

## Appendix A: 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.

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).

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 Blvd.  
Suite 500  
Kansas City, MO 64108  
(816) 472-6100  
Web site: [www.apwa.net](http://www.apwa.net)

### **American Society for Public Administration**

Emergency Management Section  
1120 G St., N.W.  
Suite 700  
Washington, DC 20005  
(202) 393-7878  
Web site: [www.aspanet.org](http://www.aspanet.org)

### **Disaster Preparedness and Emergency Response Association**

P.O. Box 280795  
Denver, CO 80228-0795  
(970) 532-3362  
Web site: [www.disasters.org](http://www.disasters.org)

### **FEMA/Emergency Management Institute**

18825 South Seton Ave.  
Emmitsburg, MD 21727  
(301) 447-1164  
Web site: [www.fema.gov](http://www.fema.gov)

### **International Association of Chiefs of Police**

515 N. Washington St.

Suite 400  
Alexandria, VA 22314  
(800) 843-4227  
Web site: [www.theiacp.org](http://www.theiacp.org)

**International Association of Emergency Managers**

201 Park Washington Court  
Falls Church, VA 22046  
(703) 538-1795  
Web site: [www.iaem.com](http://www.iaem.com)

**International Association of Fire Chiefs**

4025 Fair Ridge Dr.  
Suite 300  
Fairfax, VA 22033  
(703) 273-0911  
Web site: [www.ichiefs.org](http://www.ichiefs.org)

**International City/County Management Association**

777 N. Capitol St., NE  
Suite 500  
Washington, DC 20002-4201  
(202) 289-4262  
Web site: [www.icma.org](http://www.icma.org)

**National Association of Counties**

440 First St., NW  
Suite 800  
Washington, DC 20001  
(202) 393-6226  
Web site: [www.naco.org](http://www.naco.org)

**National Association of Emergency Medical Technicians**

408 Monroe St.  
Clinton, MS 39056  
(800) 346-2368  
Web site: [www.naemt.org](http://www.naemt.org)

**National Association of State EMS Directors**

201 Park Washington Court  
Falls Church, VA 22046  
(703) 538-1799  
Web site: [www.nasemsd.org](http://www.nasemsd.org)

**National Council of State Emergency Medical Services Training Coordinators**

201 Park Washington Court  
Falls Church, VA 22046  
(703) 538-1794  
Web site: [www.ncsemstc.org](http://www.ncsemstc.org)

**National Association of SARA Title III Program Officials**

79 Elm St.

Fourth Floor  
Hartford, CT 06106  
(203) 269-2507  
Web site: [www.nasttpo.org](http://www.nasttpo.org)

**National Emergency Management Association**

P.O. Box 11910  
Lexington, KY 40578  
(859) 244-8000  
Web site: [www.nemaweb.org](http://www.nemaweb.org)

**National Governors Association**

444 North Capitol St.  
Washington, DC 20001  
(202) 624-5300  
Web site: [www.nga.org](http://www.nga.org)

**National Safety Council**

1025 Connecticut Ave., NW  
Washington, DC 20036  
(202) 293-2270  
Web site: [www.nsc.org](http://www.nsc.org)

**National Safety Management Society**

4915 Auburn Ave.  
Bethesda, MD 20814  
(800) 321-2910  
Web site: [www.safetyhealthmanager.org](http://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  
Website: [www.ccg-gcc.gc.ca](http://www.ccg-gcc.gc.ca)

**Canadian Association of Fire Chiefs**

P.O. Box 1227, Station B,  
Ottawa, ON K1P 5R3  
Canada  
(613) 270-9138  
Website: [www.caafc.ca](http://www.caafc.ca)

**Canadian Transportation Agency**

15, Eddy Street

Hull, QC K1A 0N9  
Canada  
(888) 222-2592  
Website: [www.cta-otc.gc.ca](http://www.cta-otc.gc.ca)

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

122 Bank Street, 2nd Floor  
Ottawa, ON K1A 0W6  
Canada  
(800) 830-3118  
Website: [www.ociepc-bpiepc.gc.ca](http://www.ociepc-bpiepc.gc.ca)

**Environment Canada**

351 St. Joseph Boulevard  
Hull, QC K1A 0H3  
Canada  
(800) 668-6767  
Website: [www.ec.gc.ca](http://www.ec.gc.ca)

**Transport Canada**

330 Sparks Street  
Ottawa, ON K1A 0N5  
Canada  
(613) 990-2309  
Website: [www.tc.gc.ca](http://www.tc.gc.ca)

**Disaster Recovery Institute Canada**

2175 Sheppard Avenue East, Suite 310  
Toronto, ON M2J 1W8  
Canada  
(416) 491-5335 / (888) 728-DRIC (3742) / (416) 491-1670 (FAX)  
Website: [www.dri.ca](http://www.dri.ca)

**Disaster Recovery Information Exchange – Toronto**

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

**Disaster Recovery Information Exchange – West**

P.O. Box 1557, Station M  
Calgary, AB  
Canada  
(403) 543-4695  
Website: [www.drie.org/west](http://www.drie.org/west)

**Disaster Recovery Information Exchange – Central**

c/o Audrey Thompson  
215 Garry Street  
Winnipeg, MB R3C 3E2  
Canada  
Website: [www.drie.org/central](http://www.drie.org/central)

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

208-1063 King Street West  
Hamilton ON L8S 4S3  
Canada  
(800) 461-3095  
Website: [www.drie-swo.org](http://www.drie-swo.org)

**Disaster Recovery Information Exchange – Ottawa**

P.O. Box 20518  
390 Rideau Street  
Ottawa, ON K1N 1A3  
Canada  
(613) 238-2909  
Website: [www.drieottawa.org](http://www.drieottawa.org)

**Disaster Recovery Information Exchange – Montréal**

600 Montée du Moulin  
P.O. Box 74012  
Laval (Qc) H7A 4A2  
Canada  
(514) 572-1800  
Web site: [www.drie.org/montreal](http://www.drie.org/montreal)

**Disaster Recovery Information Exchange – Atlantic**

Canada  
Website: [www.drie.org/atlantic](http://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)  
Website: [www.ccep.ca](http://www.ccep.ca)

**Canadian Red Cross**

National Office  
170 Metcalfe St.  
Ottawa, ON K2P 2P2  
Canada  
(613) 740-1900 / (613) 740-1911 (FAX)  
Website: [www.redcross.ca](http://www.redcross.ca)

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

100 Charlotte Street  
Sarnia, ON N7T 4R2  
Canada  
(800) 667-9790 / (519) 337-3486  
Website: [www.c2p2online.com](http://www.c2p2online.com)

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

PO Box 753  
Brampton, ON L6W 4S4  
Canada  
Website: [www.apco.ca](http://www.apco.ca)

**Canadian Emergency Preparedness Association**  
Website: [www.cepa-acpc.ca](http://www.cepa-acpc.ca)

**Canadian Emergency News**  
1121 NewCastle Road  
Drumheller, Alberta T0J 0Y2  
Canada  
Website: [www.emsnews.com](http://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 Ave.  
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  
P.O. Box 19437  
Arlington, TX 76019  
(817) 273-3569 / (817) 273-3502

**University of California at Berkeley**  
Business and Management Division  
2223 Fulton St.  
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

**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**  
P.O. 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  
Website: [www.cait.wustl.edu](http://www.cait.wustl.edu)

## **NON-GOVERNMENT BUSINESS CONTINUITY ORGANIZATIONS United States**

**American Public Works Association**  
Council on Emergency Management  
1313 East 60th St.  
Chicago, IL 60637  
(312) 667-2200

**Association of Contingency Planners**  
P.O. Box 73-149  
Long Beach, CA 90801  
(213) 398-2277

**Association of State Dam Safety Officials**  
P.O. Box 55270  
Lexington, KY 40355  
(606) 257-5140

**Association of State Floodplain Managers**

P.O. Box 7921  
Madison, WI 53707  
(608) 266-1926

**Building Seismic Safety Council**

1201 L St., N.W., 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 Rd.  
Memphis, TN 38118  
(901) 398-9054

**Chemical Manufacturers Association**

Chemical Awareness/ER Program  
2501 M St., N.W.  
Washington, DC 20037  
(202) 887-1150

**Disaster Recovery Institute International**

201 Park Washington Court  
Falls Church VA 22046  
(703) 538-1792 / (703) 241-5603 (FAX)

**National Coordinating Council on Emergency Management**

7297 Lee Hwy, Suite N  
Falls Church, VA 22046  
(703) 533-7672

**Oak Ridge National Laboratory**

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

**Science Applications International Corporation**

Engineering and Tech Services Group  
P.O. Box 2501  
301 Laboratory Rd.  
Oak Ridge, TN 37831  
(615) 481-2909

**SURVIVE! USA**

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

## **GLOBAL BUSINESS CONTINUITY ORGANIZATIONS**

### **Leadership Coalition for Global Business Protection**

1801 K St., N.W., Suite 100-L

Washington, DC 20006

(202) 530-0400 / (202) 530-4500 (FAX)