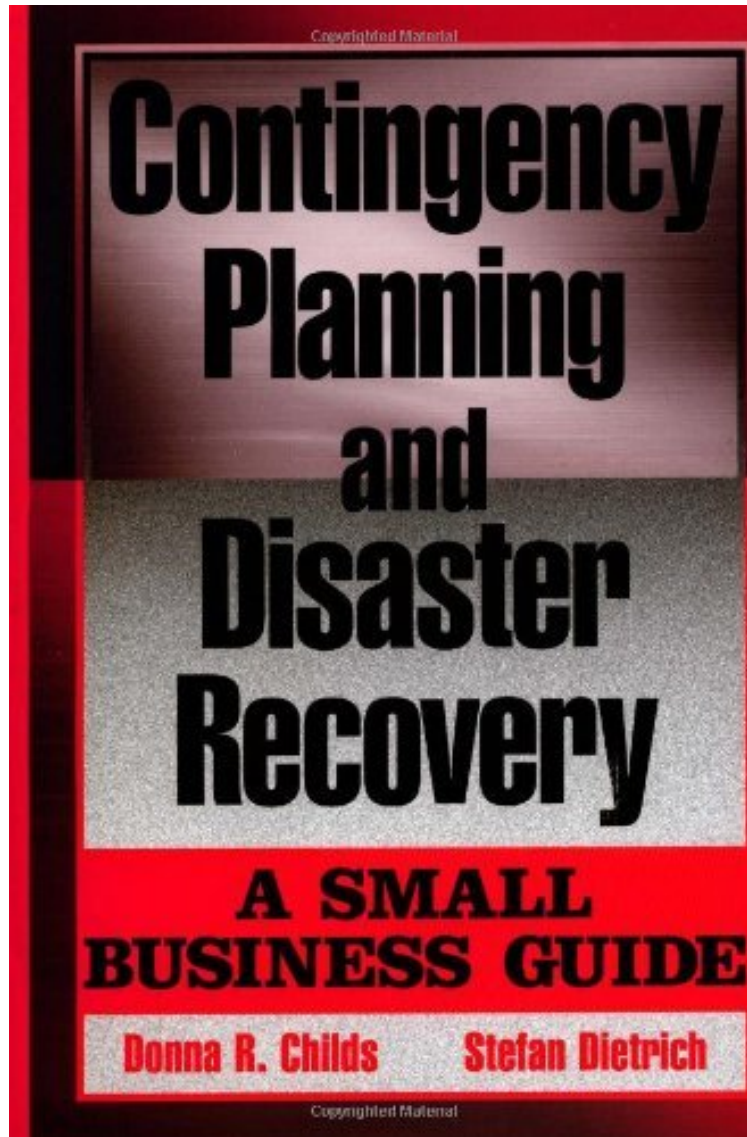


# Contingency Planning and Disaster Recovery: A Small Business Guide

*Donna R. Childs, Stefan Dietrich*  
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**Donna R. Childs, Stefan Dietrich : Contingency Planning and Disaster Recovery: A Small Business Guide**  
before purchasing it in order to gauge whether or not it would be worth my time, and all praised Contingency Planning and Disaster Recovery: A Small Business Guide:

9 of 9 people found the following review helpful. Yes it can happen to you! By A Customer A superbly practical and comprehensive guide - cogent and succinct but thorough. Having just gone through an office disaster similar to worked examples and real life situations presented in the book, incurring tens of thousands of dollars of damages and

subsequent insurance claims, I can highly recommend this book as a must read for prevention purposes and a user-friendly guide for when it happens to you. I never thought I would need it, and was so grateful to have a copy on hand to reassure my decision-making in working through all the clean-up afterwards. It is an excellent resource not only for small businesses, but also for any office situation - non-profits, community groups, churches, synagogues etc.

Improve business efficiency, eliminate day-to-day mishaps, and prepare for the worst-with effective disaster contingency planning  
Working in lower Manhattan on September 11th, 2001, Donna Childs became keenly aware of the need for small businesses to develop disaster contingency plans and grateful that her own business had implemented such plans and would remain financially sound. Now, with the assistance of IT consultant Stefan Dietrich, she draws upon her unique experience to present proven guidelines for small and midsize businesses to effectively prepare for catastrophes in *Contingency Planning and Disaster Recovery: A Small Business Guide*. Childs and Dietrich take small business owners through every stage of disaster planning, from preparation to response to recovery. Specific issues addressed include: \* What to do if the main office location is not accessible \* Getting the business up and running again \* Contacting third parties \* Handling insurance claims \* Adequate insurance for property, business interruption losses, and workers' compensation \* Rebuilding an IT infrastructure  
Successful planning not only can limit the damage of an unforeseen disaster but also can minimize daily mishaps-such as the mistaken deletion of files-and increase a business's overall efficiency. *Contingency Planning and Disaster Recovery* is the only contingency guide that small business owners need to ensure their company's continued success.

From the Inside Flap  
Among the countless tragic lessons of September 11th, 2001, an overlooked but important discovery was the lack of preparation among small and midsize businesses for responding to disaster. While most of the media attention was naturally devoted to the performance of major international corporations, the very existence of thousands of small businesses was determined by whether or not they had adequate insurance, sufficient technological support, and viable disaster contingency plans. The Wall Street office of Donna Childs sustained minimal financial losses because her company had demonstrated the foresight to prepare for a catastrophe with the assistance of IT consultant Stefan Dietrich. Now, these authors draw upon their sobering experience to offer your small business an essential, must-have guide, *Contingency Planning and Disaster Recovery: A Small Business Guide*. Divided into four main sections—Preparation, Response, Recovery, and Sample IT Solutions—*Contingency Planning and Disaster Recovery* begins by addressing what needs to be done before a disaster occurs, such as insuring property and creating off-site backups of confidential data files. The book then outlines procedures to undertake during a catastrophe and how to execute a successful recovery. The authors focus on six pertinent types of disaster: Human errors Equipment failures Third-party failures Environmental hazards Fires and other structural catastrophes Terrorism and sabotage In each case, real-world examples are provided to illustrate how the authors' recommendations can be put into action. Childs and Dietrich also debunk the myth that contingency plans are unreasonably expensive. Of course they require an investment of time and money; however, sound contingency plans can successfully combat daily "small" disasters, such as mistakenly deleting computer files, while also improving the overall efficiency of business processes regardless of whether a disaster occurs. A portion of the author royalties from *Contingency Planning and Disaster Recovery* will be assigned to a charity that assists fundraising for nonprofit organizations, such as those dealing with disaster relief. The smooth operation of business in a time of disaster benefits not only the small business community but also the national and even the global economy. By following the authors' guidance, your small business can alleviate its risks and recover quickly when disaster strikes.  
From the Back Cover  
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About the Author  
DONNA R. CHILDS is the founder, President, and CEO of Childs Capital, LLC, a global financial institution dedicated to alleviating poverty through economic development. She has also been a director of Swiss Reinsurance, an investment banker for Goldman Sachs, and a research associate for Harvard Business School. STEFAN DIETRICH was most recently the COO and Executive Vice President of E-Vantage Solutions, an Internet start-up in the wireless transactions and m-

commerce field. Prior to joining E-Vantage, he was a director with Reuters.