

## Business Continuity

# Ready for Anything

Business Continuity, Disaster Recovery, Preparedness



Information and Computer Security  
 E-Mail, Internet, Records, Copying  
 Workplace Laws, Sexual Harassment  
 Antitrust Compliance  
 ▶ Depositions, Discovery, Defense  
 ▶ Compliance, Ethics, F.C.P.A.

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### Training Topics



- Developing and Testing a Business Continuity Plan
- Risk Assessment and Business Impact Analysis



- Business Recovery Team
- Key People Assigned Responsibilities for Business Recovery



- Recovery Time Objectives - Restoration Priorities



- Evacuation Preparedness
- Employee Safety, Communications and Assistance



- Maintaining Security
- Preventive Measures



- Business Recovery Center, Mirror Center, Hotsite



- Off-site Data Storage, Backups, Vital Records, Paper Documents

- Designated Spokesperson to Inform the Media

### Product Information:



Item Number:

**#3005**

Running Time:

**21 mins.**

Price:

**\$695**

Languages:

**English**

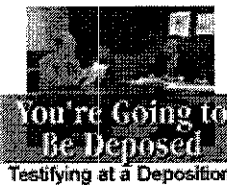
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**Study Guide, **

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