

Business Continuity

G U I D E L I N E

**A Practical Approach for
Emergency Preparedness,
Crisis Management, and
Disaster Recovery**



Advancing Security Worldwide™

ASIS INTERNATIONAL COMMISSION ON GUIDELINES

The Commission on Guidelines was established in early 2001 by ASIS International (ASIS) in response to a concerted need for guidelines regarding security issues in the United States. As the preeminent organization for security professionals worldwide, ASIS has an important role to play in helping the private sector secure its business and critical infrastructure, whether from natural disaster, accidents, or planned actions, such as terrorist attacks, vandalism, etc. ASIS had previously chosen not to promulgate guidelines and standards, but world events have brought to the forefront the need for a professional security organization to spearhead an initiative to create security advisory provisions. By addressing specific concerns and issues inherent to the security industry, security guidelines will better serve the needs of security professionals by increasing the effectiveness and productivity of security practices and solutions, as well as enhancing the professionalism of the industry.

Mission Statement

ASIS BC GDL (2005)". [Click here to purchase the full version from the ANSI store.](#)

in the development of risk non-proprietary, and consensus-based process utilizing to the fullest extent possible the knowledge, experience, and expertise of ASIS membership and the security industry.

Goals and Objectives

- Assemble and categorize a database of existing security-related guidelines
- Develop methodology for identifying new guideline development projects
- Involve/organize ASIS Councils to support guideline development
- Identify and develop methodology for development, documentation, and acceptance of guidelines
- Develop and sustain alliances with related organizations to benchmark, participate, and support ASIS guideline development
- Produce national consensus-based guidelines in cooperation with other industries and the Security Industry Standards Council

Functions

- Establish guideline project
- Determine guidelines for development and assign scope
- Assign participating Council(s), where appropriate
- Approve membership on guideline committee
- Act as a governing body to manage and integrate guidelines from various Councils and security disciplines
- Review and monitor projects and guideline development
- Approve Final Draft Guideline and Final Guideline
- Select guidelines for submission to the Security Industry Standards Council and the American National Standards Institute (ANSI)

This is a preview of "ASIS BC GDL (2005)". [Click here to purchase the full version from the ANSI store.](#)



BUSINESS CONTINUITY GUIDELINE:

A PRACTICAL APPROACH FOR EMERGENCY PREPAREDNESS, CRISIS MANAGEMENT, AND DISASTER RECOVERY

Copyright © 2005 by ASIS International

ISBN 1-887056-56-4

ASIS International (ASIS) disclaims liability for any personal injury, property, or other damages of any nature whatsoever, whether special, indirect, consequential, or compensatory, directly or indirectly resulting from the publication, use of, or reliance on this document. In issuing and making this document available, ASIS is not undertaking to render professional or other services for or on behalf of any person or entity. Nor is ASIS undertaking to perform any duty owed by any person or entity to someone else. Anyone using this document should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstance.

All rights reserved. Permission is hereby granted to individual users to download this document for their own personal use, with acknowledgment of ASIS International as the source. However, this document may not be downloaded for further copying or reproduction nor may it be sold, offered for sale, or otherwise used commercially.

Printed in the United States of America

10 9 8 7 6 5 4 3 2 1

This is a preview of "ASIS BC GDL (2005)". [Click here to purchase the full version from the ANSI store.](#)



Business Continuity Guideline: A Practical Approach for Emergency Preparedness, Crisis Management, and Disaster Recovery

1.0	Title	5
2.0	Revision History	5
3.0	Commission Members	5
4.0	Committee Members	5
5.0	Guidelines Designation	6
6.0	Scope	6
7.0	Summary	6
8.0	Purpose	6
9.0	Key Words	7
10.0	Terminology	7
11.0	Practice Advisory – Part One	10
11.1	Readiness	10
11.2	Prevention	15
11.3	Response	17
11.4	Recovery/Resumption	24
12.0	Practice Advisory – Part Two	26
12.1	Testing & Training	26
12.2	Evaluation & Maintenance	31
13.0	References/Bibliography	33
14.0	Appendix A – BC Guideline Checklist	38

This is a preview of "ASIS BC GDL (2005)". [Click here to purchase the full version from the ANSI store.](#)

This page intentionally left blank

This is a preview of "ASIS BC GDL (2005)". [Click here to purchase the full version from the ANSI store.](#)

The title of this document is Business Continuity Guideline: A Practical Approach for Emergency Preparedness, Crisis Management, and Disaster Recovery.

2.0 REVISION HISTORY

Baseline Document

3.0 COMMISSION MEMBERS

Sean A. Ahrens, CPP, Schirmer Engineering
Norman D. Bates, Esq., Liability Consultants, Inc.
Regis W. Becker, CPP, PPG Industries
Jerry J. Brennan, Security Management Resources, Inc.
Chad Callaghan, CPP, Marriott International, Inc.
Pamela A. Collins, Ed.D., CFE, Eastern Kentucky University
Michael A. Crane, CPP, IPC International Corporation
Edward J. Flynn, CFE, Protiviti, Inc.
F. Mark Geraci, CPP, Bristol-Myers Squibb Co.
L. E. Mattice, Boston Scientific Corp.
Basil J. Steele, CPP, Sandia National Laboratories
Don W. Walker, CPP, Securitas Security Services USA, Inc.

4.0 COMMITTEE MEMBERS

Robert M. Baldwin, CPP, Control Risks Group LLC
Regis W. Becker, CPP, PPG Industries
Lawrence K. Berenson, CPP, L-3 Communications, Inc.
Edward G. Casey, CPP, Procter & Gamble Company
Martin Cramer, CPP, United Building Security, Inc.
Richard L. Engel, CPP, BAE Systems
Gregory Gilbert, CPP, New Covenant Church of Philadelphia
S. Ronald Hauri, CPP, Aon Corporation
Robert F. Lang, CPP, Georgia Institute of Technology
Richard E. Mainey, Marsh & McLennan Companies, Inc.
Daniel J. Muscat, Whirlpool Corporation
E. Floyd Phelps, CPP, Southern Methodist University
Thomas Smith, Comcast Corporation
Penny Turnbull, Ph.D., CBCP, Marriott International, Inc.
Kelly Jane Wilson, Deloitte Services LP

This is a preview of "ASIS BC GDL (2005)". [Click here to purchase the full version from the ANSI store.](#)

This guideline is designated as ASIS GDL BC 01 2005.

6.0 SCOPE

The Business Continuity (BC) Guideline has applicability in both the private and public sector environments. The BC Guideline is a series of interrelated processes and activities that will assist in creating, testing, and maintaining an organization-wide plan for use in the event of a crisis that threatens the viability and continuity of the organization.

7.0 SUMMARY

The BC Guideline is a tool to allow organizations to consider the factors and steps necessary to prepare for a crisis (disaster or emergency) so that it can manage and survive the crisis and take all appropriate actions to help ensure the organization's continued viability. The advisory portion of the guideline is divided into two parts: (1) the planning process and (2) successful implementation and maintenance. Part One provides step-by-step Business Continuity Plan preparation and activation guidance, including readiness, prevention, response, and recovery/resumption. Part Two details those tasks required for the Business Continuity Plan to be maintained as a living document, changing and growing with the organization and remaining relevant and executable. Appendix A offers the ASIS Business Continuity Guideline Checklist.

8.0 PURPOSE

Recent world events have challenged us to prepare to manage previously unthinkable situations that may threaten an organization's future. This new challenge goes beyond the mere emergency response plan or disaster management activities that we previously employed. Organizations now must engage in a comprehensive process best described generically as *Business Continuity*. It is no longer enough to draft a response plan that anticipates naturally, accidentally, or intentionally caused disaster or emergency scenarios. Today's threats require the creation of an on-going, interactive process that serves to assure the continuation of an organization's core activities before, during, and most importantly, after a major crisis event.

In the simplest of terms, it is good business for a company to secure its assets. CEOs and shareholders must be prepared to budget for and secure the necessary resources to make this happen. It is necessary that an appropriate administrative structure be put in place to effectively deal with crisis management. This will ensure that all concerned understand who makes decisions, how the decisions are implemented, and what the roles and responsibilities of participants are. Personnel used for crisis management should be assigned to perform these roles as part of their normal duties and not be expected to perform them on a voluntary basis. Regardless of the organization—for profit, not for profit, faith-based, non-governmental—its leadership has a duty to stakeholders to plan for its survival. The vast majority of the national critical infrastructure is owned and operated by private sector organizations, and it is largely for these organizations that this guideline is intended. ASIS, the world's largest organization of security professionals, recognizes these