

APPENDIX A: NORTH AMERICA
PROFESSIONAL PRACTICES FOR BUSINESS CONTINUITY PLANNERS

Edition: *North America*

While the Professional Practices for Business Continuity Planners provides an international standard, this Appendix varies from country to country. Sources and references cited in this version of Appendix A are located in *North America*.

**BUSINESS CONTINUITY PLANNING
INFORMATIONAL MATERIALS**

1. *Blueprint for Community Emergency Management*, Emergency Response Institute Inc., Olympia, WA, 1989.
2. *Business Resumption Guidelines 6/93*, California Office of Emergency Services Earthquake Program.
3. *Capability and Hazard Identification Program for Local Governments*, Federal Emergency Management Agency, U.S. Government Printing Office, Washington, DC, 1992.
4. *Civil Preparedness Guides 1-3, 1-5, 1-8, 1-20*, Federal Emergency Management Agency, Washington, DC, 1985.
5. *Crisis Management*, Ian Mitroff & Christine M. Pearson, Jossey Bass Publishers, San Francisco, CA, ISBN 1-55542-563-1, 1993 (139 pages).
6. *Disaster Planning for Health Care Facilities*, Hanna, James A., Ottawa, Ontario, 1988, CHA.
7. *Disaster Planning Guide for Business and Industry*, Federal Emergency Management Agency, FEMA 141, August 1987.
8. *Disaster Response Principles of Preparation and Coordination*, Erik Auf der Heide, CV Mosby Co., St. Louis, MO, ISBN 0-8016-0385-4, 1989 (363 pages).
9. *Disaster Services Regulations and Procedures - Disaster Mental Health Services*, American Red Cross, ARC 33050M, Nov. 1991.
10. *Emergency Broadcast System Plan: Greater Portland/Vancouver Operational Area*, Greater Portland/Vancouver Emergency Broadcast System Operational Area Committee, Portland, OR, October 1993.
11. *Emergency Management: Principles and Practice for Local Government*, International City Management Association, 1991.
12. *Emergency Planning for Industry, A National Standard of Canada*, CAN/CSA-Z731-M91, Canadian Standards Association, Toronto, Ontario, 1991.
13. *The Emergency Program Manager*, Federal Emergency Management Agency, HS-1, February 1989.

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14. *Exercise Design Course: Guide to Emergency Management Exercises*, SM 170.2, Federal Emergency Management Agency, Emergency Management Institute, U.S. Government Printing Office, Washington, DC, 1989.
15. *Exercise Design Course: Instructor Guide*, SM 170, Federal Emergency Management Agency, Emergency Management Institute, U.S. Government Printing Office, Washington, DC, 1989.
16. *Exercise Design Course: Student Workbook*, SM 170.1, Federal Emergency Management Agency, Emergency Management Institute, U.S. Government Printing Office, Washington, DC, 1989.
17. *The Federal Response Plan*, Federal Emergency Management Agency, Washington, DC, 1992.
18. *Guidelines for Hazard Evaluation Procedures: Second Edition with Worked Examples*, American Institute of Chemical Engineers, New York, NY, 1992, "Overview of Hazard Evaluation Techniques," pp. 51-722.
19. *Industrial Emergency Preparedness*, Robert B. Kelly, Van Nostrand Reinhold, NY, NY, ISBN 0-422-20483-3, 1989 (297 pages).
20. *Major Transportation Disasters Improving Response and Coordination*, American Hospital Association, Chicago, IL, 1991, AHA.
21. *Model Ordinances for Post-Disaster Recovery and Re-construction*, California Office of Emergency Services, Sacramento, CA.
22. *Multi-hazard Functional Planning Guidance*, State of California, Governor's Office of Emergency Services, 1989.
23. NCRP Report #111, *Developing Emergency Radiation Plans for Academic, Medical, or Industrial Facilities*.
24. NFPA 99, *Standard for Health Care Facilities*, 1993 edition, National Fire Protection Association, Quincy, MA.
25. NFPA 130, *Standard for Fixed Guide Way Transit Systems*, 1995 edition, National Fire Protection Association, Quincy, MA.
26. NRT-1 *Criteria for Review of Hazardous Materials Emergency Plans*.
27. NUREG-0654 *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants*.
28. NUREG-0849 *Standard Review Plan for the Review and Evaluation of Emergency Plans for Research and Test Reactors*.
29. *Planning for Emergencies*, American Insurance Services Group, Engineering and Safety Services, NY, NY, 1991 (54 pages).

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30. *Post-Disaster Safety Assessment Plan Program Organization and Response Procedures: A Guide to the Professional Organizations*, California Office of Emergency Services, Sacramento, CA, June 1992.
31. *Post-Disaster Safety Assessment Plan: Local Building Officials' Guide to the Activation and Utilization of Safety Assessment Volunteers*, California Office of Emergency Services, Sacramento, CA, June 1992.
32. *Pre-Emergency Planning*, 2nd Ed., William F. Jenaway, ISFSI, Ashland, MA, ISBN 9615990-2-2, 1992 (204 pages).
33. *Statement of Understanding Between the American Hospital Association and the American National Red Cross with Respect to Responsibility for Disaster Preparedness and Relief*, American Red Cross, Washington, DC, 1985.
34. *Statement of Understanding Between the American Psychological Association and the American National Red Cross*, American Red Cross, ARC 4468, Dec. 1991.

**DISASTER MANAGEMENT and RELATED ORGANIZATIONS
United States**

American Public Works Association

2345 Grand Boulevard
Suite 500
Kansas City, MO 64108
(816) 472-6100
Website: www.apwa.net

American Society for Public Administration

Emergency Management Section
1120 G St., N.W.
Suite 700
Washington, D.C. 20005
(202) – 393-7878
Website: www.aspanet.org

Disaster Preparedness and Emergency Response Association

P.O. Box 280795
Denver, CO 80228-0795
(970) 532-3362
Website: www.disasters.org

FEMA/Emergency Management Institute

18825 South Seton Avenue
Emmitsburg, MD 21727
(301) 447-1164
Website: www.fema.gov

International Association of Chiefs of Police

515 N. Washington St.
Suite 400
Alexandria, VA 22314
(800) 843-4227
Website: www.theiacp.org

International Association of Emergency Managers

111 Park Place
Falls Church, VA 22046
(703) 538-1795

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Website: www.iaem.com

International Association of Fire Chiefs

4025 Fair Ridge Drive
Suite 300
Fairfax, VA 22033
(703) 273-0911
Website: www.ichiefs.org

International City/County Management Association

777 N. Capitol St.
Suite 500
Washington, D.C. 20002-4201
(202) 289-4262
Website: www.icam.org

National Association of Counties

440 First St., NW
Suite 800
Washington, D.C. 20001
(202) 393-6226
Website: www.naco.org

National Association of Emergency Medical Technicians

408 Monroe St.
Clinton, MS 39056
(800) 346-2368
Website: www.naemt.org

National Association of State EMS Directors

111 Park Place
Falls Church, VA 22046
(703) 538-1799
Website: www.nasemsd.org

National Council of State Emergency Medical Services Training Coordinators

111 Park Place
Falls Church, VA 22046
(703) 538-1794
Website: www.ncsemstc.org

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National Association of SARA Title III Program Officials

79 Elm St.,
Fourth Floor
Hartford, CT 06106
(203) 269-2507
Website: www.nasttpo.org

National Emergency Management Association

P.O. Box 11910
Lexington, KY 40578
(859) 244-8000
Website: www.nemaweb.org

National Governors Association

444 North Capitol St.
Washington, D.C. 20001
(202) 624-5300
Website: www.nga.org

National Safety Council

1025 Connecticut Ave., NW
Washington, D.C. 20036
(202) 293-2270
Website: www.nsc.org

National Safety Management Society

4915 Auburn Avenue
Bethesda, MD 20814
(800) 321-2910
Website: www.safetyhealthmanager.org

EMERGENCY MANAGEMENT and RELATED ORGANIZATIONS
Canada

Canadian Coast Guard

Fisheries & Oceans Canada
Communications Branch,
200 Kent Street
13th Floor, Station 13228
Ottawa, ON K1A 0E6
Canada
(613) 993-0999
Web site: www.ccg-gcc.gc.ca

(416) 491-5335 / (888) 728-DRIC (3742) / (416)
491-1670 (FAX)
Web site: www.dri.ca

Canadian Association of Fire Chiefs

P.O. Box 1227, Station B,
Ottawa, ON K1P 5R3
Canada
(613) 270-9138
Web site: www.caafc.ca

**Disaster Recovery Information Exchange –
Toronto**

2175 Sheppard Avenue East, Suite 310
Toronto, ON M2J 1W8
Canada
(416) 491-2420 / (416) 491-1670 (FAX)
Web site: www.drie.org/toronto

Canadian Transportation Agency

15, Eddy Street
Hull, QC K1A 0N9
Canada
(888) 222-2592
Web site: www.cta-otc.gc.ca

**Disaster Recovery Information Exchange –
West**

P.O. Box 1557, Station M
Calgary, AB
(403) 543-4695
Web site: www.drie.org/west

**Office of Critical Infrastructure Protection and
Emergency Preparedness**

122 Bank Street, 2nd Floor
Ottawa, ON K1A 0W6
Canada
(800) 830-3118
Web site: www.ocipep-bpiepc.gc.ca

**Disaster Recovery Information Exchange –
Central**

c/o Audrey Thompson
215 Garry Street
Winnipeg, MB R3C 3E2
Canada
Web site: www.drie.org/central

Environment Canada

351 St. Joseph Boulevard
Hull, QC K1A 0H3
Canada
(800) 668-6767
Web site: www.ec.gc.ca

**Disaster Recovery Information Exchange –
South Western Ontario**

208-1063 King Street West
Hamilton ON L8S 4S3
Canada
(800) 461-3095
Web site: www.drie-swo.org

Transport Canada

330 Sparks Street
Ottawa, ON K1A 0N5
Canada
(613) 990-2309
Web site: www.tc.gc.ca

**Disaster Recovery Information Exchange –
Ottawa**

P.O. Box 20518
390 Rideau Street
Ottawa, ON K1N 1A3
Canada
(613) 238-2909
Web site: www.drieottawa.org

Disaster Recovery Institute Canada

2175 Sheppard Avenue East, Suite 310
Toronto, ON M2J 1W8
Canada

**Disaster Recovery Information Exchange –
Montréal**

BP 56055
Montréal (Qc) H3Z 3G3
Canada
(514) 572-1800

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(514) 572-1801

Web site: www.drie.org/montreal

**Disaster Recovery Information Exchange –
Atlantic**

Canada

Web site: www.drie.org/atlantic

**Canadian Centre for Emergency
Preparedness**

1005 Skyview Drive, Suite 202

Burlington, ON L7P 5B1

Canada

(905) 546.3911 / (800) 965.4608 / (905) 546.2629

(FAX)

Web site: www.ccep.ca

Canadian Red Cross

National Office

170 Metcalfe St.

Ottawa, ON K2P 2P2

Canada

(613)740-1900 / (613)740-1911 (FAX)

Web site: www.redcross.ca

**Canadian Centre for Pollution Prevention
(C2P2)**

100 Charlotte Street

Sarnia, ON N7T 4R2

Canada

(800) 667-9790 / (519) 337-3486

Web Site: www.c2p2online.com

**Association of Public-Safety Communications
Officials Canada**

PO Box 753

Brampton, ON L6W 4S4

Canada

Web site: www.apco.ca

**Canadian Emergency Preparedness
Association**

Web site: www.cepa-acpc.ca

Canadian Emergency News

1121 NewCastle Road

Drumheller, Alberta

Canada T0J 0Y2

Web site: www.emsnews.com

**ACADEMIC INSTITUTIONS
INVOLVED in BUSINESS CONTINUITY
and DISASTER RECOVERY PLANNING/MANAGEMENT
United States**

Colorado State University

Hazards Assessment Laboratory
202 Aylesworth Hall
3890 Central Avenue
Fort Collins, CO 80523
(303) 491-5951

Memphis State University

Center for Earthquake Research and Information
Memphis, TN 38152
(901) 678-2007

Texas A&M University

Hazard Reduction and Recovery Center
College of Architecture
College Station, TX 77843-3137
(409) 845-7813

The University of Texas at Arlington

Center for Information Technologies Management
PO Box 19437
Arlington, TX 76019
(817) 273-3569 / (817) 273-3502

University of California at Berkeley

Business and Management Division
2223 Fulton Street
Berkeley, CA 94720
(510) 642-4231

University of Colorado - Boulder

Natural Hazards Research/Applications Center
Floodplain Management Resource Center
Campus Box 482
Boulder, CO 80309-0482
(303) 492-6818

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University of Delaware

Disaster Research Center
Newark, DE
(302) 451-6618

University of Nebraska - Lincoln

International Drought Information Center
Center for Agriculture and Meteorology
Lincoln, NE 68583-0728
(402) 472-3679

University of North Texas

PO Box 13438
Denton, TX 76203-3438
(817) 565-4077

University of Tennessee

Institute for Public Service
Suite 105
Student Services Administration Building
Knoxville, TN 37996-0213
(615) 974-6621

Washington University in St. Louis

Center for the Application of Information Technology
Campus Box 1141
1 Brookings Drive
St. Louis, MO 63130-4899
(314) 935-7575
Internet: www.cait.wustl.edu

NON-GOVERNMENT BUSINESS CONTINUITY ORGANIZATIONS
United States

American Public Works Association

Council on Emergency Management
1313 East 60th Street
Chicago, IL 60637
(312) 667-2200

Association of Contingency Planners

PO Box 73-149
Long Beach, CA 90801
(213) 398-2277

Association of State Dam Safety Officials

PO Box 55270
Lexington, KY 40355
(606) 257-5140

Association of State Floodplain Managers

PO Box 7921
Madison, WI 53707
(608) 266-1926

Building Seismic Safety Council

1201 L Street NW, Suite 400
Washington, DC 20005
(202) 289-7800

Business Emergency Preparedness Council

125 N. Mid-America Mall, Room 2B-49
Memphis, TN 38103
(901) 528-2980

Central U.S. Earthquake Consortium

2630 East Holmes Road
Memphis, TN 38118
(901) 398-9054

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Chemical Manufacturers Association

Chemical Awareness/ER Program
2501 M Street, NW
Washington, DC 20037
(202) 887-1150

Disaster Recovery Institute International

111 Park Place
Falls Church VA 22046
(703) 538-1792 / (703) 241-5603 (FAX)

National Coordinating Council on Emergency Management

7297 Lee Highway, Suite N
Falls Church, VA 22042
(703) 533-7672

Oak Ridge National Laboratory

Hazard Management Group
MS: 6206, PO Box 2008
Oak Ridge, TN 37831-6206
(615) 576-2716

Science Applications International Corporation

Engineering and Tech Services Group
PO Box 2501
301 Laboratory Road
Oak Ridge, TN 37831
(615) 481-2909

SURVIVE! USA

1201 Mt. Kemble Avenue
Morristown, NJ 07960-6628
1-800-SURVIVE

GLOBAL BUSINESS CONTINUITY ORGANIZATIONS

**Leadership Coalition for Global Business
Protection**

1801 K Street NW, Suite 100-L
Washington, DC 20006
(202) 530-0400 / (202) 530-4500 (FAX)