north with her family on a new career adventure and has formally resigned as our Director of Programs effective June 15<sup>th</sup>.

Montina has done an outstanding job of proactively coordinating our chapter's programs in ways that we all have benefited greatly.

On behalf of the Northeast Florida Chapter of ACP, we wish to thank you for your dedication, professionalism and vision to the chapter.

Join us at our next meeting on June 15<sup>th</sup> to see Montina one last time!

Wishing you all the best Montina – You will be missed!

**“Don't cry because it's over. Smile because it happened.”**

**~ Dr. Seuss**

# Association Of Contingency Planners

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## What are some of the reasons we are in the business continuity field?

When Montana asked this question many responses came out from the members.

Here are a few that we capture to share with everyone.

- It's a growing field. Companies understand the importance of what we do.
- We make a positive impact on the bottom-line
- We save lives.
- We protect company assets and save dollars. And the most important asset is our PEOPLE.
- Provides us an opportunity to build relationships internally and externally within our industry.
- Interaction with the Operations groups in the business. Allows us to understand how and what they do.
- Brings us a sense of peace.
- It allows us to be creative and think outside of the box.
- We use or develop tools that make it all flow together.
- It is a constantly changing environment.

- We face new challenges every day. Not just the same old routine.

### How can we provide for success?

- Every plan needs to be Top—Down focused and fully supported by management.
- Every department needs to have input into the plan so their specific needs are met.
- List the top 5 things every employee need to know in an emergency.

During our open discussion an article was passed around titled, "Hit a Home Run with Crisis Management", that was published in Continuity Insights Magazine in March/April 2010. We will make the article and some of the tools mentioned available on our website.

### Rules of the Game

It's important to understand what crisis management is and the value it can bring to your organization. My definition of crisis management is:

- the right *people*, with
- the right *authority*, and
- the right *information*, brought together in
- the right *timeframe*, driving
- the right *decisions* and priorities
- to *minimize or eliminate the impact* of a disruption on all stakeholders.

The key is that when we all work together in a positive fashion, we can accomplish anything we set out to.

“TRUSTING OUR INTUITION OFTEN SAVES US FROM DISASTER.”

~ ANNE WILSON SCHAEF

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## Memberships Available

ACP offers both individual and organizational memberships.

Individual Memberships are renewed on an annual basis with membership dues established by each local chapter. For our Northeast Florida chapter annual dues are set at \$85.00.

Organizational Memberships are available in 1, 2 and 3 year renewal schedules for businesses and groups with larger continuity planning professionals on staff.

Active participation allows members to:

- Share knowledge with and gain insight from a network of industry practitioners
- Expand skill sets through an extensive knowledge base of resources
- Earn professional education credits for membership and meeting attendance

- Receive discounts on conferences, products, services, and training

Membership in ACP is open to those interested in the field of business continuity, emergency management, risk management and similar disciplines. If you would like to participate in our diverse network of over 2,400 professionals to learn and share knowledge about business continuity planning, join today!

Go to [http://www.acp-international.com/memship\\_join.asp](http://www.acp-international.com/memship_join.asp) .

## COJ - Emergency Preparedness Training and Exercise Schedule 2011

Here are the training schedules for the next month's courses.

6/7/2011	8:00 - 5:00	Duval EOC	Local Situation (RAPID) Assessment Workshop G 250.7
6/8 & 6/9/2011	8:00 - 5:00	Duval EOC	Recovery from Disaster: The Local Government Role G 270.4
6/14/2011	8:00 - 5:00	Duval EOC	EM TRAINING SERIES**
6/21/2011	9:00 - 12:00	Duval EOC	WEBEOC**
7/12/2011	8:00 - 5:00	Duval EOC	COMMUNITY MASS CARE MANAGEMENT ** APDS

### COURSE DESCRIPTIONS

**Local Situation (RAPID) Assessment Workshop G 250.7**, is the first class in a two part series.

The ability to perform a rapid assessment accurately and within the first few hours after an incident is critical to providing response for life threatening and imminent hazards. Coordinated and timely assessments permit local government to prioritize response activities, allocate scarce resources and request mutual aid and State & Federal assistance. Classroom activities, facilitated exercises and instructor lead group discussion are utilized in this course to provide participants with the skills to perform assessment.

**Recovery from Disaster: The Local Government Role G 270.4**, is the second class in the two part series.

This is a new course that replaces G385 Disaster Response & Recovery Operations. Course Objective: Increase local government awareness of disaster recovery issues. Units: Recovery Overview; Leadership; Recovery Task Force; Emergency Management; Building Inspection; Public Works; Planning & Redevelopment; Administration. This is a required course in the Advanced Professional Series (APS) certificate program.

**\*\* EM Training Series** IS AN INTRODUCTION TO THE WORLD OF EMERGENCY MANAGEMENT. THIS INFORMATIVE 8 HOUR-FOUR PART SERIES INTRODUCES THE STRUCTURE, PURPOSE AND FUNCTIONS OF THE EMERGENCY OPERATIONS CENTER. **PRE-REQUISITE: NONE**

**\*\*WebEOC** IS A WEB-ENABLED CRISIS INFORMATION MANAGEMENT SYSTEM WHICH PROVIDES SECURE REAL-TIME INFORMATION SHARING DURING EOC ACTIVATIONS. WEBEOC REPLACES THE ETEAM SYSTEM USED DURING TROPICAL STORM FAYE. ALL ASSIGNED POSITIONS INSIDE AND OUTSIDE THE EOC SHOULD ATTEND TRAINING TO RECEIVE A WEBEOC USERNAME AND PASSWORD PRIOR TO ACTIVATION.

**\*\*APDS Courses** (ADVANCED PROFESSIONAL DEVELOPMENT SERIES) ASSISTS IN THE DEVELOPMENT OF REQUIRED SKILLS NEEDED IN EMERGENCY OPERATIONS AND MANAGEMENT. COURSES ADDRESS TOP SKILLS FOR PERFORMING EMERGENCY MANAGEMENT AND DISASTER DUTIES **PRE-REQUISITES:** COMPLETE THE 7 PROFESSIONAL DEVELOPMENT SERIES COURSES THROUGH THE INDEPENDENT STUDY PROGRAM OFFERED THROUGH FEMA AT [HTTP://TRAINING.FEMA.GOV/IS/SEARCHIS.ASP?KEYWORDS=PDS](http://TRAINING.FEMA.GOV/IS/SEARCHIS.ASP?KEYWORDS=PDS) . **FOR INFORMATION ON THE ADVANCED PROFESSIONAL DEVELOPMENT SERIES PLEASE VISIT [HTTP://TRAINING.FEMA.GOV/EMIWEB/APS/](http://TRAINING.FEMA.GOV/EMIWEB/APS/).**



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Dedicated to the evolution of Business Continuity

Northeast Florida Chapter

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  - Membership/PR Director: Ernie LaRoche (904) 954-3011
- Website: <http://www.northeastfloridaacp.org>

**Our Vision** Building the premier international organization for business continuity professionals.

**Our Mission** Providing a powerful network for the advancement of the industry and the development of business continuity professionals.

**Our Core Values**

- Knowledge – We are valued as experienced thought leaders
- Integrity – We are committed to the highest standards of ethics and integrity
- Innovation - We are forward thinkers developing better ways to guide the profession
- Supportive - We are committed to supporting our members and chapters

Future Meetings - Agenda

June 15, 2011

Guest Speaker - **Charles Spencer**, Risk Management, **Liz Henderson** - JFRD - City of Jacksonville.

Location - EOC, 505 N. Julia Street, Jacksonville, FL

Meeting sponsor - **Peak 10**

July 15, 2011

Guest Speaker - Patrick Dunn

Location - Red Cross Facility, 751 Riverside Avenue, Jacksonville, FL

Meeting sponsor - **Consonus**

**Our June Chapter meeting Sponsor is:**



Peak 10 is the leading independent data center operator and managed services provider in the United States, delivering scalable, economical and reliable solutions for hosting and managing complex information technology infrastructure. We are specialized in disaster prevention and recovery of both your companies' IT infrastructure and workspace needs offering Geo-diverse hot, warm, and cold sites. Maximum uptime is our priority. For more information go to: <http://www.peak10.com/>

**Meeting Sponsorships still available -  
Secure your spot today!**

For 2011 our chapter is looking for vendors to sponsor our monthly meetings. The vendor will receive a 15-minute presentation window, wherein they may **directly promote** their products/services. They also receive a networking table for displaying products, brochures, etc. and advanced promotion on our website and via our e-newsletter and website: <http://www.northeastfloridaacp.org>.

In exchange, the vendor will sponsor snacks, drinks and a \$25 drawing prize.

We are booking vendors for the 2011 year meetings. .

If your company is interested and you would like to see your company logo **HERE**, contact Montina Portis at [Mon-tina.Portis@lpsvcs.com](mailto:Montina.Portis@lpsvcs.com).