




<b>Membership</b>	→
<b>Chapters</b>	→
<b>Annual Conference</b>	→
<b>Education</b>	
Course Calendar	
Symposiums	
On-Line Courses	
RIMS Fellow	
CRM (Canada)	
In-Company Training	
Anita Benedetti Student Involvement	→
RIMS Certificate	
Spencer Educational Foundation	
FAQs/Contact Us	
<b>Products &amp; Services</b>	→
<b>E-Groups</b>	→
<b>Career Center</b>	→
<b>Public Affairs</b>	→
<b>Calendar of Events</b>	→
<b>Advertise/Sponsor</b>	→



## RIMS Fellow Workshops

# Disaster Planning/Business Continuity Planning and Management

**November 7 - 8, 2005 • Jonathan Club (Town Club)  
Los Angeles, California**

### *Managing the Disaster*

Attend this workshop and learn the elements of a disaster plan and the principles of contingency planning and bring new skills, including media management and product recall, back to the workplace. You will learn all the aspects of how to plan for a quick recovery when a disaster happens. Click here to **REGISTER NOW!**

*Workshop credit towards the RIMS Fellow designation is being given for participation in this workshop by RIMS. Individuals may attend the workshop without working toward the designation.*

**Course Description**

**Benefits**

**Instructional Method**

**Instructor's Background**

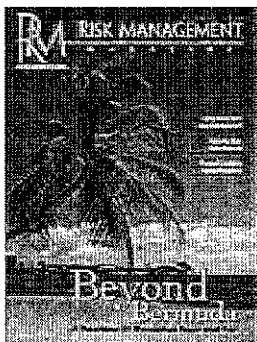
**Registration Fees**

**Location**

**Hotel and Accomodations**

**Course Times**

**How to Register**



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### WORKSHOP TOPIC OUTLINE

#### DAY ONE (November 7)

Session one will focus on establishing the foundation for the business continuity program to work well. Like any others, business continuity programs need scope and definition to guide all the participants along the same path.

- Developing the Business Continuity Program
- Winning and maintaining support
- Determining details of the program
- Integrating BCP with related disciplines
- Creating BCP governance
- How to maintain the program

Session two will focus on building teams that contribute to the success of the overall program. Business continuity requires teams at the local, regional and corporate level to understand their responsibilities and how they are to interact with others.

- Making incident command teams work for your organization
- Local vs. Regional vs. Corporate responsibilities
- Selecting a complementary team
- Working with established teams from other specialties

## **DAY TWO (November 8)**

Session three addresses the analysis required to build a business continuity program. A key element to the success of the program is justifying resources required for specific levels of continuity. Many programs fail because business continuity managers did not have the right kind or amount of information to support their requests.

- How a business impact analysis is different from a risk assessment
- How to determine impact to an organization
- Selecting and justifying a business continuity strategy
- Ensuring the strategy can be executed when needed.

Session four will detail how to document and exercise business continuity plans. Many tools are available to assist in the documentation of plans, but the old adage of garbage in/garbage out applies. After plans are developed, periodic exercises provide the training, gap analysis and maintenance triggers required for long-term sustainability.

- Types of plan formats
- How to build a plan that really works
- Frequent mistakes made by business continuity planners
- Effective methods to exercise business continuity plans for any type of business

While the workshop will discuss several business continuity management frameworks and resources that will apply equally to the diverse

group expected to attend, the workshop is not intended to provide a "one-size fits all" business continuity planning template.

[Return to Top of Page](#)

## **BENEFITS TO YOU AND YOUR ORGANIZATION**

This workshop will bring immediate job benefits to risk professionals who are involved with planning for or managing emergencies or disasters. The first day topics include the preparation in advance of a crisis and how to plan for a quick recovery. It reviews contingency management principles and discusses issues when formulating crisis or contingency teams. On day two, the focus shifts to the management of the media response to a crisis and the steps for stabilizing and restoring the organization to normalcy. Attendees also examine a product recall scenario that could seriously endanger an organization.

[Return to Top of Page](#)

## **INSTRUCTIONAL METHOD**

- Interactive exercises are given throughout the workshop.
- Small class size to encourage active participation.

[Return to Top of Page](#)

## **INSTRUCTOR**

### **Michael Keating**

*Michael Keating (CBCP) is a Senior Manager for Protiviti ([www.protiviti.com](http://www.protiviti.com)), a wholly owned subsidiary of Robert Half International Inc. He has worked for several of the major consulting firms in the field and developed the American Red Cross BICEPP (Business and Industry Council for Emergency Planning and Preparedness) program that taught businesses, non-profits and public entities how to effectively plan for disasters. Since his career in emergency response, crisis management and business continuity began, he has helped more than 300 companies prepare for various types of crises and business interruptions.*

### **Selected Sample Of Relevant Experience:**

- Only industry expert witness in the most significant U.S. court case in the business continuity industry (U.S. vs. SunGard)
- Personally involved in recovery efforts following the 2001

- terrorist attacks at the World Trade Center
- Authored U.S. Federal Emergency Management Agency course on Continuity of Operations
- Developed business continuity audit tool for major global risk management firm
- Led the business continuity effort for a major international telecommunications firm
- Assisted one of the largest International auto manufacturers in managing the business interruption of their third party data processing firm and developed a continuity plan for a key European transmission plant
- Authored the corporate business continuity standard for a major Midwest health system while overseeing the rollout of its content to 10 regions simultaneously
- Frequent author in trade journals such as Contingency Planning and Management and Disaster Recovery Journal
- Presenter at conferences such as CPM, World Conference on Disaster Management, RIMS
- 1997 Nominee for Contingency Planning Hall of Fame

[Return to Top of Page](#)

## REGISTRATION FEE

<b>DAY ONE &amp; TWO</b>	<b>RIMS Deputy Members or Associates * \$495</b>	<b>Non-Members \$695</b>
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**Early bird special: \$50 discount if registered by October 7th.**

***\* For information regarding membership categories, please [click here](#).***

- Since registration will be limited, we suggest registering as soon as possible.
- Participation in the two day workshop earns credit for two days towards the RIMS Fellow designation.
- Workshop includes course manual, continental breakfast and lunch.

[Return to Top of Page](#)

## LOCATION

The meeting will be held at the Jonathan Club (Town Club), at 545 South Figueroa Street in downtown Los Angeles ([www.jc.org](http://www.jc.org)). The telephone number is 213-624-0881.

Dress is business casual in the meeting site (jeans and shorts not allowed).

[Return to Top of Page](#)

## **HOTEL ACCOMMODATIONS**

The Jonathan Club does have sleeping rooms. Hotels nearby the meeting site include The Wilshire Grand (tel 213-688-7777), Westin Bonaventure (tel 213-624-1000 ), and the Marriott (tel 213-617-1000).

To obtain special hotel rates in Los Angeles, please [click here](#).

*Attendees make their accommodations directly with hotels.*

[Return to Top of Page](#)

## **COURSE TIMES**

The program will begin at 9:00am and end at 4:30pm on both days.

Program includes course manual, continental breakfast and buffet lunch.

[Return to Top of Page](#)

## **HOW TO REGISTER**

### **REGISTER NOW! Online Registration**

#### **Register by Mail or Fax:**

To download the registration form please [click here](#).

International Attendee Information/Travel Visas- APPLY EARLY!

Visa applicants are advised to apply to the consulate as soon as they decide to attend a program. We suggest at least four months in advance to allow enough time for the visa approval process to take place.

## **ADDITIONAL INFORMATION:**

*Since registrations will be limited, we suggest registering as soon as possible.*


If you have any questions or need additional information,

please contact us by e-mail: [click here](#).

**Cancellation/Refund Policy**

RIMS reserves the right to cancel a course if conditions warrant. In the event of such a cancellation, registration fees will be refunded. RIMS is not responsible for any travel or lodging expenses that an attendee may incur due to such a cancellation.

All requests for refunds or changes must be submitted in writing. Registrants who cancel 15 business days or less prior to the start of the course will be subject to a \$150 service charge. Refunds for credit cards will be processed within 30 days. All other forms of payment will be issued 60 days following the course. Transfer to another course can be made within the calendar year. Individuals may be substituted prior to the course.

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