

Developed in Conjunction by:



## Business Continuity Acronym Glossary

### A

<b>ABCI</b>	<b>Associate of the Business Continuity Institute</b>
<b>ABCP</b>	<b>Associate Business Continuity Professional</b>
<b>ACD</b>	<b>Automatic Call Distribution</b>
<b>ACP</b>	<b>Association of Contingency Planners, Access Control Point</b>
<b>ALE</b>	<b>Annual Loss Expectancy</b>
<b>ANSI</b>	<b>American National Standards Institute</b>
<b>ARC</b>	<b>American Red Cross</b>

### B

<b>BCC</b>	<b>Business Continuity Coordinator</b>
<b>BCI</b>	<b>Business Continuity Institute</b>
<b>BCM</b>	<b>Business Continuity Management</b>
<b>BCP</b>	<b>Business Continuity Plan, Business Continuity Planning, Business Continuity Program</b>
<b>BIA</b>	<b>Business Impact Analysis</b>
<b>BIRRA</b>	<b>Business Impact Resource Recovery Analysis (BCI)</b>
<b>BRC</b>	<b>British Red Cross</b>
<b>BRC</b>	<b>Business Recovery Coordinator</b>
<b>BRF</b>	<b>Business Recovery Facility</b>
<b>BRP</b>	<b>Business Resumption Planning</b>
<b>BS</b>	<b>British Standard</b>

### C

<b>CAT</b>	<b>Crisis Action Team</b>
<b>CBCP</b>	<b>Certified Business Continuity Professional</b>
<b>CBRM</b>	<b>Certified Business Resilience Manager</b>
<b>CBRM</b>	<b>Certified Business Resillience Manager</b>
<b>CD</b>	<b>Civil Defense</b>
<b>CDC</b>	<b>Centers for Disease Control (US)</b>
<b>CDRG</b>	<b>Catastrophic Disaster Response Group (FEMA)</b>
<b>CDRP</b>	<b>Certified Disaster Recovery Planner</b>
<b>CEAS</b>	<b>Corporate Emergency Access System (NY)</b>

<b>CEM</b>	<b>Certified Emergency Manager</b>
<b>CEMP</b>	<b>Comprehensive Emergency Management Program</b>
<b>CERT</b>	<b>Community Emergency Response Team</b>
<b>CFCP</b>	<b>Certified Functional Continuity Professional</b>
<b>CM</b>	<b>Crisis Management</b>
<b>CMT</b>	<b>Crisis Management Team</b>
<b>COBIT</b>	<b>Control Objectives for Information and Related Technologies</b>
<b>COOP</b>	<b>Continuity of Operations Plan</b>
<b>COSO</b>	<b>Committee of Sponsoring Organizations</b>
<b>CP</b>	<b>Contingency Plan, Contingency Planning</b>
<b>CPG</b>	<b>Civil Preparedness Guide</b>
<b>CPU</b>	<b>Central Processing Unit</b>
<b>CRP</b>	<b>Certified Recovery Planner</b>
<b>CRSA</b>	<b>Control &amp; Risk Self Assessment (BCI)</b>

## D

<b>DASD</b>	<b>Direct Access Storage Device</b>
<b>DBMS</b>	<b>Database Management System</b>
<b>DFO</b>	<b>Disaster Field Office (FEMA)</b>
<b>DHS</b>	<b>Department of Homeland Security (US)</b>
<b>DID</b>	<b>Direct Inward Dial</b>
<b>DOD</b>	<b>Department of Defense (US)</b>
<b>DOH</b>	<b>Department of Health (US)</b>
<b>DOT</b>	<b>Department of Transportation (US)</b>
<b>DR</b>	<b>Disaster Recovery</b>
<b>DRC</b>	<b>Disaster Recovery Coordinator</b>
<b>DRJ</b>	<b>Disaster Recovery Journal</b>
<b>DRII</b>	<b>Disaster Recovery Institute International</b>
<b>DRP</b>	<b>Disaster Recovery Plan, Disaster Recovery Planning</b>
<b>DNS</b>	<b>Domain Naming Server, Domain Naming System</b>

## E

<b>EAB</b>	<b>Editorial Advisory Board</b>
<b>EBS</b>	<b>Emergency Broadcast System</b>
<b>ECC</b>	<b>Emergency Control Center (BCI)</b>
<b>EM</b>	<b>Emergency Management</b>
<b>EMA</b>	<b>Emergency Management Agency</b>
<b>EMT</b>	<b>Emergency Management Team</b>
<b>EO</b>	<b>Executive Order (US)</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EPA</b>	<b>Environmental Protection Agency (US)</b>
<b>EPO</b>	<b>Emergency Planning Officer (BCI)</b>
<b>ER</b>	<b>Emergency Response</b>
<b>ERC</b>	<b>Employee Relief Center</b>
<b>ERT</b>	<b>Emergency Response Team (FEMA)</b>
<b>ERT-A</b>	<b>Emergency Response Team - Advance Element (FEMA)</b>

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**ESF** Emergency Support Function (FEMA)  
**ESS** Enterprise Storage System  
**EST** Emergency Support Team (FEMA)  
**ETR** Estimated Time to Recovery  
**EZ** Exclusion Zone (BCI)

## F

**FAA** Federal Aviation Administration (US)  
**FAX** Facsimile  
**FBCI** Fellow of the Business Continuity Institute  
**FCC** Federal Communications Commission (US)  
**FCO** Federal Coordinating Officer (FEMA)  
**FCPA** Foreign Corrupt Practices Act (US)  
**FDA** Food and Drug Administration (US)  
**FEMA** Federal Emergency Management Agency (US)  
**FFIEC** Federal Financial Institutions Examination Council  
**FIRM** Flood Insurance Rate Maps  
**FNMA** Federal National Mortgage Association  
**FSA** Financial Services Authority (BCI)

## G

**GAP** Generally Accepted Practices  
**GE** General Emergency  
**GIS** Geographic Information System  
**GNMA** Government National Mortgage Association  
**GSA** General Services Administration (US)

## H

**HA** High Availability  
**HAZMAT** Hazardous Materials  
**HHS** Department of Health & Human Services (US)  
**HIPAA** Health Insurance Portability and Accountability Act (1996)  
**HMTUSA** Hazardous Materials Transportation Uniform Safety Act  
**HRDR** Human Resources Disaster Recovery  
**HSPD** Homeland Security Presidential Directive  
**HVAC** Heating, Ventilating, and Air Conditioning

## I

**ICRC** International Committee of the Red Cross  
**ICS** Incident Command System  
**IM** Information Management  
**IMP** Incident Management Plan  
**IMT** Information Management Team  
**I/O** Input / Output  
**IP** Internet Protocol  
**IPT** Internet Protocol Telephony  
**ISO** International Standards Organization  
**IT** Information Technology

**ITIL** Information Technology Information Library

**J**

**JIC** Joint Information Center

**K**

**KI** Potassium Iodide (Thyroid Blocking Agent)

**L**

**LAN** Local Area Network

**LEC** Local Exchange Carrier

**M**

**MBCI** Member of the Business Continuity Institute

**MBCP** Master Business Continuity Professional

**MICR** Magnetic Ink Character Recognition

**MODEM** Modulator Demodulator

**MSDS** Material Safety Data Sheet

**MTO** Maximum Tolerable Outage (BCI)

**MTPD** Maximum Tolerable Period of Disruption (BCI)

**N**

**NANPA** North American Numbering Plan Administration

**NAWAS** National Warning System

**NECC** National Emergency Coordination Center (FEMA)

**NFIP** National Flood Insurance Program

**NFPA** National Fire Protectional Agency (US)

**NIMS** National Incident Management System (US)

**NLEEC** National Law Enforcement Emergency Channel

**NOAA** National Oceanic and Atmospheric Association

**NRP** National Recovery Plan

**NTSB** National Transportation Safety Board (US)

**NWS** National Weather Service

**O**

**OLTP** Online Transaction Processing

**OPS** Operations

**OLA** Operational Level Agreement

**OSHA** Occupational Safety & Health Administration (US)

**P**

**PBX** Private Branch Exchange

**PDD** Presidential Decision Directive

**PEST Analysis** Political/Environment/Social/Technical Analysis (BCI)

**PIO** Public Information Officer

**PMP** Project Manager Professional

**PPBI** Public & Private Businesses, Inc

**PP** Professional Practices

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**PMI** Project Management Institute  
**PTSD** Post Traumatic Stress Disorder  
**PTT** Push To Talk

**Q**

**R**

**RAID** Redundant Array of Inexpensive Disk  
**ROC** Regional Operations Center (FEMA)  
**RPO** Recovery Point Objective  
**RTO** Recovery Time Objective  
**RA** Risk Assessment  
**RVP** Rendezvous Point (BCI)

**S**

**SAN** Storage Area Network  
**SBA** Small Business Association  
**SBCI** Specialist of the Business Continuity Institute  
**SCO** State Coordinating Officer (FEMA)  
**SEMO** State Emergency Management Office  
**SFHAs** Special Flood Hazard Areas  
**SITREPs** Situation Reports  
**SLA** Service Level Agreement  
**SLM** Service Level Management  
**SOP** Standard Operating Procedure  
**SOX** Sarbanes-Oxley  
**SQL** Structured Query Language  
**SWOT Analysis** Strengths/Weaknesses/Opportunities/Threat Analysis (BCI)

**T**

**2PC** Two Phase Commit  
**TIA** Technical Impact Analysis  
**TNA** Training Needs Analysis  
**TVSS** Transient Voltage Surge Suppression

**U**

**UBC** Uniform Building Code  
**UPS** Uninterruptible Power Supply  
**URL** Universal Resource Locator  
**USACE** US Army Corps of Engineers (US)  
**USCG** United States Coast Guard  
**USDA** United States Department of Agriculture (US)  
**USGS** United States Geological Survey

**V**

**VA** Veteran's Administration (US)  
**VPN** Virtual Private Network  
**VSAT** Very Small Aperture Terminal

**WAN**  
**WHO**  
**WMD**  
**WRC**

**Wide Area Network**  
**World Health Organization**  
**Weapons of Mass Destruction**  
**Work Recovery Center**

**W**

**X**

**Y**

**Z**