

Disaster Planning and Emergency Preparedness for Not-For-Profits

Date: Thursday, June 3, 2010

Time: 9:00 a.m. – 12:00 p.m.

Registration Deadline: May 20, 2010

Fee: \$30.00

Location: Pace University Graduate Center, One Martine Avenue, White Plains
Partially underwritten by **CHASE** 


This workshop will provide step-by-step information on how to plan and maintain a comprehensive emergency management program. The session is designed to address unforeseeable emergencies in an organization where a sizable number of people work or are served. By implementing American Red Cross' standards before a disaster strikes, your organization will have a much more effective plan for disaster preparedness and relief.

Topics to be discussed:

- Learn to educate your employees and their families on how to prepare for and react appropriately to disasters
- Develop a business recovery plan to reduce a disaster's impact on your business operations
- Learn how best to assist clients when disaster strikes

Who should attend: Executive directors, program managers, site managers, human resource managers.

Presenter: American Red Cross - Westchester Chapter

 United Way now offers MyCart.net, a secure online credit card payment option, for payment of registration fees for the Management Center courses. Receipt of your payment will be emailed to you. Please go to www.uwwp.org/pace.htm

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Please send completed registration form and \$30.00 fee. Please indicate method of payment:

- Check (payable to United Way)
 Credit Card: MasterCard Visa American Express Discover

Card no. _____ Exp. Date _____

Card Holders Name _____ Signature _____

Mary Ann Luna, Director of Management Center Initiatives

United Way of Westchester and Putnam, 336 Central Park Ave., White Plains, NY 10606

Questions? (914) 997-6700, ext. 740 Fax: (914) 949-6438 E-mail: mluna@uwwp.org

Name _____ Title _____

Agency _____

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Phone _____ Email _____

