Emergency Preparedness and Business Continuity Planning: It's More Than IT

A TABLE TOP DEMONSTRATION FOR LAW FIRMS

April 2, 2009
12:00pm to 1:30pm

Presented by:

John Osborn
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President, Remlu Inc.

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When: April 2, 2009
12:00pm to 1:30pm

Where: John E. Osborn, PC
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Cost: Free!!

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Name(s) __________

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In the commercial real estate world minor catastrophes happen daily, from water main breaks, floods and fires to brownouts, blackouts and the more serious wide spread events such as hurricanes or a terrorist attack, there are any number of incidents that can happen on a regular basis that will interrupt how your law firm goes about conducting business. Law firms need to have a business continuity plan in order to maintain and provide the high level of service that your clients demand.

Business Continuity Planning and Information Technology (IT) are very often mentioned in the same sentence. While IT is an important component of implementing a business continuity plan, an IT plan in and of itself does not constitute a sufficient continuity plan. Members of your firm must be actively engaged in developing and executing a business continuity plan. If members from all departments of your firm are actively engaged in the plan your firm will yield greater results when faced with a real emergency.

The most important element of a comprehensive business continuity plan is getting members involved with plan validation, rehearsal and practice implementation. A cost effective method of combining plan validation, rehearsal and practice implementation is through a tabletop exercise. A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. During this exercise members discuss and assess business continuity plans, policies and procedures.

Our law firm preparedness planning and exercise program is designed specifically for law firms, understanding their unique needs. It is designed to assist senior firm administrators in identifying gaps in their existing plans and, as necessary, helping them to develop realistic and effective emergency preparedness plans and procedures. It includes interactive and participative planning and training which addresses many of the questions pertinent to law firms today:

- What are the key elements of a sound emergency preparedness strategy?
- What topics should an emergency preparedness plan address?
- During an incident, where is the balance between centralization of authority and decentralization to subordinate departments?
- What questions should senior administrators ask their planners?
- What are senior firm partners' roles during an incident?
- How can we effectively plan and train without upsetting our firm's culture or our clients?

Even if an incident only interrupts “business as usual,” for a few hours, depending on the size of your firm it could mean hundreds of thousands in lost revenue. Please join us on April 2, 2009 at 12:00pm for a luncheon to find an answer to the question, “How prepared is your law firm?”

Our Distinguished Panel of Speakers:

John E. Osborn, Esq.
Partner, John E. Osborn PC
John E. Osborn has over 30 years of experience. His practice concentrates in the preparation and negotiation of contracts, advising clients in resolving disputes during construction and renovation as well as resolving construction disputes through mediation, arbitration and litigation. Mr. Osborn has spoken and written on such topics as Hurricane Katrina, hurricane preparedness in New York City, the legal concerns if there was a Pandemic Flu and the Con Edison Steam Pipe Explosion.

Walter F. Ulmer III
President, Remlu Inc.
Mr. Ulmer has 30 years national and international planning and exercise development experience, ranging from planning military security operations to developing preparedness plans for private corporations. He has developed emergency plans for public and private facilities, local jurisdictions, health departments, colleges and universities, hi-rise buildings, and security service companies. He is a certified instructor for the National Emergency Response and Rescue Training Center, US Department of Homeland Security and delivers emergency preparedness planning seminars to senior emergency management officials and elected officials throughout the United States.

John Brandstetter
Vice President, Disaster Recovery Strategies Consulting, HEC
John Brandstetter has been and continues to be on the forefront of disaster recovery in the Northeast US. His clients include large commercial and residential property management firms, as well as corporations for whom he has developed cost effective, efficient and responsive recovery strategies. Mr. Brandstetter is a member of BOMA /NY and serves on the Codes and Regulations and Emergency Preparedness committees. He has continued involvement in seminars that examine topics such as how to deal with your insurance company during a disaster as well as other preparedness and recovery issues.

Sid M. Edelstein
President, ITeam Technology Associates LLC
Sid M. Edelstein is the President and founding partner of ITeam Technology Associates LLC, a New York City based IT consulting and support services firm that provides technology consulting and support services that meet the operational demands of the financial services, accounting and legal industries.

Mr. Edelstein has over 20 years of professional experience in the information technology consulting arena and specializes in the fields of IT Governance, Regulatory Compliance and Business Continuity planning. He has authored and contributed to numerous articles published in accounting and technology journals including The CPA Journal and Accounting Technology