

# NFPA 1600: 2010 Edition

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The 2010 edition of NFPA 1600 “Standard on Disaster/Emergency Management and Business Continuity Programs” has just been published by the [National Fire Protection Association](#). This is the fifth edition of the standard, which has become known as our “National Preparedness Standard” following endorsement by the 9/11 Commission back in 2004.

NFPA 1600 provides the fundamental criteria to develop, implement, assess, and maintain a preparedness program including prevention, mitigation, preparedness, response, continuity, and recovery. The standard is used in the public and private sectors throughout North America with a growing user base in Latin America and other countries around the world.

## History of NFPA 1600

NFPA 1600 is written by a 36 member technical committee chaired by Donald L. Schmidt, CEO of Preparedness, LLC. The committee includes members from federal, state, and local government and a wide range of private sector industries. Development of the standard benefits from the submission of hundreds of public proposals and comments and the work of many task group members from outside the technical committee.

Development of NFPA 1600 began in 1991, and the first edition, titled “Recommended Practice for

Disaster Management,” was issued in 1995. NFPA 1600 was first published as a standard in 2000, and updated editions were published in 2004 and 2007. The 2010 edition has just been released, and it provides significant new material.

## “PS-PREP”

The 9/11 Commission recommendation for enhanced private sector preparedness has been written into two Federal Laws—Public Law 108-458 in 2004 and [Public Law 110-53](#) in 2007. Title IX of PL 110-53 calls for the voluntarily certification of private sector preparedness programs—now referred to as “PS-PREP.” The U.S. Department of Homeland Security has published its intent to designate the 2007 edition of NFPA 1600 as one of three standards that private sector organizations seeking voluntary certification can choose to be certified against.

## Changes in the 2010 Edition

Readers of prior editions of NFPA 1600 will notice a big change when they begin to read the 2010 edition. Chapter 5 of the 2007 edition has been expanded into four chapters, which have been reordered to follow a program development process. This ordering also follows the “Plan—Do—Check—Act” program development process that users of ISO standards are accustomed to.

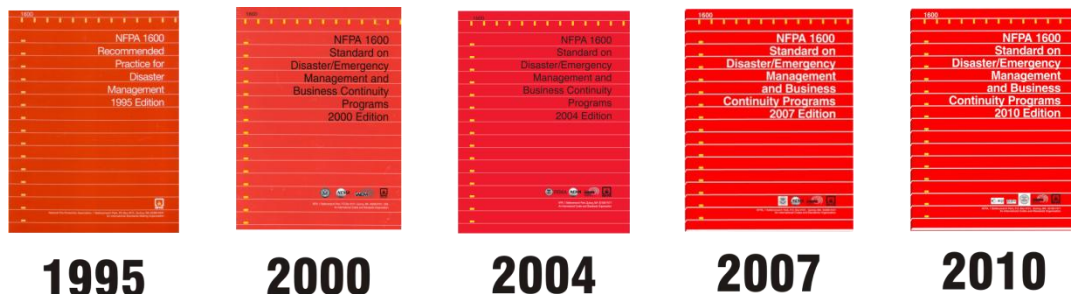


Figure 1. Since the Technical Committee on Disaster Management (now called the Technical Committee on Emergency Management and Business Continuity) was organized in 1991, five editions of NFPA 1600 have been published. (Cover images courtesy of NFPA.)



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Figure 2. Since the Technical Committee on Disaster Management (now called the Technical Committee on Emergency Management and Business Continuity) was organized in 1991, five editions of NFPA 1600 have been published.

Management commitment to, direction of, and support for the emergency management and business continuity program is critical. This was the impetus for the committee to include a new section 4.1 on “Leadership and Commitment.” Program management was also enhanced with a new section, 4.6, on “Performance Objectives.” Finance and administration is another pillar of an emergency management and business continuity program. The finance section, which used to appear at the end of the 2007 edition has been relocated to the program management chapter and expanded to include crisis management procedures. A new records management section has been included as well to fulfill auditing requirements.

A new section on “Business Impact Analysis” has been added to Chapter 5 supplementing the risk assessment section of the 2007 edition. This new section includes a requirement to evaluate the potential for loss of information and the point in time which defines the potential gap between the last backup of information and the time of the interruption or disruption. With an ever increasing reliance on electronic information, this new section addresses a critically important aspect of business continuity planning.

Another new section, 6.6 “Employee Assistance and Support,” addresses the need to render care for the physical and emotional well-being of employees in the aftermath of an incident. Anyone who has experienced a disaster first hand can confirm the importance of sheltering, counseling, and other support following a major incident. This support can help speed the recovery of the organization as employees are better able to resume their lives and normal work assignments.

Participation in a training exercise was often cited as the single most effective method of preparing emergency management and business continuity team members for an actual event. Recognizing the importance of testing and exercises, the committee significantly expanded the requirements for exercises and placed it within its own chapter. The requirement for testing and exercising remains performance based—to establish and maintain required capabilities. Design requirements for exercises are specified.

### Preparedness, LLC Services

We can help you develop your preparedness program:

- Define roles, responsibilities, authorities, and tasks for your emergency management and business continuity teams
- Conduct a risk assessment to identify hazards that could threaten life, property, business operations, and the environment
- Conduct a business impact analysis to identify critical business functions and processes and potential operational and financial impacts
- Organize teams and write emergency response and business continuity plans
- Develop and conduct training and drills
- Facilitate tabletop exercises to familiarize personnel with plans and their role as defined within the plans
- Evaluate existing preparedness efforts and make recommendations for enhancement based on NFPA 1600

If you need assistance, please [contact us](#).

Program evaluation was moved from the program management section of the 2007 edition and expanded within a new chapter on program improvement. Program improvement now includes management review of policies, objectives, and program implementation. Eight “triggers” for program evaluation have been specified in addition to the requirement that the program should be evaluated whenever the effectiveness of the program has been called into question.

## For More Information

The 2010 edition of NFPA 1600 is available for [free download](#) from the NFPA website. The 2007 edition will remain available for free download for a limited time.

Additional resources available from NFPA include:

- [“Implementing NFPA 1600 National Preparedness Standard”](#) –a handbook authored by members of the technical committee.
- Professional development—a [two-day workshop-based seminar](#) guides participants

through the development of an emergency management and business continuity program using NFPA 1600.

- [iPhone® application](#)—a free app of the 2007 edition of NFPA 1600 is available from the iTunes® store.

Additional information on NFPA 1600 including a self-assessment checklist to help you assess your program and links to hundreds of documents to help you develop, implement, and evaluate your preparedness program can be found on the [Preparedness, LLC website](#).

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## Additional Resources

Links to hundreds of documents to help you with your preparedness program can be found on the [“Resources” page](#) of the Preparedness, LLC website.

Check out our [blog](#) if you are interested in developments in national standards, industry best practices, current events, and what it means for your preparedness program.

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## About Preparedness, LLC

Preparedness, LLC is a client-focused risk consulting company. Our mission is to assist our clients safeguard life, protect property and minimize business interruption. Our vision is to thoroughly understand each client’s business and become a long-term, trusted advisor.

If you would like our self-assessment checklist; have questions; or need assistance with the development, implementation, or evaluation of your preparedness program, please contact us.



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