



Business Continuity Plan

Introduction

This document contains the Business Continuity Plan for AIA Central Kentucky. It is the document containing the information needed for post-interruption decision-making and the organization's response to any disruptive or extended interruption of the organization's normal operations and services.

This plan represents AIA Central Kentucky's commitment to response, resumption, recovery, and restoration planning. This plan must be kept current to ensure the accuracy of its contents. Each individual responsible for information or materials in the document must ensure that resources are committed to the maintenance of its contents.

The AIA Central Kentucky Business Continuity Plan is intended to provide a framework for constructing plans to ensure the safety volunteers and members and the resumption of time-sensitive operations and services in the event of an emergency (fire, power or communications blackout, tornado, hurricane, flood, earthquake, civil disturbance, etc.) disaster, or other business interruption.

Although this plan provides guidance and documentation upon which to base emergency response, resumption, and recovery planning efforts, it is not intended as a substitute for informed decision-making. The board of directors must identify services for which disruption will result in significant financial and/or operational losses.

A Business Continuity Plan is an ongoing, funded business activity to provide resources required to:

- Perform activities required to construct and maintain plans
- Develop and revise policies and standards as the organization changes
- Exercise strategies, procedures, team, and resource requirements
- Report on-going business continuity planning to the board
- Research processes and technologies to improve resumption and recovery efficiency

Developing a Business Continuity Plan that encompasses activities required to maintain a viable continuity capability ensures that a consistent planning methodology is applied to all AIA Central Kentucky operations. Business continuity plan elements necessary to create a viable, repeatable and verifiable continuity capability include:

- Implementing accurate and continuous vital records, data backup, and off-site storage
- Implementing capabilities for rapid switching of voice and data communication circuits to alternate site(s)
- Providing alternate sites for business operations
- Constructing a business contingency organization
- Implementing business continuity strategies

This plan should be reviewed and updated as needed.

Emergency Management Group

The Emergency Management Group will be the AIA Central Kentucky Executive Committee and led by the President. They are responsible for controlling all technical aspects of emergency response. They have the authority to:

- Order facility shutdown/closure of the Chapter offices
- Initiate evacuation of volunteers and members
- Declare that an incident has ended
- Communicate with the media
- Initiate the emergency response phone tree

Emergency Response Workflow

In the aftermath of an emergency, follow these steps:

- Ensure the safety of personnel on the property by evaluating any remaining hazards and controlling security at the scene of the incident
- Conduct a board briefing
- Maintain detailed records (record all decision making and videotape or photograph the damage)
- Alert insurers, and appropriate government agencies
- Separate damaged property from undamaged property and retain damaged goods until an insurance adjuster can view them. Protect undamaged property as much as possible
- Perform an inventory count on damaged goods (with an adjuster, if possible)

CONTACTS

Emergency Services

In case of emergency, call 911.

Accountant

Carrie A. Merrill, CPA | Senior Tax Manager
Blue & Co., LLC | phone & fax 502-992-3484
2650 Eastpoint Parkway, Suite 300 | Louisville, KY 40223
cmerrill@blueandco.com

Bookkeeper

Kelly Ives
AIA Kentucky
PO Box 911128 Lexington KY 40591-1128
(859) 223-8201 office
kives@aiaky.org

Insurance

Commercial Policy:

Agent: Underwriter's Group
Cheryll L. Clayton
cheryllg@uscky.com
Carrier: Cincinnati Insurance Company
Policy No. ENP0177266
Account No.
Coverage Period: July 1 through June 30

Director's and Officers (D&O) Policy:

Agent: Underwriter's Group
Cheryll L. Clayton
cheryllg@uscky.com
Carrier: Great American Insurance Company
Policy Number: EPPE681936
Account Number:
Coverage Period: July 1 through June 30

Critical Operational Services and Documents

Many major systems are in the cloud and can be accessed remotely. These include:

- Banking (PNC), Treasurer has access
- QuickBooks, Bookkeeper has access
- Email, President has access
- Website, President and Communications Committee have access
- Constant Contact (e-newsletter and registration platform), President and Communications Committee have access
- Dropbox folders, AIA Kentucky "owns" the account, President has access to all folders
- Zoom, AIA Central Kentucky has one license
- **President and Treasurer also have access information and passwords for all AIA Central Kentucky online accounts**

A Dropbox folder has been created for the ED, President, and Treasurer to access that contains all key documents including:

- Business continuity plan (this document)
- Board roster with contact information
- Master password document of all AIA Central Kentucky online accounts and passwords
- Articles of Incorporation
- Bylaws
- Policy Manual
- IRS determination letter with EIN
- Insurance policies
- Digital versions of common templates, letterhead, etc.

Example 1: Power Outage

(Temporary or long-term)

Key Priority: Have the fundamental aspects of a virtual office (email, website & social media with control, Zoom capabilities) up and running as soon as possible.

Lead: President

Initial steps for President

- 1) Determine if a temporary power outage or a long-term power outage
 - a. If less than one business day, no other notification needed

Long term power outage (more than one business day), next steps for President

- 1) Update website
- 2) Notify contractors, committee chairs, volunteers, etc. if appropriate
- 3) Contact insurance, if needed
- 4) Record decision making
- 5) Document any damage

Example 2: Natural Disaster/Civil Disturbance During Business Hours

(Temporary or long-term)

Key priority: The safety of members, and volunteers

Second priority: Have the fundamental aspects of a virtual office (email, website & social media with control, Zoom capabilities, etc.) up and running as soon as possible.

Lead: President

Initial steps for President

- 1) Follow emergency procedures regarding shelter-in-place or evacuation.
- 2) Notify Executive Committee
- 3) Notify Chapter Board
- 4) Coordinate with ED to notify members, if appropriate
- 5) Coordinate with ED to issue public/media statement if appropriate
- 6) Follow Long-term next steps in Example 1 or 3 if necessary
- 7) Follow steps in Example 5 if necessary

Next steps for President

- 1) Resume business operations if it is safe to do so,
- 2) Follow Long-term next steps in Example 1 or 3 if necessary

Example 3: Pandemic

(Temporary or long-term)

(Assumes President is safe)

Key priority: The safety of members, and volunteers

Second priority: Have the fundamental aspects of a virtual office (email, website & social media with control, Zoom capabilities, etc.) up and running as soon as possible.

Leads: President (operations and media statements)

Access “emergency” Dropbox folder and open business continuity plan

Initial steps for President

- 1) Access business continuity plan
- 2) Notify Executive Committee

Next steps for President

- 1) Meet virtually with Executive Committee
- 2) Notify and virtually meet with sponsors
- 3) Notify and virtually meet with committee chairs and special event committees
- 4) Notify contractors and volunteers as needed
- 5) Notify Chapter Board
- 6) Coordinate with ED to notify members, if appropriate
- 7) Coordinate with ED to issue public/media statement if appropriate

For Board Adoption January 2023