



Principles and Practices of Business Continuity: Tools and Techniques Second Edition

Jim Burtles

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Are you are a Business Continuity Manager or training for the job? Are you ready to keep the business up and running in the face of emergencies ranging from earthquakes to accidents to fires to computer crashes? In this second edition of *Principles and Practice of Business Continuity: Tools and Techniques*, Jim Burtles explains six main scenarios. He promises: “If you and your organization are prepared to deal with these six generic risks, you will be able to recover from any business disaster.”

Using his decades of experience, Burtles speaks to you directly and personally, walking you through handling any contingency. He tells you how to bring people together to win executive support, create a Business Continuity Plan, organize response teams, and recover from the disruption. His simple, step-by-step actions and real-world examples give you the confidence to get the job done.

To help you along, each chapter of *Principles and Practice of Business Continuity: Tools and Techniques* starts with learning objectives and ends with a multiple-choice self-examination covering the main points. Thought-provoking exercises at the end of each chapter help you to apply the materials from the chapter to your own experience. In addition, you will find a glossary of the key terms currently in use in the industry and a full index. For further in-depth study, you may download the *Business Continuity Toolkit*, a wealth of special online material prepared for you by Jim Burtles.

The book is organized around the phases of planning for and achieving resiliency in an organization:

Part I: Preparation and Startup

Part II: Building a Foundation

Part III: Responding and Recovering

Part IV: Planning and Implementing

Part V: Long-term Continuity

Are you a professor or a leader of seminars or workshops? On course adoption of *Principles and Practice of Business Continuity: Tools and Techniques*, you will have access to an Instructor’s Manual, Test Bank, and a full set of PowerPoint slides.

And, as a bonus for further in-depth study, students may download a wealth of custom online material – extensive tools, templates, and reference materials – specially prepared by Jim Burtles.

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