

September  
2007



# BICEPP Bulletin

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for  
Emergency Planning and  
Preparedness

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## We'll Miss You Kelly by Anna Burton

**B**ICEPP and greater Los Angeles will soon miss a friend – Kelly Shiverkater, *Manager, Emergency Planning and Preparedness of Southern California Edison*. She will be retiring and moving back to her native Texas. It's no surprise, given Kelly's motivation, inner strength and love of life.



An employee of *Southern California Edison* since 1980, Kelly is the current *Manager of Emergency Planning & Preparedness*. As such, she has responsibility for the utility's corporate preparedness program including such areas as planning for emergency response and business continuity, EOC response capability, exercise development, employee preparedness programs, and liaison with emergency management agencies. Kelly is also responsible for *Southern California Edison's* wild land fire liaison program.

Kelly is the *Immediate Past President of BICEPP*, an organization devoted to providing a forum for information exchange to enhance emergency preparedness and contingency planning with the business community. She also serves as the *Regional Utilities representative to the California Governor's Office of Emergency Services' Southern Region Mutual Aid Regional Advisory Committee* and is an active member of the *California Utilities Emergency Association (CUEA)*.

Kelly is a *Certified Emergency Manager (CEM)*, having received this designation from the *International Association of Emergency Managers*.

Kelly has been a long-time supporter and advocate for planning, training and emergency preparedness activities across the region. Her

knowledge of programs and preparedness has been a stronghold for BICEPP. As we bid her farewell, we wish her love and good fortune in the next chapter of life.

Congratulations Kelly. As we wish you luck, know you will be sorely missed. Here are a few comments from your friends and fellow Board members.

*"As my predecessor, Kelly has been a wonderful mentor in my transitioning into the role as BICEPP President. Her continual support and assistance has been a benefit to me in my current role on the BICEPP Board of Directors."* - Roland De Rocili, Jr.

*"BICEPP will miss Kelly. She was always there to offer assistance in any way possible, from a facility to host an event, to an insightful thought on a direction the organization should go in, she is and always will be a true emergency management professional."* - Chris Wright

*"Enjoy your new adventures to the fullest. We'll miss you."* - Ellis M. Stanley, Sr.

*"Kelly will be greatly missed. Not only was she a great leader when she served as President but a wonderful team member to all of us at BICEPP. She was and is a role model in our respective professional positions as well as our personnel lives. I wish her and her family many happy trails."* - Kris Sefton

*"Thank you for the advice, support and friendship over the years. I'll miss you and our lunch outings."* - Anna Burton

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## 2007-2008

### Executive Board

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## President's Message

**W**OW! Here we are already in mid-August and half of 2007 has come and gone, with BICEPP well on its way. To date, our Programs Committee has successfully completed the first of three programs planned for 2007. The feedback we received from the NIMS workshop conducted on May 18th indicated the program was very beneficial to those who attended.



We are very excited about the upcoming CERT Train-the-Trainer Course for the Private Sector on November 6th, 7th and 8th. See the article on page 3 of this newsletter for details.

We are taking a new road this year and planning to have our annual BICEPP Awards event on November 17th, at the San Antonio Winery. This

event was held during the month of December in years past, which often conflicted with member's schedules. I know you will join me in supporting Margaret Vinci and her committee in making this a successful event.

On a more personal note, I have accepted the position as Business Continuity Manager for the Raytheon Company in El Segundo. Trying to get my arms wrapped around things and learning how the business is conducted is keeping me busy, as most of us seem to be these days. With this change, I have relocated to the Los Angeles metro area.

BICEPP co-sponsored the ENLA workshop that was conducted at the Inglewood Forum on May 3rd. This event was primarily directed to faith-based organizations interested in emergency preparedness and recovery planning.

My best wishes to everyone for a safe and enjoyable summer. **Roland De Rocili**

## With Appreciation

To Kryss Goethals, Steve Goldfarb, Nancy Mathews, and Mike Ripley for the May 18th 2007 NIMS Workshop.

To Southern California Edison for hosting the BICEPP 2nd Quarter Meetings.

To Sony Pictures for hosting the BICEPP 3rd Quarter Meetings.

## Welcome New Members

*Building Owners & Managers Association of Los Angeles*

Melonee Cruse

Laura Mack

*City National Bank*

Adriana Van West – AEGON

Kathy Ciarabella

## Bulletin Contributors

Thank you to all who contributed to this issue:

#### Articles • Editing • Photos:

Anna Burton  
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Jeff Edelstein  
Nancy Mathews  
Manuel Navarro  
Mike Ripley  
Kris Sefton  
Ellis M. Stanley  
Margaret Vinci  
Chris Wright

*Design & Marketing:*  
Jeff Edelstein

## Are you a Preparedness Geek?

- Your dog has a reflective vest.
- You own more hard hats than regular hats.
- You give emergency kits for birthdays and holidays, hoping they'll give them back.
- You use mylar blankets on your bed at home.
- You've taken a date to a CERT class.
- Have used light sticks for a romantic dinner.
- You've used super glue to close a cut and duct tape to prevent blisters.
- You spent more money on a new flashlight than on your wedding anniversary present.
- You own an ultra-light head lamp, a hard hat lamp, a tight space head-lamp, a back up head lamp and a head lamp you loan to friends.
- Instead of recognizing earthquake anniversaries, you celebrate them.
- At home you shut off your water main, electrical and gas for a weekend to see how prepared you really are.



*Get involved!*  
Join a committee.  
Contact  
[info@bicepp.org](mailto:info@bicepp.org)  
and tell us what  
committee you would  
like to join.

## National Incident Management System (NIMS) Workshop by Mike Ripley

On May 18, BICEPP sponsored a NIMS workshop in conjunction with the Los Angeles County Office of Emergency Management. The workshop targeted business and public agencies with emergency response and business continuity plans. The workshop stressed the importance of integrating NIMS standards and training into all types of emergency and crisis management planning.

Krys Goethals, Program Manager for the L.A. County Office of Emergency Management, presented the framework and training requirements for NIMS integration. Krys also provided informa-

tion on NIMS legislation, resource typing, and updates to NIMS standards. A panel consisting of Nancy Mathews of Haley & Aldrich, Steve Goldfarb of USC, and Mike Ripley of NBC Universal provided retrospective on NIMS integration for the private sector. The panel provided basic NIMS and ICS framework for integration into emergency response and continuity plans for business as well as examples for customization of NIMS standards and resource typing for private industry. Participants of the workshop received reference materials and further information on NIMS standards. ◀

## CERT Train-the-Trainer Program for Private Industry offered by BICEPP

BICEPP is offering this 3-day course, November 6-8, 2007 at Sony Pictures in Culver City. Course instruction will be provided by BICEPP members and certified instructors who are experienced in community emergency response planning. The course will include:

- How to start and maintain a CERT Program
- Methods for teaching the CERT course
- Development and adaptation of the FEMA course materials
- Instructional presentation skills.

Attendees will see examples of “best practices” from several private industry CERT programs. Upon completion, attendees will receive a Certificate of Attendance, which enables the attendee to teach the CERT curriculum and to issue FEMA CERT certificates. See [www.bicepp.org](http://www.bicepp.org) for more information. ◀



## Business Continuity Planning – What does that mean?

by Manuel Navarro, *Praxis Computing, Inc.*

Business Continuity Planning is a term popularized over the last two decades and has evolved from planning in the event that there is an earthquake to planning in the event that there is an earth-shattering e-virus. How is the evolution of threats facing business today relevant to your business? How much downtime can you afford on your network? Moreover, how should we be thinking about planning for these threats to our business systems and critical data, and what steps should we be taking to protect ourselves? As my father once told me, “*Preparation and planning prevent poor performance.*”

Business continuity planning is the process whereby businesses ensure the maintenance or recovery of operations, including services to customers, when confronted with adverse events such as natural disasters, technological failures, human error, malicious code, viruses and/or cyber terrorism. The objectives of a business continuity plan (BCP) are to minimize financial loss to the company; continue to serve customers and mitigate the negative effects disruptions can have on a business’ strategic plans, reputation, operations, market position, and ability to remain in compliance with applicable laws and regulations. In

order to ensure that your business remains healthy through difficult and unforeseen interruption, it is of paramount importance to have robust business continuance plan BCP.

Companies increasingly depend on computer-supported information processing and telecommunications. The increasing dependency on computers and telecommunications for operational support poses the risk that a lengthy loss of these capabilities could seriously affect the overall performance of the company. Information technology and automated information systems are vital elements in most business processes. IT systems are vulnerable to a variety of disruptions, ranging from mild (e.g., short-term power outage, disk drive failure) to severe (e.g., equipment destruction, fire) from a variety of sources such as natural disasters to terrorists actions, and even cyber-crime.

Because these IT resources are so essential to an organization’s success, it is critical that the services provided by network systems are able to operate effectively without excessive interruption.

*For steps to keeping your network available and maintaining your company’s business continuity, go to [www.bicepp.org](http://www.bicepp.org).* ◀

*This article in its entirety is available on the BICEPP website at [www.bicepp.org](http://www.bicepp.org).*

## Upcoming Events

Sept  
7

**BICEPP Board of Directors meeting**  
7:30 am • Sony Studios  
RSVP (213) 386-4524

Sept  
17-21

**CESA Annual State Conference**  
September 17-21. Konocti Harbor  
Resort, Kelseyville • [www.cesa.net](http://www.cesa.net)

Oct  
5

**BICEPP Board of Directors meeting**  
7:30 am • Southern California Gas Co.,  
Downey • RSVP (213) 386-4524

Nov  
2

**BICEPP Board of Directors meeting**  
7:30 am • Southern California Gas Co.,  
Downey • RSVP (213) 386-4524

Nov  
6-8

**CERT Train-the-Trainer Program for  
the Private Sector** • Sony Studios  
RSVP (213) 386-4524

Nov  
17

**Annual BICEPP Awards Event**  
San Antonio Winery  
RSVP (213) 386-4524

## Plan Ahead

### IAEM Annual Conference & EMEX 2007

"Partners in Emergency  
Management: Working  
Together"  
November 11-14, 2007  
Silver Legacy  
Reno, Nevada  
For the latest tools  
and technology  
in emergency  
management and  
homeland security.  
Go to [http://www.iaem.com/events/  
annual/intro.htm](http://www.iaem.com/events/annual/intro.htm) for  
online information and  
registration.

## Submissions

We want to hear from  
you! Here's how to  
send submissions:

Digital submissions  
are recommended (i.e.,  
Word documents for  
text and photos in  
digital format). Please  
E-mail submissions  
and news relating to  
emergency management  
to [info@bicepp.org](mailto:info@bicepp.org)

Submittals should be  
concise and include  
your name and title, if  
applicable. Submittals  
may be edited due to  
space limitations.

The **BICEPP BULLETIN**  
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For information call  
**213 386-4524**

Or visit

[www.bicepp.org](http://www.bicepp.org)

## Online Resources

CA-OES [www.oes.ca.gov](http://www.oes.ca.gov)

CESA [www.cesa.net](http://www.cesa.net)

DHS [www.dhs.gov](http://www.dhs.gov)

FEMA [www.fema.gov](http://www.fema.gov)

IAEM [www.iaem.com](http://www.iaem.com)

### Did you know...

articles • events • calendars • job openings & more  
are posted on the **BICEPP** website!

Check out [www.bicepp.org](http://www.bicepp.org)



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ADDRESS CORRECTION REQUESTED

