

Business Continuity and Disaster Preparedness Plan

PLAN TO STAY IN BUSINESS

Heritage University

Business Name

3240 Fort Rd

Address

Toppenish, WA 98948

City, State, Zip Code

509-865-8500

Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

John Bassett

Primary Emergency Contact

509-865-8500

Telephone Number

509-426-2230

Alternative Number

bassett_j@heritage.edu

E-mail

If this location is not accessible we will operate from location below:

Heritage University house

Business Name

3609 Richey Rd

Address

Yakima, WA 98902

City, State, Zip Code

509-426-2230

Telephone Number

If the person is unable to manage the crisis, the person below will succeed in management:

Siri Strom

Secondary Emergency Contact

509-865-8500

Telephone Number

509-961-6859

Alternative Number

strom_s@heritage.edu

E-mail

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

509-574-2500

Non-Emergency Police/Fire

Conover Insurance/509-972-7425

Insurance Provider

Business Continuity and Disaster Preparedness Plan (cont'd)

PLAN TO STAY IN BUSINESS

The following natural and man-made disasters could impact our business:

- Fire _____
- Utility outage _____
- Airplane accident _____
- Mountain eruption _____

EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

- John Bassett _____
- Siri Strom _____
- Curt Guaglianone _____
- Rob Carroll _____
- Joseph Larez _____

WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring businesses and our building management will participate on our emergency planning team.

- Fire Department #5 _____
- Sheriff Department _____
- Yakima Indian Nation _____
- _____
- _____

OUR CRITICAL OPERATIONS

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

| Operation | Staff in Charge | Action Plan |
|-----------------|---------------------------------------|---------------------------------|
| Power | Rob Carroll | Contact Pacific Power and Light |
| Water | Rob Carroll | Restore power/ test water |
| Communications | Jim Bush/Aaron Krantz/Vanessa Dunn | Notify Staff of issues |
| IT Data Systems | | Restore major systems |

Business Continuity and Disaster Preparedness Plan (cont'd)

SUPPLIERS AND CONTRACTORS

Company Name: Ideal Lumber Company
Street Address: 827 W 1st Ave
City: Toppenish State: WA Zip Code: 98948
Phone: 509-865-4912 Fax: _____ E-mail: _____
Contact Name: Eric Account Number: 5265
Materials / Service Provided: All

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: Home Depot
Street Address: 2115 S 1st St
City: Yakima State: WA Zip Code: 98901
Phone: 509-452-3016 Fax: _____ E-mail: _____
Contact Name: _____ Account Number: Rob has card
Materials / Service Provided: All

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____ E-mail: _____
Contact Name: _____ Account Number: _____
Materials / Service Provided: _____

Business Continuity and Disaster Preparedness Plan (cont'd)

- EVACUATION PLAN FOR** 3240 Fort Rd Toppenish, WA 98948 **LOCATION**
(Insert Address)

The following natural and man-made disasters could impact our business:

- We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock
- We have located, copied and posted building and site maps.
- Exits are clearly marked.
- We will practice evacuation procedures 2 times a year.

If we must leave the workplace quickly:

We will exit our buildings to the designated meeting spot and wait for instructions.

1. Warning System: Telephone communication and Rave Text system.

We will test the warning system and record results 2 times a year.

2. Assembly Site: Designated areas assigned to all buildings.

3. Assembly Site Manager & Alternate: Various (See List)

a. Responsibilities Include:

Be the last person out of the building.

Check the bathrooms.

Pull fire alarms.

4. Shut Down Manager & Alternate: Director Physical Plant/ Plant Personnel/ Security

a. Responsibilities Include:

Work with fire, safety crews, and Sheriff's department.

5. John Bassett/ Siri Strom is responsible for issuing all clear.

Business Continuity and Disaster Preparedness Plan (cont'd)

SHELTER IN PLACE PLAN FOR Smith Family Hall LOCATION
(Insert Address)

The following natural and man-made disasters could impact our business:

- ⊙ We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- ⊙ We have located, copied and posted building and site maps.
- ⊙ We will practice shelter procedures 1 times a year.

If we must take shelter quickly:

We will meet in Smith Family Hall.

1. Warning System: Telephone communication and Rave Text messaging.

We will test the warning system and record results 2 times a year.

2. Storm Shelter Location: Smith Family Hall

3. "Seal the Room" Shelter Location: N/A

4. Shelter Location & Alternate : Smith Family Hall/ Kathleen Ross Center

a. Responsibilities Include:

Communicate with Sheriff's office.

5. Shut Down Manager & Alternate: Rob Carroll/ Siri Strom

a. Responsibilities Include:

All shut down procedures.

6. Rob Carroll/ Siri Strom is responsible for issuing all clear.

Business Continuity and Disaster Preparedness Plan (cont'd)

COMMUNICATIONS

We will communicate our emergency plans with co-workers in the following way:
In service meetings, Heritage Web site (www.heritage.edu).

In the event of a disaster we will communicate with employees in the following way:
Telephone communication and Rave Text messaging.

CYBER SECURITY

To protect our computer hardware, we will:
Installed new equipment.

To protect our computer software, we will:
Monitor equipment and change passwords with Information Technology/ Jim Bush.

If our computers are destroyed, we will use back-up computers at the following location:
Chief Information Officer will provide alternate location depending on nature or extent of disaster.

RECORDS BACK-UP

Jim Bush, Chief Information Officer is responsible for backing up our critical records including payroll and accounting systems.

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back ups are stored onsite with Chief Information Officer.

Another set of back-up records is stored at the following off-site location:
Jim Bush, Chief Information Officer, Aaron Krantz.

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:
Redundant back up.

Business Continuity and Disaster Preparedness Plan (cont'd)

EMPLOYEE EMERGENCY CONTACT INFORMATION

The following is a list of our co-workers and their individual emergency contact information:

| | | |
|------------------|--------------|--------------|
| John Bassett | 509-426-2230 | 509-823-3517 |
| Curt Guaglianone | 509-823-4251 | 509-961-7173 |
| Siri Strom | | 509-961-6859 |
| Michael Moore | 509-453-2643 | 509-654-2964 |
| Rob Carroll | 509-452-9088 | 509-901-7838 |

ANNUAL REVIEW

We will review and update this business continuity and disaster plan in one time per calendar year.

Additional Notes: