

DRII Certified Business Continuity Professional (CBCP) (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Is program management part of the steering committee's responsibilities in business continuity?**
 - A. Yes, they assist in program management**
 - B. No, it's handled by external consultants**
 - C. Yes, but only during training sessions**
 - D. No, their focus is only on compliance**
- 2. What does Recovery Point Objective (RPO) indicate?**
 - A. The maximum number of downtime incidents**
 - B. The point of data restoration required for operations**
 - C. The total cost of data backup solutions**
 - D. The time taken to recover from a disaster**
- 3. Which of the following is NOT one of the four life safety procedures?**
 - A. Shelter-in-place**
 - B. Lockdown**
 - C. Risk assessment**
 - D. Evacuation**
- 4. What is the primary purpose of Business Continuity Management (BCM)?**
 - A. To ensure financial profitability**
 - B. To minimize employee turnover**
 - C. To ensure the organization can continue operations during and after a disruptive event**
 - D. To improve customer service relations**
- 5. What is the role of assumptions in a business continuity program?**
 - A. To document the budget estimates for the program**
 - B. To outline the assumptions made regarding the program**
 - C. To identify the stakeholders involved in the project**
 - D. To evaluate the risks associated with various scenarios**

- 6. Incident management primarily involves what kind of procedures?**
- A. Emergency response procedures and plans**
 - B. Financial recovery plans**
 - C. Long-term operational strategies**
 - D. Market analysis and adjustments**
- 7. Why are alternate facilities significant in a BCM strategy?**
- A. They are locations for employee recreational activities**
 - B. They offer backup for business operations if the primary site is unusable**
 - C. They provide training spaces for staff development**
 - D. They serve as meeting venues for management**
- 8. What type of information should be presented to leadership regarding the need for business continuity?**
- A. Market trends and surveys**
 - B. Legal and regulatory requirements**
 - C. Employee feedback and surveys**
 - D. Company profit and loss statements**
- 9. Which of the following best characterizes the nature of standards?**
- A. Mandatory and enforceable**
 - B. Best practices that can be conformed to**
 - C. Strict regulations that must be followed**
 - D. Guidelines with no flexibility**
- 10. What is a "disaster recovery plan" (DRP)?**
- A. A strategy for employee training**
 - B. A documented process for recovering hardware, applications, and data**
 - C. A marketing strategy post-disaster**
 - D. A risk management audit**

Answers

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1. A
2. B
3. C
4. C
5. B
6. A
7. B
8. B
9. B
10. B

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Explanations

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1. Is program management part of the steering committee's responsibilities in business continuity?

- A. Yes, they assist in program management**
- B. No, it's handled by external consultants**
- C. Yes, but only during training sessions**
- D. No, their focus is only on compliance**

The steering committee plays a crucial role in the governance and oversight of a business continuity program, and program management is indeed one of their responsibilities. They provide direction, support, and resources to ensure that the business continuity program aligns with organizational objectives and effectively mitigates risks. The committee's involvement in program management includes not only assisting in the development and implementation of continuity plans but also evaluating the effectiveness of those plans over time. Their role includes facilitating communication between various stakeholders and ensuring that the necessary training and resources are available to uphold the program. By overseeing program management, the steering committee helps ensure that the business continuity initiatives remain relevant, comprehensive, and integrative, thus enhancing the organization's resilience against disruptions. Their engagement is more comprehensive than merely assisting during training sessions; it encompasses establishing policies, reasonable expectations, and ongoing support to ensure alignment with the larger organizational strategy. In summary, the committee's responsibilities extend significantly into program management, contributing to a robust and effective business continuity framework that is sustainable.

2. What does Recovery Point Objective (RPO) indicate?

- A. The maximum number of downtime incidents**
- B. The point of data restoration required for operations**
- C. The total cost of data backup solutions**
- D. The time taken to recover from a disaster**

Recovery Point Objective (RPO) is a critical metric in business continuity and disaster recovery planning. It refers to the maximum acceptable amount of data loss measured in time. Essentially, it indicates the point in time to which data must be restored after a disaster to ensure that business operations can continue with minimal disruption. An RPO of one hour, for example, means that in the event of a failure, you must be able to restore data up to one hour before the incident occurred. This ensures that any data generated in that preceding hour would be lost, but no more than that. The other options do not capture the essence of what RPO represents. While it is relevant to assess the overall impact of downtime incidents or the costs associated with data backups, those concepts pertain more to availability and budgeting rather than to the specific recovery target for data restoration. The time taken to recover from a disaster relates more closely to Recovery Time Objective (RTO), which is separate from RPO. Thus, option B accurately reflects what RPO measures in terms of data recovery during business continuity practices.

3. Which of the following is NOT one of the four life safety procedures?

- A. Shelter-in-place**
- B. Lockdown**
- C. Risk assessment**
- D. Evacuation**

The correct choice is indeed "Risk assessment," which is not categorized as one of the four life safety procedures. The four established life safety procedures typically include Shelter-in-place, Lockdown, Evacuation, and Account for and assist. Shelter-in-place involves directing individuals to stay indoors and take protective measures to ensure their safety during an emergency. Lockdown is a procedure utilized to secure facilities and protect occupants from potential threats or dangerous situations. Evacuation refers to the organized, prompt movement of individuals to a safer location in response to a threat. Risk assessment, while an essential component of emergency preparedness and response planning, focuses on identifying, analyzing, and evaluating risks, rather than being a direct action or procedure to protect life during an emergency. It serves as a foundational step in the planning process but does not directly define an actionable safety protocol that individuals would follow during an incident.

4. What is the primary purpose of Business Continuity Management (BCM)?

- A. To ensure financial profitability**
- B. To minimize employee turnover**
- C. To ensure the organization can continue operations during and after a disruptive event**
- D. To improve customer service relations**

The primary purpose of Business Continuity Management (BCM) is to ensure the organization can continue operations during and after a disruptive event. BCM focuses on identifying potential risks that could disrupt business operations, assessing their impact, and developing plans and strategies to mitigate those risks effectively. This proactive approach enables organizations to maintain essential functions, protect employee safety, safeguard customer relations, and preserve financial viability during crises such as natural disasters, technology failures, or other unforeseen events. By establishing a comprehensive BCM framework, an organization can respond quickly and effectively to disruptions, thereby reducing downtime and ensuring a swift return to normal operations. While financial profitability, employee turnover, and customer service relations are important business considerations, they are not the primary focus of BCM. Rather, these aspects can be better managed and protected through effective BCM practices, as maintaining operational continuity ultimately supports the overall health and success of an organization.

5. What is the role of assumptions in a business continuity program?

- A. To document the budget estimates for the program**
- B. To outline the assumptions made regarding the program**
- C. To identify the stakeholders involved in the project**
- D. To evaluate the risks associated with various scenarios**

The role of assumptions in a business continuity program is crucial as they help to outline the foundational beliefs or conditions that are taken for granted during the planning and implementation of the program. Assumptions are necessary as they provide context and set expectations for how the business continuity strategies will be developed based on perceived circumstances. For example, assumptions may relate to the availability of resources, the likelihood of certain events occurring, or the behavior of employees during a crisis. By documenting these assumptions, organizations can better evaluate the effectiveness of their continuity plans and make informed adjustments as necessary. Assumptions also aid communication among stakeholders by clarifying the basis for decisions and actions taken during the business continuity process. This focus on assumptions helps ensure that all team members are aligned and can adjust their strategies if the underlying assumptions prove to be inaccurate over time.

6. Incident management primarily involves what kind of procedures?

- A. Emergency response procedures and plans**
- B. Financial recovery plans**
- C. Long-term operational strategies**
- D. Market analysis and adjustments**

Incident management primarily involves emergency response procedures and plans because it focuses on the immediate actions required to address and mitigate incidents that may disrupt business operations. This includes coordination of resources, communication with stakeholders, assessment of the situation, and implementation of response strategies to minimize impact. The goal of incident management is to restore normalcy as quickly and efficiently as possible, which necessitates clear plans and procedures tailored to a variety of potential incidents. Emergency response procedures typically outline the steps to be taken when an incident occurs, including evacuation plans, communication protocols, and resource allocation. This prioritization is crucial for organizations to ensure safety and continuity of operations in crisis situations. In contrast, financial recovery plans deal with the financial aspects following an incident, long-term operational strategies focus on the overall direction of the organization after stability is restored, and market analysis and adjustments look at external factors affecting business. While these elements are important for overall business resilience and recovery, they are not at the core of incident management, which is primarily concerned with immediate response and recovery actions.

7. Why are alternate facilities significant in a BCM strategy?

- A. They are locations for employee recreational activities
- B. They offer backup for business operations if the primary site is unusable**
- C. They provide training spaces for staff development
- D. They serve as meeting venues for management

Alternate facilities are significant in a Business Continuity Management (BCM) strategy primarily because they serve as a backup for business operations if the primary site becomes unusable. This is a crucial aspect of business continuity because unexpected incidents—such as natural disasters, fires, or other emergencies—can render an organization's main location inoperable. Having designated alternate facilities ensures that critical functions can continue with minimal disruption, protecting the organization's ability to deliver services, maintain operations, and meet customer needs despite the challenges posed by such events. The strategic planning of these alternate facilities involves identifying sites that are suitable to quickly ramp up operations, outfitting them with necessary resources, and ensuring staff can easily access them. This readiness is essential for a resilient BCM strategy, highlighting the importance of being prepared for continuity, recovery, and sustained business operations in the face of adversity.

8. What type of information should be presented to leadership regarding the need for business continuity?

- A. Market trends and surveys
- B. Legal and regulatory requirements**
- C. Employee feedback and surveys
- D. Company profit and loss statements

Presenting information about legal and regulatory requirements to leadership regarding the need for business continuity is critical because these factors often drive the necessity for a robust continuity plan. Organizations must comply with various laws and regulations that mandate specific actions to safeguard data, maintain operations during disruptions, and ensure the safety of employees and customers. Highlighting these requirements fosters a sense of urgency and accountability among leadership, as non-compliance can result in significant legal repercussions, financial penalties, and damage to the organization's reputation. Emphasizing legal and regulatory obligations also aligns business continuity planning with strategic organizational goals. It positions continuity management not just as a necessity for survival during an incident but also as a key component in achieving compliance and maintaining operational integrity. By focusing on these criteria, organizations can help ensure that leadership understands the importance of investment in business continuity as a means of mitigating risks associated with compliance failures. While aspects such as market trends, employee feedback, and financial statements provide valuable context and insights, they do not carry the same level of urgency and direct impact as legal and regulatory requirements when making the case for business continuity. Thus, these factors serve to establish a comprehensive understanding of risks but should be secondary to the immediate compliance needs that underpin effective business continuity strategies.

9. Which of the following best characterizes the nature of standards?

- A. Mandatory and enforceable
- B. Best practices that can be conformed to**
- C. Strict regulations that must be followed
- D. Guidelines with no flexibility

The characterization of standards as best practices that can be conformed to highlights the flexible and adaptable nature of standards within various fields, including business continuity. Standards are developed to establish recognized methods and approaches based on industry consensus, which organizations can adopt to enhance their operations. Labeling standards as best practices recognizes their role in guiding organizations toward achieving desired outcomes while allowing for customization according to specific needs and circumstances. This flexibility enables organizations to tailor their practices to their unique operational environments and challenges, fostering a culture of continuous improvement and responsiveness. In contrast to more rigid interpretations, which may imply that standards are universally applicable without room for adjustment, viewing them as best practices acknowledges that they serve as a foundation. Organizations can adapt these practices to meet their particular goals, resources, and risk profiles while still aligning with recognized benchmarks. This understanding is crucial in fields like business continuity, where adaptability to changing circumstances is essential for effective resilience planning.

10. What is a "disaster recovery plan" (DRP)?

- A. A strategy for employee training
- B. A documented process for recovering hardware, applications, and data**
- C. A marketing strategy post-disaster
- D. A risk management audit

A disaster recovery plan (DRP) is fundamentally a documented process for recovering hardware, applications, and data that are crucial for business operations following a disaster. This includes outlining the steps necessary to restore IT infrastructure and services to full operation, ensuring that business functions can continue with minimal downtime. The core components of a DRP typically involve identifying essential systems and data, establishing strategies for backup and recovery, and delineating roles and responsibilities during the recovery process. The plan also serves to minimize the impact on business continuity by ensuring that essential operations can be resumed as quickly and efficiently as possible after an incident. In contrast, while strategies for employee training, marketing strategies post-disaster, and risk management audits can be important components of an organization's overall resilience strategy, they do not specifically define a disaster recovery plan. Employee training may support the implementation of a DRP, but it does not encompass the technical recovery aspects. A marketing strategy post-disaster focuses on rebuilding the organization's public image or customer relations rather than technical recovery. A risk management audit assesses vulnerabilities and risks but is not a recovery process itself. Thus, focusing on the recovery of IT systems and data is what distinguishes a disaster recovery plan as a critical element of business continuity management.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://driicbcp.examzify.com>

We wish you the very best on your exam journey. You've got this!

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