



Technical Committee on Emergency Management and Business Continuity

2016 Pre-first Draft Meeting

October 22-23, 2013

Cambia Health Solutions  
Salt Lake City, Utah

**ATTENDANCE:**

Donald Schmidt, Chair  
Gregory Cybulski  
Michael Janko  
Kenneth Katz  
Dana Lankhorst  
Dean Larson  
Michael Morganti  
Susana Mueller  
Jason Mumbach  
Kelly Okolita  
Jo Robertson  
Brian Strong  
Steve Elliot  
Christian Gray  
Carey Loukides  
Gary Villeneuve  
Lorraine Webb  
Orlando Hernandez, NFPA Staff Liaison

**Guests:**

Dan Ferguson

The meeting was called to order at 8:00 AM by Chair, Don Schmidt followed by self-introductions of members. One guest, Donald (Dan) Ferguson of Travelers Insurance was in attendance. Susan Mueller agreed to serve as meeting secretary.

The Chair reviewed the meeting agenda and asked if there were any errors or omissions from the meeting notes of the March 20-22, 2012 - Report on Comments Meeting held in Indianapolis, Indiana. A motion was carried without votes or discussion and the meeting notes were approved unanimously.

The Chair reviewed membership changes for 2012-2013 and discussed membership guidelines and voting.

The Staff Liaison report included venue safety, attendance, Robert's rules, the 2016 revision cycle dates and a review of the new NFPA Document revision process, which includes electronic voting ballots. The online electronic platform used to capture changes to the standard was demonstrated as well as how to follow document changes by registering at [NFPA.org/1600](http://NFPA.org/1600). The deadlines for submission of public submittal are November 29 (paper submissions) and January 3, 2014 (online submissions). The First Draft meeting must be held by June 13, 2014, and the first draft will be balloted no later than August 22, 2014.

The ISO TAG report was provided by Don Schmidt. Recent and upcoming ISO publications. As well as, drafts under review. Specifically, ISO 22397- Guidelines for Establishing Partnering Arrangements and ISO 22315 MASS Evacuation Guidelines for Planning. Next plenary meeting will be held in Cape Town on January 13-17, 2014.

Don Schmidt also mentioned that NFPA1620, Standard on Pre-Incident Planning is in cycle for revision.

NFPA has formed a new technical committee, Chaired by Dean Larson, to review develop a standard on Mass Evacuation; MASS sheltering will not be addressed by this particular committee.

Lorraine Webb reported that the Canadian standard Z1600-13 - Emergency and Continuity Management Program is in its final approval stage.

The PS-Prep update provided by the committee Chair noted that IAEM had received a grant to address the needs of small businesses. He also reported that ANAB's website indicates that there are only ten companies PS-Prep certified worldwide.

ASTM International's Standard on School Emergency Preparedness for grades K-12 has been resurrected.

The following Task group reports were presented:

- Kelly Okolita - Business Process Analysis/Business Impact Analysis
- Dean Larson - Competencies
- Kelly Okolita - Information Technology
- Gregory Cybulski - Recovery and Restoration
- Ken Katz - Scalability/small and medium size entities
- Jo Robertson - Social Media

- Ken Katz - Special Needs/Functional Needs/Elderly
- Kelly Okolita - Standards

Staff Liaison showcased how the committee members can make changes to the next standard revision through "Submit public input online."

First Day meeting adjourned by the Chair at 4:30 pm after a brief review of next day's agenda.

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The Chair opened the meeting at 8:00 AM and discussed possible dates and venues for the First Draft meeting in 2014. First revision electronic filing must be completed by task groups by January 3, 2014. Regarding the next meeting venue, Susan Mueller tentatively volunteered Tampa Electric Company to host next meeting in downtown Tampa. She will identify logistics and challenges and will report back to the Chair promptly.

Task Group reports continued:

- Brian Strong - Supply Chain
- Don Schmidt covered the report of Usability in the absence of the Task group Chair
- Gary Villeneuve - BCP vs. COOP provided his report through conference call with the committee.

The Chair reiterated the importance of each member identifying connections with organizations and documents pertaining to Emergency Management and Business Continuity reporting back to the committee. A short discussion regarding incorporating language in the standard for "deterrence" along with "prevention" and perhaps "protection" ensued. Further review will be made by the committee as it works on the standard revision. The committee discussed whether there is a need for incorporating additional task groups and/or research and development of other topics; the committee did not recommend new task groups any additions.

The meeting was called to adjourn at 10:50 AM. Motion to adjourn by Dean Larson, and seconded by Ken Katz, approved unanimously.