

The Philadelphia Alliance for Response invites you to attend a **Disaster Plan Writing Retreat** on March 19, 2008. This program is free, but advanced registration is necessary since limited spaces are available.

This half-day event is for organizations that are in the beginning stages of plan development or have initiated disaster plan writing. Attendees at this retreat will have a dedicated opportunity to work on their plans “outside of the office.” Representatives from NARA, CCAHA, and PALINET will provide a brief overview of what makes a successful plan and be available to answer questions and provide assistance. A limited number of computers are available for use, but participants are invited to bring laptop computers.

The Details:

Disaster Plan Writing Retreat

Date: March 19, 2008, 8:30 – 12:00

Location: PALINET, 3000 Market Street, Suite 200, Philadelphia, PA, 19104

Cost: Free

Registration: To register email [reservations.NRB@nara.gov](mailto:reservations.NRB@nara.gov) and include your name, organization represented, and phone number. When registering please indicate if you will be bringing a laptop.

If you have any questions or would like more information about the program please contact Laura McHale, Senior Records Analyst, NARA, Mid-Atlantic Region at 215-305-2022 or [Laura.McHale@nara.gov](mailto:Laura.McHale@nara.gov).

Agenda:

Introductions

Tabletop Exercise (Tom Claeson)

Short Break

Components of a Disaster Plan

Disaster Plan “Clinic”

Wrap-up and Evaluation