



BUSINESS CONTINUITY PLANNING

A listing of materials available at the Justice Institute Library

GENERAL BOOKS

Adapting to Climate Change: Business Planning, Risk Management and Emergency Preparedness. Ottawa, Ont.: Conference Board of Canada. (QC 981.8 C5 A323 2008)

Airport Closures in Natural and Human-Induced Disasters: Business Vulnerability and Planning by Stephanie E. Chang, Diana Ericson, and Laurie Pearce. Ottawa, Ont.: Office of Critical Infrastructure Protection and Emergency Preparedness. (HE 9797 S4 C423 2004)
<http://dsp-psd.pwgsc.gc.ca/Collection/PS4-8-2004E.pdf>

Blindsided: A Manager's Guide to Catastrophic Incidents in the Workplace by Bruce T. Blythe. New York: Portfolio. (HD 5549.5 E43 B59 2002)

Building an Enterprise-Wide Business Continuity Program by Kelley Okolita. Boca Raton, FL: CRC Press. (HD 49 O46 2010)

Business Continuity: And HIPAA: Business Continuity Management in the Health Care Environment by James C. Barnes. Brookfield, Conn.: Rothstein Associates. (R 728 B376 2004)

Business Continuity: Best Practices: World-Class Business Continuity Management by Andrew Hiles. Brookfield, Conn.: Rothstein Associates. (HD 49 H641 2004)

Business Continuity Planning: A Step-By-Step Guide with Planning Forms on CD-ROM by Kenneth L. Fulmer and Philip Jan Rothstein. Brookfield, Conn.: Rothstein Associates. (HD 49 F855 2005)

Business Continuity Planning Methodology by Akhtar Syed and Afsar Syed. Mississauga, Ont.: Sentryx Inc. (HD 49 S84 2004)

Business Continuity Strategies: Protecting Against Unplanned Disasters by Kenneth N. Myers. Hoboken, N.J.: Wiley. (HD 49 M93 2006)

Business Resumption Planning: A Guide written by Emergency Preparedness Canada in consultation with the Disaster Recovery Information Exchange. Ottawa, Ont.: Emergency Preparedness Canada. (HD 49 B887 1995)

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Business Resumption Planning Guidelines. Oakland, Calif.: California Office of Emergency Services Earthquake Program. (HV 551.4 C2 B887 1993)

The Complete Guide to Business Risk Management by Kit Sadgrove. Aldershot, Hampshire, England: Gower. (HD 61 S2 1996)

Contracting for Hot Sites, Cold Sites, and Off-Site Data Storage by Robert S. Bramson. Delran, N.J.: Datapro Research Group. (HF 5548.37 B724 1991)

The CPM Dictionary: The Single Source for Acronyms, Terms and Abbreviations in Business Continuity, Security and Emergency Management edited by Paul Kirvan. Flemington, N.J.: Witter Publishing. (HV 551.2 C653 2004)

The Definitive Handbook of Business Continuity Management edited by Andrew Hiles. Hoboken, NJ: John Wiley & Sons. (HD 49 D44 2007)

Disaster Mitigation Guide for Business and Industry. Washington, D.C.: Federal Emergency Management Agency. (HV 553 D585 1990)

Disaster Planning Guide for Business and Industry. Washington, D.C.: Federal Emergency Management Agency. (HV 553 D564 1987)

Disaster Preparedness: Simple Steps for Businesses by Julie Freestone and Rudi Raab. Menlo Park, Calif.: Crisp Publications. (HD 49 F743 1998)

Disaster/Recovery Planning by J.G. Wilson. Toronto, Ont.: Ontario Blue Cross. (HF 5548.87 W547 1991)

Disaster Recovery Testing: Exercising Your Contingency Plan edited by Philip Jan Rothstein. Brookfield, CT: Rothstein Associates. (HD 49 D573 2007)

Disaster Survival Guide for the Workplace. Delta, B.C.: Scriptor Communication Associates, Inc. (HV 553 D587 1994)

Disaster Survival Planning: A Practical Guide for Businesses by Judy Kay Bell. Port Hueneme, Calif.: Disaster Survival Planning. (HV 555 U6 B445 2000)

Emergency/Disaster Guidelines and Procedures for Employees by William H. Avery and Jamie Soo. Toronto, Ont.: CCH Canadian. (HD 49 A847 2003)

Emergency Management and Business Continuity Programs. Mississauga, Ont.: Canadian Standards Association. (HV 551.2 E446 2008)

Emergency Management Concepts for Industry & Business by John C. Hayen. West Nyack, N.Y.: Todd Publications. (HV 551.2 H284 1988)

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Emergency Management Guide for Business & Industry: A Step-By-Step Approach to Emergency Planning, Response and Recovery for Companies of All Sizes by Thomas Wahle and Gregg Beatty. Washington, D.C.: Federal Emergency Management Agency. (HV 552 W234 1993)
<http://www.fema.gov/pdf/business/guide/bizindst.pdf>

Emergency Planning and Management: Ensuring Your Company's Survival in the Event of a Disaster by William H. Stringfield. Rockville, Md.: Government Institutes. (HV 551.2 S77 2000)

Emergency Preparedness: A Business and Industry Disaster Planning Course and Training Manual by Patrick "Rick" LaValla and Robert "Skip" Stoffel. Olympia, Wash.: Emergency Response Institute, Inc. (HV 553 L286 1980z)

Emergency Preparedness and Response. Mississauga, Ont.: Canadian Standards Association. (HV 551.2 E446 2003)

Emergency Preparedness for Facilities: A Guide to Safety Planning and Business Continuity by David A. Casavant. Rockville, Md.: ABS Consulting. (HD 49 C274 2003)

A Guide to Business Continuity Planning by James C. Barnes. New York, N.Y.: John Wiley & Sons. (HD 49 B365 2001)

Implementing NFPA 1600: National Preparedness Standard by Donald L. Schmidt. Quincy, Mass.: National Fire Protection Association. (HD 49 S349 2007)

Is Your Business Ready for the Next Disaster? by Douglas M. Henderson. Pittsburgh, Pa.: Dorrance Publishing. (HV 551.2 H454 1996)

Managing Risk and Resilience in the Supply Chain by David Kaye. London: BSI British Standards Institution. (HD 38.5 K394 2008)

NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs. Quincy, MA: National Fire Protection Association. (HV 551.3 N25 2007)
<http://www.nfpa.org/assets/files//PDF/CodesStandards/1600-2007.pdf>

Non-Stop Service: Continuity Management Guidelines for Public Sector Agencies. Dickson, A.C.T., Australia: Emergency Management Australia. (HV 551.5 A8 N667 1997)
<http://www.ema.gov.au/agd/EMA/emainternet.nsf/Page/RWP95670B6D96D7C5E1CA256F4D00042E6F>

Preparing for Business Recovery After a Disaster: Reference for Companies in the Lower Mainland of British Columbia by Industry, Science and Technology Canada. Ottawa, Ont.: Industry, Science and Technology Canada. (HV 551.5 C2 P743 1991)

Principles and Practice of Business Continuity: Tools and Techniques by Jim Burtles. Brookfield, Conn.: Rothstein Associates Inc. (HD 49 B87 2007)

The Resilient Enterprise: Overcoming Vulnerability for Competitive Advantage by Yossi Sheffi. Cambridge, Mass.: MIT Press. (HD 38.5 S547 2005)

Risk, Crisis and Security Management by Edward P. Borodzicz. Hoboken, NJ: J. Wiley & Sons.
(HD 61 B654 2005)

Small Business and the Northridge Earthquake of January 17, 1994: A Sample of Building Damage, Business Interruption and Recovery by Christopher Arnold. Palo Alto, Calif.: Building Systems Development. (HD 49 A756 1996)

Tolley's Handbook of Disaster and Emergency Management : Principles and Practice edited by Raj Lakha and Tony Moore. Croydon : LexisNexis UK. (HV 551.3 T65 2004)

GENERAL DVD's

- D714 **Business Not as Usual: Preparing for a Pandemic Flu** (DVD, 20 minutes)
This program is designed to assist pandemic flu planning efforts for business, government agencies and community-based organizations. It covers the following: basic facts about pandemic flu; social distancing; creating a plan and its benefits; and recovering from a pandemic. (Public Health Seattle & King County)
(RA 644 I6 B857 2007)
- D647 **Business Survival Kit for Earthquakes & Other Disasters** (DVD, 27 minutes)
Discover how major businesses survived a potentially catastrophic event like the 2001 Seattle earthquake, and the lessons a small business learned following a devastating fire. Learn from their successes and failures so you can protect your own valuable assets--people, facilities and business continuity--no matter the disaster. (Global Net Productions Inc.) (HV 599 B977 2003)
Copy 2 is in video format.
- D537 **Ready for Anything: Business Continuity, Disaster Recovery, Preparedness**
(DVD, 21 minutes)
This program shows that business continuity involves all levels of an organization, and illustrates numerous examples of good preparation and execution of disaster recovery/BCP plans. Realistic cases dramatize two levels of business disaster. In the first, a company-wide computer problem brings operations to a standstill for 39 hours. In the second, a regional catastrophe forces evacuation of an organization's headquarters and closes the facility for months. The reenactments contrast the disaster responses of a prepared and an unprepared organization - and illustrates the steps and criteria for developing a practical business continuity plan. (Kinetic Video) (HD 49 R433 2002)
- D708 **Workplace Strategies for Pandemic Preparedness** (DVD, 15 minutes)
This program is designed to help business, industry and government facilities prepare for and mitigate the almost inevitable impacts of an influenza pandemic. To sustain operational continuity through the onset of a global pandemic, employees must understand not only the health issues, but also the possible disruptions of essential services and of the organization's workflow. They must be prepared to execute the strategies and practices that will minimize the impacts on production and human welfare. This program focuses on the five topics identified in the Homeland Security Council's National Strategy for Pandemic Influenza: Implementation Plan. (Emergency Film Group)
(RA 644 I6 W675 2007)

GENERAL VIDEOS

V3016 **Back in Business: Disaster Recovery/Business Resumption** (video, 25 minutes)
Shows that proper planning can mean the difference between “life or death” for a business, government agency, or other institution. Demonstrates for all employees how important business resumption preparedness is to their jobs and their futures, and how their roles fit into the overall business resumption picture. Covers “everyday” emergencies (power failure, water damage, etc.) as well as major disasters. (Kinetic Video) (HV 551.3 B233 1992)

V1219 **Security : Business Resumption Planning: A Public Sector Approach**
(video, 12 minutes)
An introductory look at a planning methodology which will ensure that the essential operations of an organization are maintained when disaster strikes. Business resumption planning is described in sufficient detail for the viewer to understand the concept. (Canadian Emergency Preparedness College) (HD 49 B887 1992)

GAMES

O019 **Disaster Planning Workshop** (1 game - 1 v., exercise board, cards, sheets, calculator).
(RESTRICTED TO IN-HOUSE)
An exercise in planning, this game helps participants discover how risk evaluation and control, business impact analysis, project management and emergency response becomes an integral part of the disaster planning process. As part of the EduComp Corporation, each player is allocated a budget at the beginning of the workshop. Several business units experience disasters. If the planning and allocation of resources was correct, the company will survive the disasters and thrive or, there can be another round of the game. (Arkwright Mutual Insurance Company) (HD 49 D586 2000)

JOURNALS

Contingency Planning & Management: Helping Business See the Unforeseen
(1996-2003, ceased publication)

Disaster Recovery Journal

Journal of Emergency Management: JEM

Last updated: February 17, 2010

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