**BUSINESS CONTINUITY PLANNING**

*A listing of materials available at the Justice Institute Library*

**GENERAL BOOKS**

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Emergency and Continuity Management Program. Mississauga, ON: Canadian Standards Association. (HV 551.2 E446 2014)


This disc provides a basic business continuity plan that addresses all the fundamentals. It is intended to guide small business owners through the process of developing a plan within a few hours. The templates are designed specifically for a small business. They are written in Microsoft Word, designed with extensive “fill-in-the-blank” and “edit-out” text. A Sample Plan is included to provide guidance with the updating process. The templates follow Professional Standards recommended by the Disaster Recovery Institute International, NFPA 1600 Standard on Disaster/Emergency Management and Industry Best Practices.

**GENERAL DVDs**

**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)

**D1199**  
It Won’t Happen Here: Business Continuity and Crisis Planning (DVD, 21 minutes)

Discusses the importance of having a business continuity plan in place for possible future emergencies or catastrophes. Presents a scenario of a company that has a recovery team prepared to deal with a sudden fire that threatens its ability to conduct business as usual. (Kinetic Video) (HD 49 I89 2002)

**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)
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)

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)

Contingency Planning & Management: Helping Business See the Unforseen
(1996-2003, ceased publication)
Disaster Recovery Journal
Journal of Emergency Management:  JEM

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