

# BUSINESS CONTINUITY PLANNING

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

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## GENERAL BOOKS

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

**Adaptive Business Continuity: A New Approach** by David Lindstedt and Mark Armour. Brookfield, CT: Rothstein Publishing. (HD 49 L56 2017)

**Airport Closures in Natural and Human-Induced Disasters: Business Vulnerability and Planning** by Stephanie E. Chang, Diana Ericson, and Laurie Pearce. Ottawa, ON: 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 Crisis Leadership** by Bruce T. Blythe. Brookfield, CT: Rothstein Pub. (HD 49 B59 2014)

**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, CT: Rothstein Associates. (R 728 B376 2004)

**Business Continuity Management: Global Best Practices** by Andrew Hiles. Brookfield, CT: Rothstein Associates. (HD 49 H554 2014)

**Business Continuity from Preparedness to Recovery: A Standards-Based Approach** by Eugene Tucker. Waltham, MA: Butterworth-Heinemann. (HD 49 T83 2015)

**Business Continuity Management Systems: Requirements with Guidance for Use.** Alexandria, VA: ASIS International. (HD 49 B754 2012) (Shelved in Reference section. For Library use only.)

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

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

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

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

**The Complete Guide to Business Risk Management** by Kit Sadgrove. Burlington, ON: Gower. (HD 61 S2 2015)

**Contracting for Hot Sites, Cold Sites, and Off-Site Data Storage** by Robert S. Bramson. Delran, NJ: 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, NJ: Witter Publishing. (HV 551.2 C653 2004)

**The Definitive Handbook of Business Continuity Management** edited by Andrew Hiles. Hoboken, NJ: Wiley. (HD 49 D44 2011)

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

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

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

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

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

**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, DC: 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 and Response.** Mississauga, ON: Canadian Standards Association. (HV 551.2 E446 2003)

## ***BUSINESS CONTINUITY PLANNING***

**Emergency Preparedness: A Safety Planning Guide for People, Property, and Business Continuity** by Don Philpott.. Lanham, MD: Bernan Press. (HD 49 P83 2016)

**Emergency Response and Business Continuity Plan : The Best Practice Guide for Businesses and Human Resources** by Yosie Saint-Cyr and Colin Braithwaite. Concord, ON: First Reference Inc. (HD 49 S256 2013)

**Exercising for Excellence: Delivering Successful Business Continuity Management Exercises** by Crisis Solutions. London ENG: BSI Business Information. (HD 49 E944 2008)

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

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

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

**Non-Stop Service: Continuity Management Guidelines for Public Sector Agencies.** Dickson, A.C.T., AU: Emergency Management Australia. (HV 551.5 A8 N667 1997)

**An Ounce of Prevention: Navigating Your Way through Damage Control and Crisis Response** by Allan Bonner. Edmonton, AB: Sextant Publishing. (HD 49 B66 2011)

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

**Principles and Practice of Business Continuity: Tools and Techniques** by Jim Burtles. Brookfield, CT: Rothstein Associates Inc. (HD 49 B87 2016)

**The Resilient Enterprise: Overcoming Vulnerability for Competitive Advantage** by Yossi Sheffi. Cambridge, MA: 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, CA: 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, ENG: LexisNexis UK. (HV 551.3 T65 2004)

**GENERAL CD-ROMs**

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**Quick and Easy Business Continuity Plan for Your Small Business: Step-By-Step Template Plus Sample Plans** (CD-Rom) Brookfield, CT: Rothstein Associates Inc. (HD 49 H467 2010)

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.

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**GENERAL DVDs**

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- 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 catastrophies. 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)

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)

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**GAMES**

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**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)

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**JOURNALS**

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**Contingency Planning & Management: Helping Business See the Unforeseen**

*(1996-2003, ceased publication)*

**Disaster Recovery Journal**

**Journal of Emergency Management: JEM**

***Last updated: October 24, 2018***

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