

Organizing Chaos: A Crisis Management Tabletop Exercise for Law Firms

November 6, 2008
12:00pm to 1:30pm



Presented by:

John Osborn
Partner, John E. Osborn PC

Walter Ulmer
President, Replu Inc.

John Brandstetter,
Director, HEC,
Disaster Recovery Strategies Consulting

JOHN E. OSBORN, P.C.
ATTORNEYS AND COUNSELORS AT LAW
841 Broadway, Suite 500
New York, New York 10003

When: November 6, 2008
12:00pm to 1:30pm

Where: John E. Osborn, PC
841 Broadway, Suite 500
New York, NY 10003

Cost: Free!!

To Register:
Contact Chris Frawley
(212) 576-2670
cfrawley@osbornlaw.com
or fill out this form and fax it to
(212) 686-4023

Name(s) _____

Law Firm _____

Address _____

Phone _____

E-mail _____

Crisis management and business continuity planning in law firms is just as important, if not even more so, than it is for other types of companies. In fact, to best position themselves to provide support to other corporations in distress in a timely fashion, law firms must be able to quickly overcome effects of an incident and posture themselves to assist their clients.

Perhaps the most important element of a comprehensive preparedness program is generally the one that is least applied: plan validation, rehearsal and practice implementation. Justifications for omitting this critical ingredient range from lack of time to lack of resources. Nevertheless, omission generally results in poor plan implementation during a real emergency.

One method of validating plans and rehearsing them in a cost and time effective manner is a tabletop exercise. In a tabletop exercise, key members of an organization's response, crisis management and/or business continuity teams discuss and assess plans, policies and procedures, using simulated scenarios in an informal setting. Exercise participants and scenarios can be adapted to meet specific objectives for the exercise and a tabletop exercise can last anywhere from 90 minutes to three hours.



Examples of tabletop exercise topics include:

- Plan activation thresholds and procedures
- Notification systems and protocols
- Internal and external communications requirements and priorities
- Immediate response procedures
- Roles, responsibilities and authority of crisis management team members
- Accountability procedures
- Business continuity priorities and recovery operations
- Critical incident stress management program effectiveness
- Remote (or "work-at-home") strategies

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 November 6, 2008 at 12:00pm for a luncheon to find an answer to the question, "How prepared is your law firm?"

John E. Osborn, Esq.
Partner, John E. Osborn PC

John E. Osborn has over 30 years of experience in practicing construction and environmental law. 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. Mr. Osborn is a member of the Association of the Bar of the City of New York, the New York State Bar Association and the Building Owner' and Managers' Association's Emergency Preparedness Committee.

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
Director, HEC,
Disaster Recovery Strategies Consulting

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. His experience includes advising a client in dealing with a large fire in a foreign country that included not only the restoration of the physical property but the use of security during the process to maintain client confidentiality. 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.