

Minutes

Technical Committee on Emergency Management and Business Continuity Pre-ROP Meeting March 21-23, 2011, Orlando, FL

Meeting was called to order at 8:00 AM by Chair, Don Schmidt. Diane Mack agreed to serve as meeting secretary.

Attendance

Name	Office	Organization
Don Schmidt	Chair	Preparedness LLC
Orlando P. Hernandez	Staff Liaison	NFPA
Charles Adams	Principal	Medina County Emergency Management
Pete Brewster	Principal	US Dept. of Veterans Affairs
Steven Charvat	Principal	International Assoc. of Emergency Managers
Gregory Cybulski	Principal	Aon Fire Protection Engineering
Roderick Fraser	Principal	Boston Fire Department
David Gluckman	Principal	Willis
Kenneth Katz	Principal	Travelers Insurance Company
Gunnar Kuepper	Principal	Emergency and Disaster Management
Dean Larson	Principal	Purdue University Calumet
Ray Lazarus	Principal	Emergency Management Ontario
Ashley Moore	Principal	US Dept. of Homeland Security
Michael Morganti	Principal	Disaster Recovery Institute International
Melvyn Musson	Principal	Edward Jones Company
Ashley Newsome	Principal	Emergency Response Educators
Scott Nicoll	Principal	Chubb Group of Insurance Companies
David Sarabacha	Principal	Deloitte & Touche LLP
Virginia Stouffer	Principal	IDC Partners
Michael DuBose	Alternate	Willis Holding Group
Diane Mack	Alternate	Indiana University
Kelley Okolita	Alternate	Disaster Recovery Institute International
Jo Robertson	Alternate	Deloitte & Touche LLP
Brian Strong	Alternate	Association of Contingency Planners
Lloyd Bokman	Guest	CEDAR Global

Robert Vondrasek

Guest

NFPA

Members self-introduced themselves.

Minutes from last meeting – Approved. Motion by Mike Morganti; 2nd by Dean Larson.

Staff Liaison Report by Orlando Hernandez. See PowerPoint.

ISO TC 223: Dean Larson

Upcoming meetings in Berlin (May-June 2011) and China (November 2011)

ISO TC 223 Presentation by Lloyd Bokman. See PowerPoint.

Organizational Reports:

APC: Ginnie Stouffer

ACP has broadcast emails to their membership soliciting input on the 2013 edition of NFPA 1600.

ANSI: Bob Vondrasek

2 workshops this year:

- Small business 5/24/11 in DC area;
- Building resilience standards

DRI: Mike Morganti

- Added board members from Japan and China
- 3 conferences this year
- DRI's "Professional Practices for Business Continuity Practitioners" is under review in accordance with their 3 year review cycle. NFPA 1600 TC member Mike Janko is leading the effort; Don Schmidt is participating.

EMAP: Steve Charvat

- FEMA funded pilot program for assessment of Higher Education emergency management programs– 11 applications; 4 approved
- Not doing private sector pilot
- EMAP is working with the Urban Area Security Initiative (UASI) partnership

IAEM: Steve Charvat

- Experiencing growing pains due to global expansion, such as voting, membership, etc.

NEMA: No report.

ASTM: Don Schmidt

- WK 8908 (School Emergency Preparedness): Chair has resigned; new chair has not been appointed
- E2640-10 (Resource Management): No report.
- Ashley Moore reports that ASTM EOC standard is being developed.

NFPA 99: No report.

NFPA 1620: Reissued last year.

NFPA: Bob Vondrasek

- NFPA/DRII auditor training program undergoing ANSI CAP certification; expected end of Q2.
- Two-day NFPA 1600 professional development course will be taught at NFPA's annual conference in June
- Maintaining liaison with CSA (Z1600)
- First responder equipment interoperability committee
- DHS has adopted 2010 NFPA 1600
- DHS/FEMA looking for pilot for small business preparedness

Outstanding Logs: Don Schmidt

- CP1, Log 6, Log 1, Log 2, Log 3 (and 5), Log 4
- Created Log 3 Task Group to address inconsistent and confusing requirement for "plans," section 5.1, and requirements for "strategic" and "crisis management"(describe what should be included for strategic and crisis management plans). Members Dean Larson, Diane Mack, Greg Cybulski, Don Schmidt
- Created "ICS" Task Group to review the possible use of terminology "Incident Command System" in place of the generic "IMS." Task group to look at Annex A content and identify revisions. Members Jo Robertson, Dave Gluckman, Rod Fraser, Brian Strong, Steve Charvat, Diane Mack, Lee Newsome, and Matt Kowalski of Emergency Management Ontario.

Other Focus Areas: Don Schmidt. See PowerPoint.

- Task Group on "Definitions" created. Members: Kelley Okolita, Graeme Jannaway, Ginnie Stouffer, Mike Dubose, Ken Katz, and Pat Moore. Task group asked to existing terminology and identify other terms that should be defined within the standard including: "critical," "essential," "time sensitive," and "technology". The task group should also help to identify the correct terminology for "special needs." The task group should determine if use of the word "employee" is appropriate within the

standard as it relates to public sector entities that use the standard. Task group should review definition for word “capability.”

- Task Group on “Recovery” created. Scott Nicoll, Kelley Okolita, Don Schmidt, Ray Lazarus, Ken Katz, and Greg Cybulski.
- Maturity Model. Much discussion on the possible development of a “maturity model” language... no vote but committee clearly did not favor such a project at this time based on significant existing workload and the likely size of such a project. Annex C revisions may address this concern at this time.

Task Group Reports:

Family Preparedness: Rod Fraser

- Presentation
- Add 6.6.3, the directive to provide family preparedness education and training for employees.
- Add of the definition of “family preparedness” and the rest the descriptive language into a NEW Annex.
- Committee decided that requiring family training was not appropriate; but rather train employees and they are responsible for their families.
- Clarify “special needs” and “employees” proper language.
- Include the web links in Annex B.2 as well as the new annex.
- Include 6.6.3. reference in Annex A, which references the new annex.

Information Technology: Dave Sarabacha

- Presentation
- Assign to definitions Task Group: critical/essential personnel
- Change “Business Impact Analysis” to “Impact Analysis.”
- Define “Technology.” [work with Task Group on Definitions]
- Take critical elements of what needs to be in body of standard in terms of the needs for technology, and the process that doesn’t need to be in standard will go in a separate IT annex.
- Add “Technology” to 5.4.3. as a separate bullet and possibly 6.7.
- Change all instances of “business entity” to “entity.”
- Include minimum required text for body of standard integrating existing BIA, 5.5 and 5.4.3.
- 5.8: Stress coordination between impact analysis and technology’s ability to restore.
- Review 6.7 business continuity and recovery to stress review of recovery strategies to ensure technology availability within the recovery time objective.
- Committee did not accept adding “disaster recovery” to section 1.1.

- Need to add business continuity/Information Technology disaster recovery planning text to 7.1 (testing and exercises). [Representatives from DRII and ACP and other BCP professionals, please contribute.]

Management Systems Standard: Dean Larson

- Presentation; very little discussion.
- Draft new annex will be presented prior to or before next meeting.
- Orlando will research other standards that might have a clause that states if the annex is chosen in lieu of the standard, then the annex becomes mandatory.

Partnerships: Lloyd Bokman

- Same presentation as the Rhode Island meeting.
- Add 6.4.8. to the standard as drafted, including the four bullets.
- Orlando will research the phrase “shall allow for.” Need to explain this term and where the definition or explanation should be placed (definitions or Annex A).

Annex A: Lloyd Bokman

- Presentation on progress of Annex A.
- May have to begin again, given newly-discovered NFPA restriction.
- Clean up Annex A.
- Draft a new Annex that is a “how-to guide.” Don Schmidt to review the draft. After edited, NFPA will be requested to review to determine if use of text from the handbook meets with NFPA’s approval.

Competencies: Pete Brewster

- Presentations by Pete Brewster and Lee Newsome
- Motion to “present proposal to NFPA for creation of new project for professional qualifications” made by Dean Larson; Ashley Moore 2nd. Discussion. Motion withdrawn by Dean Larson.
- Motion by Gunnar Kuepper: “as a committee, vote to recommend to standards council to begin project for qualifications related to NFPA 1600.” 2nd by Ashley Moore. Vote: 7 in favor; 8 against. Motion not carried.
- Competencies task group to provide framework information for ROP meeting (see Pete’s PPT for details).
- Ray Lazarus and Pete Brewster to objective and performance evaluation (reference to slide 7 of PPT)

Measurement: Mike DuBose

- Presentations by Mike DuBose (changes to 4, 7, 8) and Diane Mack (Annex C) [See PPT for proposed changes.]
- Little debate and some suggested edits to proposed changes to 4, 7, 8.
- Created new task group to develop a new Small Entity Guide annex.

- Send Annex C out to all committee members for comment.

Task Groups as of now, and meeting schedule for this afternoon:

- Competencies
- Family Preparedness – not meeting
- IT – not meeting
- Management System Standard
- Measurement
- Diane solo on Annex C
- Partnerships – not meeting
- Annex A
- Definitions
- Plans (Log #3)
- Recovery
- ICS
- “Small Entity” [Members: Mike Dubose, Mike Martinet, Diane Mack, Scott Nicoll, Jo Robertson, Steve Charvat, Bob Wilkerson] Members directed to review content from Metropolitan Washington Council of Government, Institute for Business and Home Safety (IBHS), and American Red Cross “Ready Rating.”
- List of Hazards [Members: Don Schmidt, Mike Dubose, Dean Larson, Ken Katz] Task group members asked to provide their lists of hazards to Don Schmidt.

Breakout sessions were held from 1:00 - 4:45 PM. Break for the evening, 5:00 PM.

Wednesday, 8:00 AM: Presentation by Casey Grant, National Fire Protection Association Research Foundation.

Breakouts (8:30 – 10:00):

- Definitions
- Plans
- Small Entity

Task Group Reports

Annex A

ICS

Plans (Log 3)

- Review requirements for “plans” as requested by Log 3. Also reviewing the sequencing of requirements in Chapters 4 and 5 to align with Plan, Do, Check, Act. OK to proceed along the proposed line. Review planning process and sequence of requirements relative to “plan, do, check, act.” Develop new outline for Chapter 5 to address process and outcomes. Provide clear definition of the outcomes. Risk assessment and impact analysis must be before outcomes. Move resource needs assessment (6.1.1 and 6.1.2 and selected text from chapter 6) to chapter 5.

Competencies

- Will put together definition options and circulate them

Closing Discussion

Next meeting date: In accordance with NFPA’s schedule for Fall 2012 documents, the technical committee will meet for 3 days between May 23 – August 26. Chair Don Schmidt asked members to report dates that they would not be able to meet from the last week in July through the third week in August.

Adjourned at noon on 3/23/11. Morganti moved; Buck Adams seconded. Motion carried.