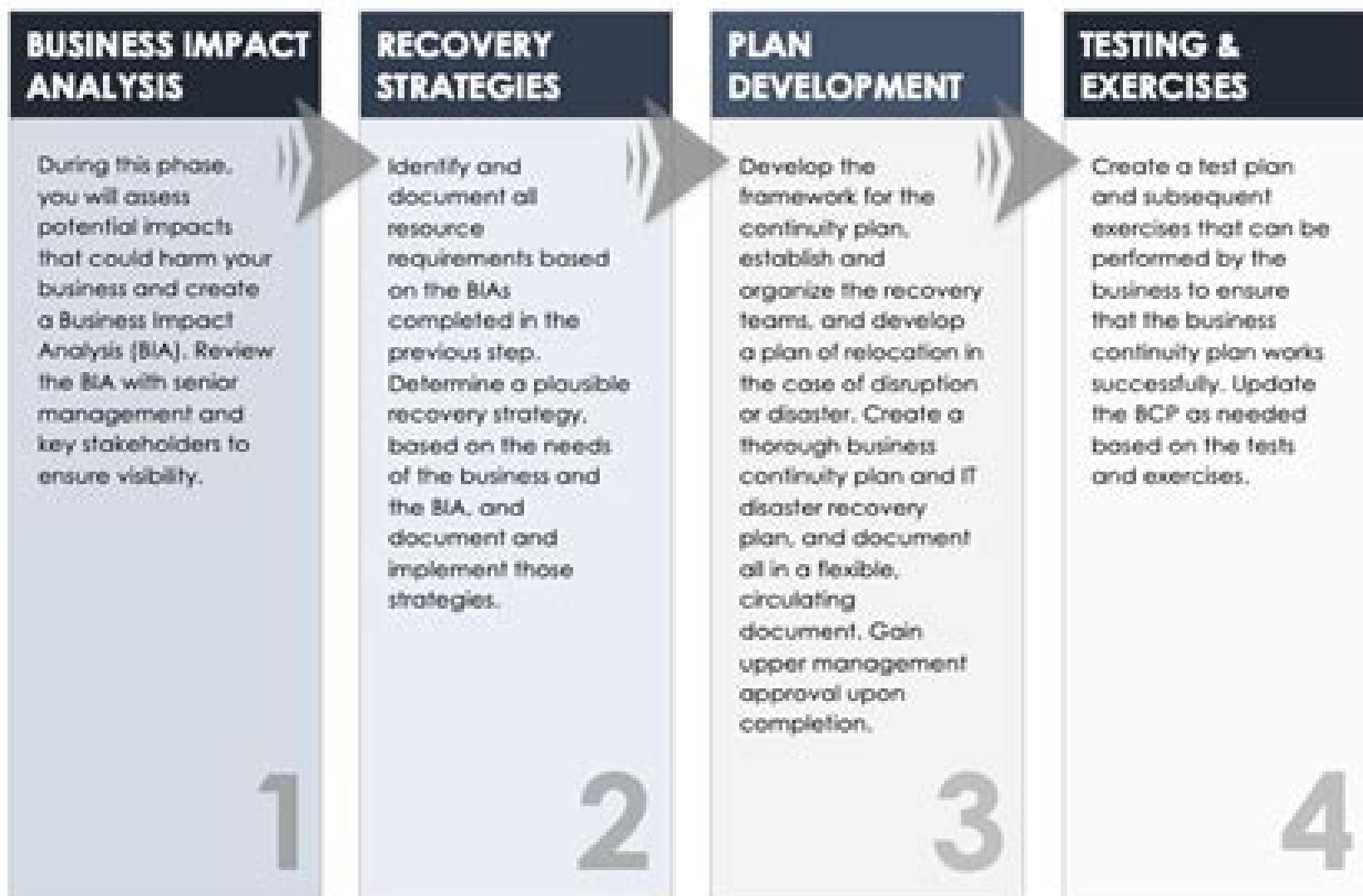


BUSINESS CONTINUITY FRAMEWORK TEMPLATE



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Ken Doughty



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Template for Comprehensive Business Continuity Management to Enhance Your Organization's Resilience, 5th Edition
Douglas M. Henderson, 2016-08

Template for Comprehensive Business Continuity Management to Enhance Your Organization's Resilience Business Impact Analysis Business Continuity Emergency Response Training Implementation Exercise and Maintenance 5th Edition 2016

The Template for Comprehensive Business Continuity Management to Enhance Your Organization's Resilience is designed to assist you with the development of a comprehensive Business Continuity Management program. The templates will enable you to collect information and evaluate the business environment, identify and reduce risks, analyze business operations, analyze alternatives to respond to disruptions, develop a comprehensive Business Continuity Plan, develop plans to prepare for and respond to hazards, specific events. Your Business has Questions: How do we get started and where do we begin? How do we reduce risk and improve business resiliency? What analysis do we need to perform? How do we respond to an emergency and what are our priorities? What actions do we take first? How can we protect our business assets, maintain critical operations, recover normal operations and protect our workforce?

Disaster Management Inc. has the answers. The Template for Comprehensive Business Continuity Management to Enhance Your Organization's Resilience identifies step by step solutions to these and to other important questions. There is substantial standard language that enables the user to easily review and edit out text. The files are in easy to use Microsoft Word. The program has evolved over several years and has received extensive field testing. There are over 50 files with over 1,000 pages organized into the following topics: Information Gathering, gathering data and risk identification, Analysis, Business Impact Analysis, Risk Assessment and Strategy Development, executive management reports, Business Continuity Plan (BCP), the central or overarching plan for the business, Department Plans, function specific plans for key support departments and operational groups, Crisis Management Protocols, a hazard specific set of actions to be taken during each of the four phases of emergency management: Prevention, Mitigation, Preparation, Response and Recovery, Implementation and Maintenance, implementation steps, employee distributions, exercises, update and audit steps. Follows the guidelines recommended by the Disaster Recovery Institute International Business Continuity Institute Good Practices Guide, NFPA 1600 Standard on Disaster Emergency Management and Business Continuity Programs and industry best practices.

Implementing Your Business Continuity Plan Dr. Goh Moh Heng, 2004-01-01

This book provides the principles and applies the methodologies for preparing effective and detailed business continuity plans. The content prepares the reader to develop the actual plan and prepare plan documentation. It uses the writer's experience to enable you to prepare your corporate wide specific business continuity plan. The book also includes a practical how to do it template to assist persons without previous experience in business continuity planning in preparing their own specific business units and corporate wide business continuity plan.

Business Continuity Plan (BCP) Template with Instructions and Example Erik Kopp, 2011-09-23

A Complete

Template For Quickly And Easily Creating A Working BCP including Step By Step Business Impact Analysis Risk Assessment Disaster Recovery Planning and more You do not need to spend 1 000 s for consultants or fancy software This is perfect for small businesses and limited budgets Includes ready to use editable template Be Prepared Don t Let Your Business And Your Customers Suffer Because Of An Unforeseen Disaster A BCP will enable you to plan ahead because you want to stay in business in the event that an unforeseen disaster or emergency happens that interrupts your business operations In situations such as this you want to know clearly what needs to be done to keep business running You need to be prepared so that panic does not cause you to make inappropriate and ineffective decisions which will hurt your business The BCP plan provides a clear roadmap of what to do when to do it and who needs to do it Having this plan in place will give you a valuable tool to guide you through the disaster and provide peace of mind knowing what to do to keep your business running The template can be customized to your specific needs and provides for documentation of Section I Plan Overview and Contact Information 1 Plan Summary 2 Plan Approval 3 BCP Leadership Roles and Responsibilities 4 Internal Contact Information 5 External Contact Information Customers 6 External Contact Information Suppliers and Business Service Providers 7 Utilities and Facilities Services 8 Financial Services Contact Information 9 Regulatory Agency Contact Information 10 Critical Records and Systems 11 Backup Locations 12 Backup Service Provider and Supplier Information 13 Emergency Services Contact Information Section II Business Risk Assessment and Impact Evaluation 14A Business Process Risk Evaluation 14B Business Process Disruption Impact Evaluation Section III Pre Emergency Planning 15 Risk Mitigation 16 Emergency Materials and Supplies Section IV BCP Plan Activation and Implementation 17 Plan Activation 18 Plan Implementation Section V BCP Plan Deactivation and Restoration of Normal Operations 19 BCP Plan Deactivation 20 Return To Normal Operations Section VI BCP Plan Testing Section VII BCP Plan Maintenance Section VIII Appendices Attachments NEW Material for 2nd Edition BCP Essentials Key Requirements for Effective BCPs Common Mistakes and What To Watch Out For Personal Emergency Plan For Yourself and Your Family *Business Continuity and Risk Management* Kurt J.

Engemann,Douglas M. Henderson,2011-09-30 As an instructor you have seen business continuity and risk management grow exponentially offering an exciting array of career possibilities to your students They need the tools needed to begin their careers and to be ready for industry changes and new career paths You cannot afford to use limited and inflexible teaching materials that might close doors or limit their options Written with your classroom in mind Business Continuity and Risk Management Essentials of Organizational Resilience is the flexible modular textbook you have been seeking combining business continuity and risk management Full educator designed teaching materials available for download From years of experience teaching and consulting in Business Continuity and Risk Kurt J Engemann and Douglas M Henderson explain everything clearly without extra words or extraneous philosophy Your students will grasp and apply the main ideas quickly They will feel that the authors wrote this textbook with them specifically in mind as if their questions are answered even

before they ask them Covering both Business Continuity and Risk Management and how these two bodies of knowledge and practice interface Business Continuity and Risk Management Essentials of Organizational Resilience is a state of the art textbook designed to be easy for the student to understand and for you as instructor to present Flexible modular design allows you to customize a study plan with chapters covering Business Continuity and Risk principles and practices Information Technology and Information Security Emergency Response and Crisis Management Risk Modeling in depth instructions for students needing the statistical underpinnings in Risk Management Global standards and best practices Two real world case studies are integrated throughout the text to give future managers experience in applying chapter principles to a service company and a manufacturer Chapter objectives discussion topics review questions numerous charts and graphs Glossary and Index Full bibliography at the end of each chapter Extensive downloadable classroom tested Instructor Resources are available for college courses and professional development training including slides syllabi test bank discussion questions and case studies Endorsed by The Business Continuity Institute BCI and The Institute of Risk Management IRM QUOTES Its difficult to write a book that serves both academia and practitioners but this text provides a firm foundation for novices and a valuable reference for experienced professionals Security Management Magazine The authorsbring the subject to life with rich teaching and learning features making it an essential read for students and practitioners alike Phil Kelly DBA FHEA FIRM Senior Lecturer Liverpool UK Business School and Lead Examiner Risk Decisions The Institute of Risk Management IRM **Business Continuity and HIPAA** James C. Barnes (Economist),2004-05 This book will examine business continuity planning as adapted to encompass the requirements of The Health Care Portability and Accountability Act of 1996 or HIPAA We will examine the typical business continuity planning model and highlight how the special requirements of HIPAA have shifted the emphasis The layout of this book was designed to afford assistance hints and templates to the person or team charged with the task of implementing business continuity planning into a healthcare organization You will notice that this book does not address Emergency Management building evacuations and other immediate response procedures which is outside the scope of the HIPAA regulations Upon reading and re reading the HIPAA regulations and the Comments and Responses in the federal register it becomes quite evident that the Contingency Plan read Business Continuity Plan requirements were written by those looking to protect health information data That being said many of the examples that I use in this book relate to information technology and disaster recovery recovery of computer capabilities What is also important and that I try to emphasize throughout the book is that recovering the computer systems of a health care organization will not necessarily get it operational again after a disaster a multitude of other production and operational components must be present in order to deliver services and products to customers patients Where appropriate I have identified procedures and strategies that are unique to healthcare provider organizations If not so indicated it can be assumed that I am referring to healthcare organizations in general The audience for whom I have

designed this book are the people who are responsible for implementing a business continuity plan in a healthcare organization that comes under the scope of the HIPAA regulations At first reading the book may appear to be an exact template to be used to design a business continuity plan What I hope that you will get out of the book perhaps on a reread once you are into the planning project is that this is a pencil outline on a canvas and that your insights and knowledge of your healthcare organization will add the color that will make it a masterpiece What you will notice in this book is that we present an approach that is similar to traditional business continuity planning This is done purposefully The basic business continuity planning model looks to protect and or recover all critical components of production This model assumes an industry specific nature not by changing the model itself but by placing greater emphasis on the protection and recovery of those production resources that characterize that industry In our view thinking outside the box is only required if the box was ill conceived in the first place Accordingly this book can also be appropriate for many non healthcare organizations This book will include the special precautions and procedures that address the unique concerns of HIPAA but it will present them along with the other business components in order to emphasis the need to take a holistic approach when constructing and maintaining a business continuity plan **Business Continuity Planning** Kenneth L. Fulmer,2004-10-04 Includes complete book contents plus planning forms and template on CD ROM for the beginner or experienced contingency planner web site

Business Continuity Bob Hayes,Kathleen Kotwica,2013-04-03 The Business Continuity playbook provides the background and tools to create manage and execute all facets of an organization s business continuity program BCP Business continuity planning is an activity performed daily by organizations of all types and sizes to ensure that critical business functions are available before during and after a crisis This playbook guides the security leader through the development implementation and maintenance of a successful BCP The text begins with a detailed description of the concept and value of business continuity planning transitioning into a step by step guide to building or enhancing a BCP Its 14 appendices which include sample forms templates and definitions make it an invaluable resource for business continuity planning The Business Continuity playbook is a part of Elsevier s Security Executive Council Risk Management Portfolio a collection of real world solutions and how to guidelines that equip executives practitioners and educators with proven information for successful security and risk management programs Answers the unavoidable question What is the business value of a business continuity program Breaks down a business continuity program into four major elements for better understanding and easier implementation Includes 14 appendices that provide sample forms templates and definitions for immediate adaptation in any business setting **The Comprehensive Business Continuity Management Program** Douglas M. Henderson, FSA, CBCP,2008-06-30 The Comprehensive Business Continuity Plan is a complete template program for business on CD ROM that includes advice for all development steps from the Information Collection Process through the Business Analysis to the actual Business Continuity and Crisis Response documentation and finally with assistance for the ongoing exercising and

maintenance process PLANNING CAN BE EXTREMELY OVERWHELMING BUT WE VE MADE IT EASY FOR YOU How can we protect our business assets How do we recover business operations How do we assist our employees How do we respond to an emergency What are the priorities What actions do we take first How do we get started Where do we begin How do we collect data What analysis do we need to perform The Comprehensive Business Continuity Management Program identifies Step by Step Solutions to these and other important questions It contains a considerable amount of standard language that enables the user to easily review and edit text It guides the user with Author s Notes and Sample Reports Plans to create a Business Continuity Management Program for your company All files use Fill In The Blank format and Microsoft Word Templates that are EASY TO UPDATE and require NO SPECIAL TRAINING The Comprehensive Business Continuity Management Program follows professional standards as recommended by the Disaster Recovery Institute International Business Continuity Institute Good Practices Guide NFPA 1600 Standard on Disaster Emergency Management and Business Continuity Programs as well as industry best practices

Business Continuity Management Andrew Hiles, 2014-09-30 At this critical point in your Business Continuity Management studies and research you need one definitive comprehensive professional textbook that will take you to the next step In his 4th edition of Business Continuity Management Global Best Practices Andrew Hiles gives you a wealth of real world analysis and advice based on international standards and grounded in best practices a textbook for today a reference for your entire career With so much to learn in this changing profession you don t want to risk missing out on something you ll need later Does one of these describe you Preparing for a Business Continuity Management career needing step by step guidelines Working in BCM looking to deepen knowledge and stay current and create update or test a Business Continuity Plan Managing in BCM finance facilities emergency preparedness or other field seeking to know as much as possible to make the decisions to keep the company going in the face of a business interruption Hiles has designed the book for readers on three distinct levels Initiate Foundation and Practitioner Each chapter ends with an Action Plan pinpointing the primary message of the chapter and a Business Continuity Road Map outlining the actions for the reader at that level NEW in the 4th Edition Supply chain risk extensive chapter with valuable advice on contracting Standards timely information and analysis of global country specific standards with detailed appendices on ISO 22301 22313 and NFPA 1600 New technologies and their impact mobile computing cloud computing bring your own device Internet of things and more Case studies vivid examples of crises and disruptions and responses to them Horizon scanning of new risks and a hint of the future of BCM Professional certification and training explores issues so important to your career Proven techniques to win consensus on BC strategy and planning BCP testing advice and suggestions on conducting a successful exercise or test of your plan To assist with learning chapter learning objectives case studies real life examples self examination and discussion questions forms checklists charts and graphs glossary and index Downloadable resources and tools hundreds of pages including project plans risk analysis forms BIA spreadsheets BC plan

formats and more Instructional Materials valuable classroom tools including Instructor s Manual Test Bank and slides available for use by approved adopters in college courses and professional development training

Business Continuity Management Michael Blyth, 2009-04-06 PRAISE FOR Business Continuity Management Few businesses can afford to shut down for an extended period of time regardless of the cause If the past few years have taught us anything it s that disaster can strike in any shape at any time Be prepared with the time tested strategies in Business Continuity Management Building an Effective Incident Management Plan and protect your employees while ensuring your company survives the unimaginable Written by Michael Blyth one of the world s foremost consultants in the field of business contingency management this book provides cost conscious executives with a structured sustainable and time tested blueprint toward developing an individualized strategic business continuity program This timely book urges security managers HR directors program managers and CEOs to manage nonfinancial crises to protect your company and its employees Discussions include Incident management versus crisis response Crisis management structures Crisis flows and organizational responses Leveraging internal and external resources Effective crisis communications Clear decision making authorities Trigger plans and alert states Training and resources Designing and structuring policies and plans Monitoring crisis management programs Stages of disasters Emergency preparedness Emergency situation management Crisis Leadership Over 40 different crisis scenarios Developing and utilizing a business continuity plan protects your company its personnel facilities materials and activities from the broad spectrum of risks that face businesses and government agencies on a daily basis whether at home or internationally Business Continuity Management presents concepts that can be applied in part or full to your business regardless of its size or number of employees The comprehensive spectrum of useful concepts approaches and systems as well as specific management guidelines and report templates for over forty risk types will enable you to develop and sustain a continuity management plan essential to compete win and safely operate within the complex and fluid global marketplace

Contingency Plan Template Suite for HIPAA BIA, BCP and DRP Jamie McCafferty, Bhaven Mehta, 2006

Business Continuity Program for Manufacturing and Distribution on CD-ROM Douglas M. Henderson, FSA, CBCP, 2008-06-30 Have Critical Revenue Generating Operations been Thoroughly Analyzed Is Your Plan Designed Specifically for a Manufacturing or Distribution Business Is Your Plan Limited to Information Technology Planning Do All Departments have Adequate Plans in Place If the answer to any of these questions is no or unsure then this planning template can help This Comprehensive Business Continuity Plan is a complete template specifically designed for a manufacturing and or distribution business with 1 150 pages on CD ROM that includes advice for all development steps from the Information Collection Process through the Business Analysis to the actual Business Continuity and Crisis Response documentation and finally with assistance for the ongoing exercising and maintenance process PLANNING CAN BE EXTREMELY OVERWHELMING BUT THIS TOOL MAKES IT EASY FOR YOU How can we protect our business assets How do

we recover business operations How do we assist our employees How do we respond to an emergency What are the priorities What actions do we take first How do we get started Where do we begin How do we collect data What analysis do we need to perform This comprehensive Business Continuity Program for Manufacturing Distribution identifies Step by Step Solutions to these and other important questions It contains a considerable amount of standard language that enables the user to easily review and edit text It guides the user with Author s Notes and Sample Reports Plans to create a omprehensive program for your company All files use Fill In The Blank format and Microsoft Word Templates that are EASY TO UPDATE and require NO SPECIAL TRAINING BUSINESS CONTINUITY MANAGEMENT FOR MANUFACTURING AND DISTRIBUTION follows professional standards as recommended by the Disaster Recovery Institute International Business Continuity Institute Good Practices Guide NFPA 1600 Standard on Disaster Emergency Management and Business Continuity Programs as well as industry best practices

Business Continuity and Disaster Recovery Planning for IT Professionals Susan Snedaker,2011-04-18 Powerful Earthquake Triggers Tsunami in Pacific Hurricane Katrina Makes Landfall in the Gulf Coast Avalanche Buries Highway in Denver Tornado Touches Down in Georgia These headlines not only have caught the attention of people around the world they have had a significant effect on IT professionals as well As technology continues to become more integral to corporate operations at every level of the organization the job of IT has expanded to become almost all encompassing These days it s difficult to find corners of a company that technology does not touch As a result the need to plan for potential disruptions to technology services has increased exponentially That is what Business Continuity Planning BCP is a methodology used to create a plan for how an organization will recover after a disaster of various types It takes into account both security and corporate risk management tatics There is a lot of movement around this initiative in the industry the British Standards Institute is releasing a new standard for BCP this year Trade shows are popping up covering the topic Complete coverage of the 3 categories of disaster natural hazards human caused hazards and accidental and technical hazards Only published source of information on the new BCI standards and government requirements Up dated information on recovery from cyber attacks rioting protests product tampering bombs explosions and terrorism *Principles and Practice of Business Continuity* Jim Burtles, KLJ, CMLJ, FBCI,Jim Burtles,2013-07-27 Management Business continuity Management operations Risk analysis Risk assessment Planning

Disaster Recovery, Crisis Response, and Business Continuity Jamie Watters,2013-12-19 Business continuity is a necessity for all businesses as emerging regulations best practices and customer expectations force organizations to develop and put into place business continuity plans resilience features incident management processes and recovery strategies In larger organizations responsibility for business continuity falls to specialist practitioners dedicated to continuity and the related disciplines of crisis management and IT service continuity In smaller or less mature organizations it can fall to almost anyone to prepare contingency plans ensure that the critical infrastructure and systems are protected and give the organization the greatest chance to survive events that

can and do bankrupt businesses A practical how to guide this book explains exactly what you need to do to set up and run a successful business continuity program It contains tools and techniques to make business continuity crisis management and IT service continuity much easier

Developing Your Pandemic Influenza Business Continuity Plan Dr Goh Moh Heng,2006-03-01 The flu pandemic continues to threaten organizations with unimaginable disastrous impact This book provides the principles of the BCM planning methodology and shows how they can be applied to prepare an effective and detailed pandemic flu business continuity plan It is a comprehensive guide book that includes a practical fast track how to do it template so that even those without previous experience in business continuity planning can develop their own pandemic flu business continuity plans

Business Continuity Planning Ken Doughty,2000-09-11 Once considered a luxury a business continuity plan has become a necessity Many companies are required to have one by law Others have implemented them to protect themselves from liability and some have adopted them after a disaster or after a near miss Whatever your reason the right continuity plan is essential to your organization Business

Developing Recovery Strategy For Your Business Continuity Plan Dr Goh Moh Heng,2005-01-01 This book provides the principles for determining the appropriate strategy for each critical business functions It is use as a guidebook to allow the reader to walk through the entire process using various recovery strategy stages The book also includes practical how to do it templates to assist persons in developing and selecting their specific business units and corporate wide recovery strategy

A Supply Chain Management Guide to Business Continuity Betty A. Kildow,2011 A well monitored supply chain is any business s key to productivity and profit But each link in that chain is its own entity subject to its own ups downs and business realities If one falters every other link and the entire chain becomes vulnerable Kildow s book identifies the different phases of business continuity program development and maintenance including Recognizing and mitigating potential threats risks and hazards Evaluating and selecting suppliers contractors and service providers Developing testing documenting and maintaining business continuity plans Following globally accepted best practices Analyzing the potential business impact of supply chain disruptions Filled with powerful assessment tools detailed disaster preparedness checklists and scenarios and instructive case studies in supply chain reliability A Supply Chain Management Guide to Business Continuity is a crucial resource in the long term stability of any business

Business Continuity For Dummies The Cabinet Office,Stuart Sterling,Anna Payne,Brian Duddridge,Andrew Elliott,Michael Conway,2012-12-10 The easy way to ensure your business is prepared for anything If disaster struck could your business continue to operate It might be a fire flood storm technical failure or a quality control failure whichever way how can you minimize the risk of disruption to your business Business Continuity Management BCM is a way to identify and manage risks to the smooth running of your company The aim is to ensure you stay in business in the event of trouble Written by a team of experts iBusiness Continuity For Dummies Assess and minimize the risk of disruption to your business Create your own business continuity plan Apply business continuity in practice What are you waiting for Take

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