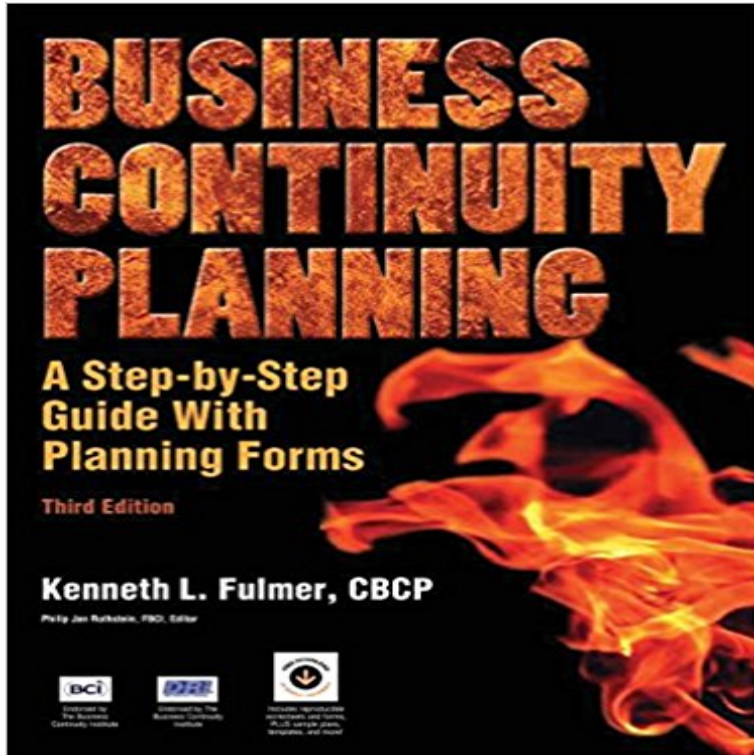


# Business Continuity Planning: A Step-by-Step Guide with Planning Forms



This easy workbook format shows managers new to Business Continuity Planning how to quickly develop a basic plan and keep it updated. If you've been tasked with developing a basic business continuity plan and aren't sure where to start, this workbook with sample forms, checklists, templates, and plans will walk you step-by-step through the process. The book is aimed at single/few location companies with up to 250 employees and is more oriented to an office environment, especially where computer operations are critical. It offers a fast, practical approach for small companies with limited staff and time to customize a workable plan and expand it as they grow. Endorsed by The Business Continuity Institute and Disaster Recovery Institute International, it includes these helpful tools: Straightforward, jargon-free explanations emphasize the non-technical aspects of Information Technology/Disaster Recovery planning. Glossary with 120 terms and Appendices with sample risk assessment and risk analysis checklists. Extensive, easy-to-use downloadable resources include reproducible worksheets, forms, templates, questionnaires, and checklists for various natural disasters and special hazards such as power outages, boiler failures, bomb threats, hazardous material spills, and civil unrest, along with a checklist for vital records storage. For professional development or college classes the book is accompanied by a set of Instructor Materials. Preface by Melvyn Musson, FBCI, CBCP, CISSP PREFACE by Philip J. Rothstein, FBCI Preface by Andrew Hiles, FBCI Endorsements by Two Leading Industry Professional Associations: Larry Kalmis, FBCI, Chairman, The Business Continuity Institute Belinda Wilson, CBCP, Vice Chairperson, Disaster Recovery Institute International Kenneth Fulmer, CBCP, has produced an important and useful guide for

the business continuity planning novice and upholds many of the principles you will find promoted and supported by the Business Continuity Institute and encouraged as part of Business Continuity Management good practices In more than thirty years as a business continuity practitioner, I have seen many small and medium-size businesses pay the penalty for lack of preparedness. Often, overwhelmed by the jargon employed by many practitioners and the mistaken concepts that business continuity is too costly, that it is only for the big boys, and that they do not have the resources or knowledge base, they choose to take the risk instead. For many, it is an unfortunate choice because much can be done with reasonable commitment to avoid business disruptions or mitigate the impact for those that are unavoidable In this excellent primer, Mr. Fulmer sets out a simple, concise, and, most of all, logical roadmap both for developing the justification for a business continuity/disaster recovery program as well as for developing and maintaining the resultant plan. Larry Kalmis, FBCI, Project Executive, Virtual Corporation and Chairman, Business Continuity Institute

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