



Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

Granite Insurance Brokers

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GRANITE INSURANCE BROKERS

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TYPES OF DISASTERS

Bomb Threat
Chemical Emergencies
Dam Failure
Earthquake
Electrical Blackout
Fire/Wildfire
Flood
Heat
Hazardous Material Spills
Hurricane
Insects/Rodents
Landslides
Power Failure
Natural Disasters Man-Made Disasters
Nuclear Power Plant Emergencies
Power Surges
Terrorism
Thunderstorm
Tornado
Tsunam
Volcano
Winter Storm

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1. SAFEGUARDING OUR INVESTMENT

Granite Insurance Brokers has invested both significant time and resources into making our business work. We have a dedicated customer base. We have a good reputation for paying our suppliers and providing our goods and/or services efficiently and quickly. We are a member in good standing of our local business community. Imagine that all we've worked for goes up in smoke —or that our business is hit by a flash flood or an earthquake. All of our efforts simply are “blown away” by a natural disaster. Granite Insurance Brokers must develop a Business Disaster Recovery Safety Plan for these unexpected disasters.

2. RECOVERY TEAM

Granite Insurance Brokers will decide what employees will work on this plan.

1. If we are a one-person operation or have a couple of employees, the officers of Granite Insurance Brokers may choose to complete the plan.
2. If we have 5-10 employees, we may ask one or two of employees to work with the officers of Granite Insurance Brokers.
3. If we have more than 10 employees, we will want to form a team, perhaps from each department.
4. Other professionals who might help with our BUSINESS DISASTER RECOVERY SAFETY PLAN are our accountant, attorney, payroll company, human resources contractor, our insurance agent or other individuals and companies that are knowledgeable about our business.

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5. Granite Insurance Brokers will create a business continuity plan for each department. We will assign one person to review the plans for duplication of content and consistency.
6. Whatever we decide, the most important thing is to compile the needed resource information.
7. Granite Insurance Brokers will select someone knowledgeable about the building characteristics to work with our local city government to review our regional disaster plan.

3. INSURANCE POLICIES TO PROTECT OUR ASSESTS

1. It is important that Granite Insurance Brokers protects our base assets with adequate insurance - our place of business, our contents and inventory, and/or our production processes.
2. Granite Insurance Brokers will review our current policies with our insurance agent. Most policies do not cover flood or earthquake damage and we may need to buy separate insurance for this coverage. Granite Insurance Brokers will understand our policies, deductibles and limits.
3. Granite Insurance Brokers will consider business income interruption and extra expense insurance. Even if we have to close our doors for only a few days, the impact on our revenues and net income can be substantial.
4. Granite Insurance Brokers will not assume our business will snap back to its previous revenue level as soon as we reopen.
5. While Granite Insurance Brokers is closed to customers, they will go elsewhere and they may take their time finding their way back to our business again.
6. As our revenues decrease, we will have both ongoing and new expenses. That combination can be impossible to handle without business income and extra expense coverage.

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7. Our insurance agent will work with our accountant to estimate our projected revenues and expenses. They will calculate anticipated income and then determine the potential losses from a temporary closure.
8. Even if our basic policies cover expenses and loss of net business income, they may not cover income interruptions due to damage that occurs away from our premises, such as to our key customer or supplier or to our utility company.
9. Granite Insurance Brokers can generally buy this additional coverage and add it to our existing policies. Although insurance can help protect our assets, it alone cannot assure the post- event viability of our business.
10. Without a pre-defined plan to protect people and property, and to resume business operations in the larger community context, Granite Insurance Brokers will find it very difficult to survive a business outage.
11. To help support insurance claims, we will need:
 - a. Historical sales records.
 - b. Income and expense information as shown in recent profit and loss statements and/or income tax forms, as well as recent financial audits.
 - c. Other business records that could assist in projecting what our profits would have been had our business not been interrupted.
 - d. Receipts for equipment, inventory, other insured items.
 - e. Record of extra expenses incurred after the disaster, and all shipments received or sales made after the disaster.

4. BUSINESS CHAIN REACTION

Even if Granite Insurance Brokers escapes a disaster unharmed and our employees are not hurt, there is still a risk that the business will suffer a monetary loss. When some local businesses fail, there is a chain reaction because of the negative impact on the local economy.

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These significant losses can be broken down into two types of losses:

Upstream

1. Upstream losses are those we will suffer when one of our suppliers is affected by the disaster and cannot deliver the goods or services our business needs.
2. Most businesses depend on daily deliveries, such as bread to a restaurant or machine parts to a manufacturer.
3. If the supplier's building is damaged by the disaster and he cannot keep up his pre-disaster schedule. This upstream loss will affect our business, even if it's undamaged.

Downstream

1. Downstream losses occur when a key customer and/or the lives of residents in our community are affected by a disaster.
2. If everyone in town is digging mud out of buildings and cleaning up debris after a flood, a theater won't have the same number of customers. If supplying a component to a large factory is a major source of our firm's cash flow and that factory is closed by tornado damage, our business will suffer a downstream loss even if it escaped from the disaster.

5. EMERGENCY EVACUATION SAFETY PLAN

1. Granite Insurance Brokers will consult local building codes to verify that our building meets current seismic safety standards.
2. Granite Insurance Brokers will secure and anchor equipment and furniture, including bookshelves, cabinets, computers, etc. within our entire facility.
3. Granite Insurance Brokers will conduct a "hazard hunt" to find all potential dangers in our facility setting. We will take pictures of our entire facility and these pictures will be kept in a safe, water proof place away from our business.

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4. Granite Insurance Brokers will use digital cameras to take pictures of all areas of the business facility. We will give disposable digital camera to our employees so that they can take pictures of their work areas. We will download these images on CD-R disks, make numerous copies of this information and store each set of disks in various off site locations.
5. Granite Insurance Brokers will develop procedures for storing, securing and retrieving vital records (both written and computer records).
6. Granite Insurance Brokers will develop an inventory of critical supplies and equipment.
7. Granite Insurance Brokers will assure that nothing large and heavy is stored over an employee's head or directly in their immediate work area.
8. If Granite Insurance Brokers office has large areas of glass, we will make sure that workers would not be directly in the path of the falling glass. We will make every effort to plate the glass to prevent the glass from shattering during a disaster.
9. Granite Insurance Brokers will verify that there are no obstructions in front of exits and all exits are lighted and clearly marked.
10. Granite Insurance Brokers will prepare a map of facility on an 8 1/2" x 11" page and post a copy of this plan at several points to show employees where emergency equipment, evacuation routes, gas and water shut off valves and staging areas are located.
11. Granite Insurance Brokers will review and update employee safety procedures. We will identify personnel who are certified to perform first aid and CPR procedures for basic survival. We will have available in adequate quantities safety masks and rubber gloves for all first aid procedures.
12. In case an employee is unable to get into Granite Insurance Brokers' facility area during and/or after the disaster, we will have first aid supplies available in an area outside of the office.

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13. Granite Insurance Brokers will verify that we have a working emergency communication system. We are able to identify all the "safe" and dangerous spots in the work place area.
14. Granite Insurance Brokers will identify all emergency equipment and make sure that all employees know operating procedures for all the equipment.
15. Granite Insurance Brokers will identify locations for the following areas:
 - a. Emergency transportation systems, clinic and/or hospital in the immediate area.
 - b. Identify water, gas and electric shutoffs.
 - c. Storing, securing and retrieving vital records.
 - d. Evacuation routes and staging and assembly areas.
 - e. Identify all surrounding fire hydrants and all fire fighting equipment.
 - f. Hazardous materials (chemicals) storage areas - specify hazards such as flammability and keep copy of SDS sheets off-site for later reference.
 - g. Identify all hazardous waste storage and accumulation areas - specify such as flammable hazards.
 - h. Identify drains to sanitary and storm sewers, sumps, and collection tanks.
 - i. Identity locations of underground and above ground storage tanks.
16. Granite Insurance Brokers will not leave anything to chance. We will write fire, earthquake, and hazardous emergency action plans. Because these disasters are so completely different, each plan will have a different emergency response.
17. We will make sure that all Granite Insurance Brokers employees know their assignments during each type of disaster and for each evacuation safety plan. Granite Insurance Brokers employees will practice reacting to possible different disaster scenarios.

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18. Granite Insurance Brokers will hold workshops or host "brown bag" seminars during the lunch hour on disaster preparedness topics, such as safety techniques, first aid and CPR, evacuation and damage assessment.
19. Granite Insurance Brokers will communicate with all the employees and include articles on the importance about workplace and home disaster preparedness in employee special bulletins and handouts and newsletters.
20. Granite Insurance Brokers will verify that employees have emergency disaster plans for their home and family.
21. Granite Insurance Brokers will not leave anything to chance. We will train and conduct evacuation drills to ensure that our business emergency plans are effective.
22. Granite Insurance Brokers will review our Emergency Evacuation Safety Plans every six months and revise the plans as necessary. We will make sure that all employees are notified of any changes.
23. Granite Insurance Brokers will conduct an emergency evacuation checklist for fire and explosion or bomb threat.
 - A. Dial 911 for Fire, Police, or Ambulance assistance and provide Emergency Operator with the following information:
 1. Type of emergency
 2. Location of emergency
 3. Number & type(s) of injuries (if known)
 4. Wear name tag with title
 - B. Alert Granite Insurance Brokers' Zone Leader and activates Evacuation Procedures. Use evacuation routes farthest from emergency site and evacuate areas closest to the emergency site first.

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- C. Post Staff member at entrance to Granite Insurance Brokers' facility driveway to direct emergency response personnel to the emergency site.
- D. Notify Granite Insurance Brokers' Emergency Coordinator of emergency situation.
 - 1. Notify Alternate Emergency Coordinator if above is unavailable.
 - 2. Complete this action from a SAFE location.
- E. Turn off natural gas supply to building at exterior shut off valve.
- F. Issue accountability rosters to Granite Insurance Brokers Management for use at meeting point.
- G. Receive reports of zone(s) being clear of occupants from Granite Insurance Brokers Management.
- H. Assist emergency response personnel as requested.
 - 1. Provide information
 - 2. Physically assist
- I. Assist Granite Insurance Brokers Management with accountability of occupants and staff at the rally point.
- J. Report to Granite Insurance Brokers Management when they arrive.
 - 1. Damages to building & equipment
 - 2. Injuries to staff or occupants
 - 3. List of any staff or occupants NOT accounted for during the emergency

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6. COMPUTER OPERATIONS

Restoration of computer operations will require essentially the same activities regardless of the type or extent of the disaster.

A. Lists of Equipment and Service Contracts

1. Hardware (Computer Inventory)

- a. Devices (Server, back-up unit, etc.)
- b. Manufacturers for each piece of equipment
- c. Model/serial numbers
- d. Wiring specifications

2. Software Programs

- a. Name of the program and date of purchase
- b. Vendors with phone numbers, e-mail address
- c. Specifications for data backup- Nightly backup of all computer systems must be stored off-site.
- d. Business-generated modifications to software

B. Passwords (Supervisor and Server) & Vendor and Support Desk Phone Numbers

- 1. Administration passwords should be kept in a safe and secure place.
- 2. Only the system administrator and manager should have access to these passwords.

C. Back-Up & Verify Computer Data at Regular Intervals

- 1. Granite Insurance Brokers will backup all personal computer local hard drives to the network with backup data stored off-site. It will create a third back up copy that will be stored on a dedicated web site for easy access. This is the responsibility of each individual employee user. The Office Manager will be informed of these backup locations.

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2. Granite Insurance Brokers will make available to all of their employees CD-R disks for the purpose of storing backup data. All backup data will be clearly labeled for easy retrieval.
3. Granite Insurance Brokers will have safety lights centrally located to assist in evacuation during power failure.
4. Wherever possible, Granite Insurance Brokers will have all important documents scanned and put into electronic form. This will prevent these documents from disappearing after a natural disaster. All of this electronic information will be transferred to CD disks in triplicate and stored off site.
5. Granite Insurance Brokers will have doors to storage rooms and all file cabinets closed nightly and when not in use. All file cabinets will be made of fire proof material.
6. Granite Insurance Brokers will provide off-site storage sites for all client lists, asset lists, forms, and employee information. All officers of Granite Insurance Brokers will know the location of these sites and have access as needed.

7. DAMAGE ASSESSMENT AND RELOCATION

A. GENERAL - CRITICAL FUNCTIONS:

1. Granite Insurance Brokers will create a damage assessment task group, appointed by the Management Team that will be comprised of staff that has the ability to assess the extent of damage to our workplace.
2. Key employees appointed by Granite Insurance Brokers Recovery Team will assist in the decision as to whether the Recovery Plan should be activated. If the plan is activated, this group will have been trained and prepared to secure temporary facilities as needed, replace equipment and materials, and facilitate in the relocation of key business operations.

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B. DAMAGE ASSESSMENT RESPONSIBILITIES:

1. Granite Insurance Brokers will provide the names and locations of all personnel to both management and employee's that will be involved in damage assessment responsibilities.
2. Identify the employees, resources, and functions affected by the emergency condition.
3. Estimate the extent of the damage.
4. Estimate the duration of impairment.
5. Identify equipment and materials that need to be made available for the back-up location.
6. Recommend acquisition of additional or replacement equipment and personnel required for contingent operations.
7. Determine the operational capability, if any, remaining at our existing office or capacity at other offices.
8. Determine the status of the city's infrastructure, in an area-wide emergency, such as freeways, access, and utilities, for both local offices and potential relocation sites.
9. Arrange for transportation of equipment and supplies to the back-up site.
10. Arrange for telephones, hook-ups, and support for computer operations.
11. The term physically impaired includes, but is not limited to pregnancy, and employees with limited mobility, heart or lung problems, etc.
12. Physically impaired employees are to notify a disaster recovery team member to allow special assistance to be provided in the event of a building evacuation.

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C. RELOCATION RESPONSIBILITIES:

1. Granite Insurance Brokers Management Team leaders will communicate with employees and give them information about the relocation site.
2. Identify all Local Command Centers. Locate and prepare the back-up site.
3. Identify all Wide Area Command Centers.
4. Identify all Post Rallying Sites.
5. Contact and inform couriers and mail operations of new delivery locations.
6. Identify all Out-of-State Command Centers.

D. Granite Insurance Brokers recovery plan covers the following areas:

1. Granite Insurance Brokers keeps copies of all-important documents off site. These include lease agreements, contracts, financial records, insurance policies, etc.
2. Granite Insurance Brokers has developed emergency financial procedures.
3. Granite Insurance Brokers has arranged for alternative office facilities before the occurrence of a disaster.
4. Granite Insurance Brokers has developed methods for networking with federal, state and local services agencies and/or organizations.
5. Granite Insurance Brokers has obtained agreements with vendors and customers for post-disaster operations.

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8. PHYSICAL RESOURCES

1. Whether Granite Insurance Brokers owns or rents the building where our business is, we and/or our building manager should inspect the physical plant(s) and assess the impact a natural disaster would have on our facilities.
2. The property checklist Provided by Wells Fargo of CA Insurance Services, Inc. the owner of our building can serve as a guide for that inspection. If our business operates in an older building, we will have it evaluated by a professional engineer.
3. An engineer's recommendations will help us safeguard our building from potential hazards.
4. Granite Insurance Brokers will keep in mind that an ideal time to make improvements is during a major addition or renovation.
5. Whether we are planning to remodel or build an entirely new facility, we will make sure that our plans conform to local building code requirements.
6. These codes reflect the lessons experts have learned from past catastrophes. We will contact our local building code official to find out what is required for our project.
7. If we do not own the building our business is housed in, this is still important information for Granite Insurance Brokers to keep in mind if we are relocating to a new facility or expanding our business operations.
8. The building's physical condition and how it will survive a natural disaster will have an impact on our ability to keep our business open following an incident.

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9. BUSINESS EMPLOYEE RECOVERY FORM

EMPLOYEE RECOVERY FORM

1. Granite Insurance Brokers will use this **EMPLOYEE RECOVERY FORM** to gather information on each employee so that each employee can be contacted 24 hours a day.
2. After entering all our employees, we will assign a number to "Call Order" so that employees are called in the desired order.
4. The person designated as "1" will be the one responsible for the phone tree and any distribution of responsibility for calls by fellow employees. We can return to each record to enter or change the "Call Order" number.
5. Granite Insurance Brokers will maintain an up-to-date copy of phone numbers in an accessible and secure location with an off site copy. We will save all completed forms in more than one medium, e.g. paper copy and one on our hard drive or network.
6. We will store completed forms in several locations, with at least one copy will be off site and within reach day or night.
7. Granite Insurance Brokers wants to know whom to contact should any of our employees become injured or fall sick on the job. This information is equally important for notification of their families if our employees cannot leave the workplace following a disaster.
8. With this information, we will be able to contact them at all times to inform them about the status of the business operations, where to report, and what to do.
9. Since Granite Insurance Brokers cannot resume operations unless employees are able to return to work we will consider the following:
 - a. Alternate forms of transportation for employees (e.g. carpooling).
 - b. Provision of emergency housing for displaced employees.

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- c. Addressing immediate needs of our employees, including short-term financial aid.
 - d. Childcare at our primary or alternate site.
 - e. Payroll continuity will be continued for all our employees. It will help them handle disaster-related problems at home and meet their personal financial obligations.
- 9. Granite Insurance Brokers will establish a company policy.
 - a. Direct deposit of paychecks for all employees.
 - b. Overtime pay during a disaster.
 - c. One week's pay even if Granite Insurance Brokers business is not operational.
- 10. If our employees need special licenses for their work, e.g. to move or operate equipment, we will have a system in place to get/replace them.
- 11. Granite Insurance Brokers will meet with our employees at least once a year to review emergency plans and to share information on disaster preparedness and protection at home.
- 12. Granite Insurance Brokers will keep a list of all employees that have certification for first aid, CPR or as an Emergency Medical Technician (EMT), or if anyone is a ham radio operator. All of these skills will be useful in emergencies.

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BUSINESS DISASTER RECOVERY
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**GRANITE INSURANCE BROKERS
EMPLOYEE RECOVERY FORM**

Name: _____

Position: _____

Key Responsibilities: _____

Home Address: _____

City, State, ZIP: _____

Home Phone: _____ Cell Phone: _____

Office Phone: _____ Pager/Beeper: _____

FAX: _____

Home Email: _____ Work Email: _____

Emergency Contact: _____ Relationship _____

Emergency Contact Phone: _____

Daycare/Babysitter/School: _____

Notes: _____

Family Phone Tree Contact Call Order: _____

Certifications:

☐ First Aid ☐ CPR

☐ Emergency Medical Technician (EMT) ☐ Ham Radio

☐ Special Licenses: _____ ☐ Other: _____

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

10. BUSINESS SUPPLIERS/VENDERS FORM

BUSINESS SUPPLIERS/VENDORS FORM

1. Granite Insurance Brokers will use this form to record information about our current suppliers and ones we could use as an alternate choice.
2. Disaster-induced operational problems are not always connected to property damage. They include disruptions in the flow of supplies and in the ability to ship those goods or deliver services.
3. Granite Insurance Brokers ability to resume operations relies on the ability of our suppliers to deliver what we need on time. To encourage the continuity of the supply chain, we can do the following:
 - a. Be sure our principal suppliers, or alternate suppliers, are not all in the same geographical location.
 - b. Ensure that our pre-qualified, critical suppliers of services and materials will be available when we need them. This includes requesting or requiring that a critical supplier have a mutual aid agreement in place with a similar company to fulfill its commitments, should its normal business functions be interrupted.
 - c. Establish a notification list and procedures for notification.
 - d. Complete credit checks, purchase accounts and all other vendor requirements in advance so the vendor can ship replacements immediately.
 - e. Have back-up vendors and shippers in place in case our primary ones are disabled.
 - d. Establish relationships in advance and maintain them.
 - e. Place periodic orders so they consider us an active customer when we need them.
 - f. List suppliers/vendors we can use for our miscellaneous needs at a recovery location, such as office supplies, file cabinets, office furniture, etc.
 - g. Require, or encourage, our suppliers to have business continuity plans. We may want to audit them ourselves to ensure they are current.

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**GRANITE INSURANCE BROKERS
BUSINESS SUPPLIERS/VENDORS FORM**

Status: ☐ Current Supplier/Vendor ☐ Back Up Supplier/Vendor
Company Name: _____

Account Number (If relevant): _____

Materials/Service Provided: _____

Street Address: _____

City, State, ZIP: _____

Company Phone (main): _____

Primary Contact: _____ Title: _____

Primary Contact Phone: _____

Primary Contact Cell: _____

Primary Contact Pager: _____

Primary Contact Fax: _____

Primary Contact Email: _____

Alt. Contact Person: _____ Title: _____

Alt. Contact Phone: _____

Alt. Contact Cell: _____

Alt. Contact Pager: _____

Alt. Contact Fax: _____

Alternate Contact Email: _____

Website address: _____

Recovery Notes: _____

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

11. BUSINESS KEY CONTACTS FORM

BUSINESS KEY CONTACTS FORM

1. Granite Insurance Brokers will use this form to list our key contacts for administration of our business, emergency response and resumption of our critical business functions. Key contacts include our most important customers.
2. Key contacts consist of those we rely on for administration of our business, such as our bank, our creditors, our insurance agent, accountant, etc. They also include services in the community we need to help
3. Granite Insurance Brokers will resume operations, such as utilities, emergency responders, emergency medical help, media outlets, business partners and business organizations.
4. Granite Insurance Brokers will have a well-established liaison with municipal authorities, utilities and other service providers before disaster strikes. The effectiveness of this liaison may be enhanced if a business group coordinates it for multiple businesses.
5. Our key customers are an essential part of this list since our economic recovery depends on keeping our customers or clients, or adapting to the changed environment to get new ones.
6. Granite Insurance Brokers will need to determine:
 - a. What happened to our customers/clients?
 - b. Were they affected by the disaster?
 - c. Will their buying habits change? Our product or service may be a discretionary purchase or not essential at the time.
6. If we cannot meet our customers' needs due to our own business interruption, or if they can easily replace our product or service elsewhere, we may lose customers or clients. This highlights the importance of communication before a disaster to build customer loyalty and to inform them about our preparedness for a disaster.

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8. After a disaster, it is important for Granite Insurance Brokers to keep customers or clients informed about the status of their product or service, delivery schedules, etc., or to develop mutually agreeable alternative arrangements.
9. Granite Insurance Brokers may choose various ways to communicate with our key customers after a disaster, depending on what modes of communication are available. These include, but are not limited to, direct telephone calls, a pre-arranged 800 number for people to call us, e-mail, or purchase announcements by radio or through a newspaper.
10. If we have more than 20 key customers, Granite Insurance Brokers will want to include some of our major customers or clients in Key Contacts, as they could be involved with one or more of the critical business functions we identify for our recovery plan.

Type of Key Contacts:

- ☐ **Accountant**
- ☐ **Bank**
- ☐ **Billing/Invoicing Service**
- ☐ **Benefits Administration**
- ☐ **Building Manager/Owner**
- ☐ **Building Security**
- ☐ **Creditor**
- ☐ **Electric Company**
- ☐ **Emergency Management Agency**
- ☐ **Fire Department**
- ☐ **Gas/Heat Company**
- ☐ **Hospital/Clinic**
- ☐ **Insurance Agent/Broker**
- ☐ **Insurance Company (Claims Reporting)**
- ☐ **Key Customer/Client**
- ☐ **Local Newspaper/Radio Station/Television Station**
- ☐ **Mental Health/Social Service Agency**
- ☐ **Payroll Processing**
- ☐ **Police Department**
- ☐ **Public Works Department**
- ☐ **Small Business Administration Office**
- ☐ **Telephone Company**

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BUSINESS DISASTER RECOVERY
SAFETY PLAN**

**GRANITE INSURANCE BROKERS
BUSINESS KEY CONTACTS FORM**

Name of Business or Service: _____

Account Number (If relevant): _____

Materials/Service Provided: _____

Street Address: _____

City, State, ZIP: _____

Company/Service Phone (main): _____

Primary Contact: _____ **Title:** _____

Primary Contact Phone: _____

Primary Contact Cell: _____

Primary Contact Pager: _____

Primary Contact Fax: _____

Primary Contact Email: _____

Alt. Contact Person: _____ **Title:** _____

Alt. Contact Phone: _____ **Alt. Contact Cell:** _____

Alt. Contact Pager: _____ **Alt. Contact Fax:** _____

Alternate Contact Email: _____

Website address: _____

Recovery Notes: _____

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

12. CRITICAL BUSINESS FUNCTIONS FORM

CRITICAL BUSINESS FUNCTIONS FORM

1. Use this form to identify what business functions that is critical to Granite Insurance Brokers survival. The following are some key questions to help us decide what they are:
 - a. What are our most critical and time sensitive business functions?
 - b. How much down time can we tolerate for each business function?
 - c. Which business functions are necessary to fulfill our legal and financial obligations and maintain cash flow?
 - d. Which business functions are essential to maintain our market share and reputation, or to strategically adjust to changed circumstances?
2. Some time-sensitive and critical business Administrative functions include the following:
 - a. Recovery location set-up
 - b. Payroll
 - c. Insurance Claims (filing our claim, following up)
 - d. Regulatory Requirements (e.g. time-sensitive reports)
 - e. Debt Obligations (bills due)
 - f. Accounts Receivable
 - g. Communications
 - h. Internal (e.g. with employees and Board of Directors)
 - i. External (e.g. with suppliers/vendors and key contacts such as media, customers)
 - j. Facility/buildings
 - k. Contents/inventory
 - l. People (employees/customers or clients)
 - m. Vital records
 - n. Equipment
 - o. Utilities
 - p. Support systems (computers/networks, communications, transportation)
 - q. Suppliers

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

**GRANITE INSURANCE BROKERS
CRITICAL BUSINESS FUNCTIONS FORM**

Business Function: _____

Priority: ☐ High ☐ Medium ☐ Low

Employee in charge: _____

Timeframe or Deadline: _____

Money lost (or fines imposed) if not done: _____

Who performs this function? (List all that apply):

Employee(s): _____

Vendor(s): _____

Key Contact(s): _____

Who provides the input to those who perform this function?

Employee(s): _____

Vendor(s): _____

Key Contact(s): _____

Who uses the output from this function?

Employee(s): _____

Vendor(s): _____

Key Contact(s): _____

Brief description of procedures to complete function: (Write procedures for two scenarios, one for a short disruption, loss of everything.)

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

13. BUSINESS RECOVERY LOCATION FORM

BUSINESS RECOVERY LOCATION FORM

1. Granite Insurance Brokers will use this form to provide information for our recovery location. This is where we will conduct business operations following a disaster.
2. It could be at an alternate site, at a similar business through a mutual aid agreement, employee's own homes, or if we are location dependent, at our primary place of business.
3. Granite Insurance Brokers will ask whether we could recover from an alternate site or even out of our home temporarily, establish a mutual aid agreement with a similar business, or rent available space at another location if our business location is unusable or not accessible. We may have other facilities or branch offices where we could resume some or all of our operations?
4. Granite Insurance Brokers will select our recovery location:
 - a. Consider a site that is not on the same electric power grid.
 - b. Factor in the ability of our vendors/suppliers or rental company to quickly transport critical items such as computers, inventory and equipment to our recovery location.
 - c. Keep an extra of any hard-to-replace parts or essential supplies on hand, and consider storing them in a place that is not vulnerable to the same disaster as our primary facility.
 - d. Work with vendors/suppliers in advance to assure a secure and adequate supply of what we will need.
5. If Granite Insurance Brokers rents our primary location space; we will review our lease for disaster provisions, including who is responsible for what in case of damage from a natural disaster. We may want to add a clause that allows us to get out of the lease in 30, 60 or 90 days if the damage is not repaired satisfactorily to the leased property or to adjoining properties.

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

**GRANITE INSURANCE BROKERS
RECOVERY LOCATION FORM**

Recovery Location:

Street Address: _____

City, State, Zip Code: _____

Building Owner/Manager: _____

Phone: _____

Alt Phone: _____

Pager: _____

Email: _____

Directions to recovery location: (i.e. map and directions from)

Internet site or similar information

Business functions to be performed at recovery location:

Employees who should go to recovery location:

Recovery Notes:

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

14. BUSINESS VITAL RECORDS FORM

BUSINESS VITAL RECORDS FORM

1. Granite Insurance Brokers business cannot operate without its vital records. The following questions will help us determine what records need to be backed up on one or more “media,” and maintained off site.
 - a. Is the record required for business success?
 - b. Is it required for legal reasons?
 - c. Is it required by a regulatory agency?
 - d. Is it required to support recovery efforts?
 - e. Is it impossible to re-create?
 - f. Are copies unavailable at a remote location?
2. Examples of vital records include employee data, payroll, financial records, strategic plans, production records, customer/client/patient lists, inventory lists, building plans/blueprints, the lease, insurance records, and research data. We will likely identify other vital records that are particularly critical to our business’ survival.
3. Store a copy of all vital information on site and a second in a safe off-site location. Some experts recommend at least 50 miles away. Make it a critical part of our routine to regularly back up files. Keep our inventory list current and make a photographic or videotaped record of our inventory.
4. Granite Insurance Brokers will convert all vital records into electronic form by scanning them onto the computer hard drive. Copies of these records will be made to CD disks and labeled. One copy will be kept in the business office for reference and another copy will be kept at a secure off site location.
5. All original hard copies of the vital records will be stored off site in water and fire proof containers. Officers and Management of Granite Insurance Brokers will have access to these records for easy retrieval.

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

**GRANITE INSURANCE BROKERS
BUSINESS VITAL RECORDS FORM**

Name of Vital Record: _____

Media: ☐ Network ☐ Print Version ☐ Hard Drive ☐ Microfilm ☐ Laptop

☐ Internet ☐ CD ☐ Scanned ☐ Other

☐ Diskette Explain: _____

Is it backed up? ☐ Yes ☐ No

Media: ☐ Network ☐ Print Version ☐ Hard Drive ☐ Microfilm ☐ Laptop

☐ Internet ☐ CD ☐ Scanned ☐ Other

☐ Diskette Explain: _____

How often is it backed up?

☐ Hourly ☐ Quarterly ☐ Daily ☐ Semi-Annually ☐ Weekly ☐ Yearly

☐ Monthly ☐ Never

Where is it stored? _____

Can the record be recreated? ☐ Yes ☐ No

Business function it supports: _____

Recovery Notes: _____

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

15. COMPUTER EQUIPMENT AND SOFTWARE FORM

COMPUTER EQUIPMENT AND SOFTWARE FORM

1. Granite Insurance Brokers' business interruption can be devastating, the result of a natural disaster, a power outage, cyber crime, or any other cause.
2. Without access to data and information, business operations can come to a standstill. We might want to consider the services of a data center and disaster recovery facility, where our data is backed up on a regular basis and available when normal business operations are interrupted.
3. Granite Insurance Brokers is dependent on computers, utilizing desktop and laptop computers and computer networks. Most communicate with or conduct business with their vendors, customers, partners and clients through the Internet. Since our company does the majority of its work online, we will be sure our computer security is current.
4. If we go to a recovery location, it is likely we will need to lease or purchase computer equipment and replace our software. We will use the Computer Equipment and Software Form to list what we will need order.
5. When there is sufficient warning about a disaster, such as a hurricane, we might decide to move some of our computer equipment and software to a safe place, so that it could be utilized at our recovery location.
6. In addition, we could require that all employees take their laptops with them, in order to provide the option to work from home or at a recovery location.
7. Some disasters occur without warning, though, so Granite Insurance Brokers wants to be sure we have alternatives available.

- a. Keep a backup copy of our computer's basic operating system, boot files, and critical software, and be sure we have copies of our operations manuals.

Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN

- b. Maintain an up-to-date copy of computer and Internet logon codes and passwords.
 - c. Make arrangements with computer vendors to quickly replace damaged vital hardware and software, and/or to meet our needs at our recovery location.
 - d. Request written estimates for rental or purchase, shipping costs and delivery times, if relevant. Be sure to list these companies in our suppliers/vendors form as either primary or alternate vendors.
 - e. Elevate computer equipment normally stored on the floor, e.g. CPU's, and secure in place where flooding is a possibility.
8. Granite Insurance Brokers will keep our computer hardware and software licenses up to date. If we go to a recovery location, it is likely we will need to lease or purchase computer equipment and replace our software. The important thing is that our final plan includes what we need to perform our critical business functions.
9. If we plan to order multiple items of the same type - e.g. keyboards or mouse's - we can condense the information into one record. We can list relevant details in Recovery Notes.
10. When there is sufficient warning about a disaster, Granite Insurance Brokers might decide to move some of our computer equipment and software to a safe place, so that it could be utilized at our recovery location. In that case, we would want to list equipment we currently own or lease and/or software that we would take, and in the Status field check "Currently in use." Some disasters occur without warning, though, we will be sure we have alternatives available.
11. If Granite Insurance Brokers currently owns/leases the item; we will choose the supplier/vendor(s) based on which one(s) we would use to replace the item if it were damaged in a disaster. It is always advisable to

have an alternate vendor, though, in case our primary vendor is not available.

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

**GRANITE INSURANCE BROKERS
COMPUTER EQUIPMENT AND SOFTWARE FORM**

Item:

Type: ☐ Computer Hardware ☐ Computer Software

Status: ☐ Currently in use ☐ Will lease/buy for recovery location

Primary Supplier/Vendor:

Alternate Supplier/Vendor:

Title & Version or Model No.:

(Enter Unknown if hardware/software is to be leased/bought for recovery location)

Serial Number: _____

Purchase/Lease Date: _____

Purchase/Lease Price: _____

Recovery Install Location: _____

Quantity (equipment) or No. of Licenses (software): _____

License Numbers (enter one per line)

Recovery Notes:

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

16. CRITICAL TELEPHONE NUMBERS FORM

CRITICAL TELEPHONE NUMBERS FORM

1. Seamless communications with our Granite Insurance Brokers employees, suppliers/vendors, key contacts and customers following a disaster is important to our survival and continuing viability.
2. Telephone and fax lines are one means of maintaining this communication link. Our employees will want to get updated information about when and where they should report to work and the status of recovery.
3. Granite Insurance Brokers will set up a special number for them to call, with recorded messages, or perhaps an out-of-state message line or contact person/ company. An out-of-state number may be more accessible than in-state numbers.
4. Granite Insurance Brokers also will need this phone and fax numbers so that we can communicate with our suppliers/vendors, key contacts and customers, to keep them informed about our status and future plans. One solution is to plan ahead to have our telecommunications service provider reroute our telephone and fax numbers to our recovery site.
5. If Granite Insurance Brokers needs a phone number for dial-up Internet and e-mail access, we will think about alternative forms of communication should phones not be working, especially to keep in touch with our employees.
6. In anticipation of a break in all phone service, including cell phones, Granite Insurance Brokers will invest in some simple two-way radios and pagers that just send signals to each other.
7. Granite Insurance Brokers will select a solution for how to keep the number operational or an alternative to meet the need. Also, we will consider listing all these critical numbers in our cell phone or PDA, so we have them readily available.

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

**GRANITE INSURANCE BROKERS
CRITICAL TELEPHONE NUMBERS FORM**

Name of Contact: _____

Company Name: _____

Phone Number: _____

Type (Enter Code): _____

L - Local: _____

LD - Long Dist.: _____

800 Tolls Free: _____

F Fax: _____

C - Cell: _____

O Other: _____

Status (Enter Code): _____

C Currently in use: _____

E Will establish during recovery: _____

Description (e.g. hotline, main line, toll free customer service line, dial-in to network): _____

Solution (Enter letter): _____

Reroute to recovery location: _____

New Number: _____

Recorded Msg.: _____

Other (Explain): _____

Recovery Notes:

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

17. VOICE/DATA COMMUNICATION FORM

VOICE/DATA COMMUNICATION FORM

Examples of voice communications include modem, voice mail, Private Branch Exchange (PBX) Automatic Call Distribution (ACD), and standard telephone. Examples of data communications include cable, DSL or dial-up for our Internet and e-mail access.

1. Granite Insurance Brokers' communication with employees, vendors, customers, emergency officials and other key contacts is vital to our ability to resume business operations following a disaster. Voice and data communications equipment is only a part of a larger communications plan.
2. This form should be used to determine what telecommunications equipment we need to help us with that communication.
3. If Granite Insurance Brokers will go to a recovery location, it is likely we will need to lease or purchase telecommunications equipment.
4. One of our critical business functions should be Communication – Internal and another should be Communication – External, so we can notify our suppliers/vendors and key contacts -including our customers — of the status of our business.
5. Although there is the possibility that demand for phone service may overwhelm the system, we should consider the following safety nets or alternatives as ways to communicate with our employees, vendors and/or customers:
 - a. Designate one remote voice mail number on which we can record messages for employees.
 - b. Arrange for programmable call forwarding for our main business line – if we cannot physically access our business, we can call in and reprogram the phones to ring elsewhere.

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

- c. Granite Insurance Brokers will keep in mind that if telecommunications engineers are swamped with requests to redirect phones, faxes and data lines to backup locations, our recovery location could be affected.
- d. Granite Insurance Brokers will consider alternative forms of communication should phones not be working, especially to keep in touch with our employees. In anticipation of a break in all phone service, including cell phones, we might invest in some simple two-way radios and pagers that just send signals to each other.
- e. Granite Insurance Brokers will communicate by e-mail, postings on our website, or an emergency messaging system. As we think about our voice communication needs at our recovery location, determine whether we need speakerphones, voice mail capacity or the ability to record conversations. Also, we will decide if we need a conference bridge, in order to have conference calls with employees, key contacts, and/or customers to assess disaster damage and to make recovery decisions.
- f. "Plain Old Telephone Service" (POTS), where the handset is connected to the base, will likely work during a power failure. The connection is direct to the telephone company, which has extensive back-up power.
- g. Cell phones may work if cell phones are still functional, but often system overload causes lost connections.
- h. Surge protection for all computer and phone equipment can prevent a power surge through a telephone line, which can destroy an entire computer through a connected modem. We may want to invest in a battery backup with surge protection.

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

**GRANITE INSURANCE BROKERS
VOICE/DATA COMMUNICATION FORM**

Type of Service: ☐ Telephone ☐ Fax Machine

☐ PBX w/ ACD (Private Branch Exchange w/ ☐ Two-way Radio & Pager

☐ Automatic Call Distribution ☐ Other: _____

☐ PC Data Communications Explain: _____

☐ Cell Phone: _____

Description & Model Number: _____

Status: ☐ Currently in use ☐ Will lease/buy for recovery location

Voice Communications ☐ Voice mail ☐ Conversation recorder

Features: ☐ Speaker ☐ Other

☐ Conference Explain: _____

Data Communications ☐ Cable ☐ Dial-up

Features: ☐ DSL ☐ Other

☐ T-1 Explain: _____

Quantity: _____

Primary Supplier/Vendor: _____

Alternate/Supplier/Vendor: _____

Recovery Install Location: _____

Recovery Notes: _____

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

18. BUSINESS SUPPLY FORM

1. A supply is anything we have not listed in previous forms. It should have an order number and should include items essential to keep equipment or work processes functioning, e.g. special fluid for a machine, forms and/or checks.

2. Granite Insurance Brokers will plan ahead with our vendors to determine costs and delivery times for these essential items and parts and include sufficient space at our recovery site for storage. In addition, we will consider storing some essential supplies in an accessible place outside our building, in case we need them immediately and cannot re-enter our building after evacuating it. These could include some supplies we know we would need to fulfill a critical business function.

GRANITE INSURANCE BROKERS
BUSINESS SUPPLY FORM

Related Item Order Business:

Item Number Quantity:

Supplier/Vendor(s):

Function(s):

Recovery Notes:

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

19. EQUIPMENT/MACHINERY/VEHICLES FORM

EQUIPMENT/MACHINERY/VEHICLES FORM

1. Granite Insurance Brokers will use this form for equipment or machinery required to keep our business operational or that would severely curtail operations if it failed.
2. List anything that plugs in, as well as tools and spare parts vital to operation of our equipment or machinery. We may also want to include company-owned vehicles.
3. Granite Insurance Brokers will explore rental options to replace damaged equipment or machinery during the time it is being repaired or replaced and request written estimates of rental, set-up, shipping costs and delivery times. This is particularly important when we rely on equipment that is highly specialized or difficult to replace. Be sure to add the rental companies we have contacted to our Suppliers/Vendors form.
4. Granite Insurance Brokers will also have alternate plans to meet our essential transportation needs. We will consider special protection for key tools or small equipment, such as storage in foam-padded storage containers when not in use, preventing damage by accident or during an earthquake.
5. Additional protection for larger valuable, hard-to-replace equipment or machinery is also advisable. Granite Insurance Brokers will check our contents insurance, whether it covers the replacement cost of critical equipment or machinery.
6. When there is adequate warning about a disaster, Granite Insurance Brokers might decide to take some of our equipment or machinery that can easily be moved to a safe place, so that it could be used at our

recovery location. Some disasters occur without warning, though, so we want to be sure we have alternatives available.

**Granite Insurance Brokers
BUSINESS DISASTER RECOVERY
SAFETY PLAN**

**GRANITE INSURANCE BROKERS
EQUIPMENT/MACHINERY/VEHICLES FORM**

Item:

Model Number:

Status: ☐ Currently in use ☐ Will lease/buy for recovery location

Primary Vendor/Supplier:

Alternate/Vendor/Supplier:

Recovery location for installation:

Related business function(s):

Backup available: ☐ Yes ☐ No

Order time for replacement:

Recovery Notes:

GRANITE INSURANCE BROKERS

Form Completed By: _____

Date: _____

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

20. DISASTER RESPONSE CHECKLIST FORM

DISASTER RESPONSE CHECKLIST FORM

1. Granite Insurance Brokers knows that when disaster strikes, we may be on our own for hours or even several days. Emergency services may not be able to respond right away. The checklist includes supplies to help we take care of our employees, our customers or others on our premises until help arrives.
2. Our Key Contacts will include emergency services we may need, such as fire department, emergency management agency, American Red Cross, etc. We should be able to put the basic disaster supplies together for under \$100.00. One major purchase (more than \$500) we should consider is a multi-KV generator, pre-wired to the building's essential electrical current that we can operate during a power outage.
3. ☐ **NOAA Weather Alert Radio**
This 24-hour warning monitor is as important as a smoke alarm in homes and businesses. The NOAA Weather Alert Radio with Specific Area Message Encoding (S.A.M.E.) technology that programs the radio for our area can save our life by warning us of severe weather and other hazards at any time. This special radio remains silent until an alert is issued in our community by local authorities. When the alarm sounds, we will be given specific information and instructions on how best to avoid the danger. Most S.A.M.E. Alert Monitors include battery backup.
4. ☐ **Working smoke detectors and fire extinguisher**
Set a schedule to test smoke detectors annually and keep extra batteries on hand. Check the pressure indicator of our fire extinguisher monthly.
5. ☐ **First Aid Kit**
Include scissors, tweezers, a variety of Band-Aids, gauze pads/roller gauze and tape, anti-bacterial wipes, first aid ointment, vinyl gloves, first aid book, and any other items we deem essential. Remember our kit is for "first" aid, not ongoing care.

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

6. ☐ Flashlights and Light sticks

Keep flashlights and extra batteries in easy to find locations. Non-toxic chemical light sticks can be taped next to light switches for emergency use.

7. ☐ AM/FM Radio, battery operated, or wind-up radio

Maintain a current list of stations in our area provide emergency updates and that have generator backup to support continuous broadcast. Keep extra batteries for AM/FM radio. Consider a wind-up radio (30 seconds for 30-35 minutes play – solar cells for back up).

8. ☐ Bottled Water

Have at least one gallon of water per person per day, to be used for drinking, personal hygiene and cooking. Store in sizes that are easily transportable, should we need to relocate.

9. ☐ Nonperishable food and utensils

Stock a supply of non-perishable food such as peanut butter, tuna, beans, crackers, ready-to-eat canned meats, fruits and vegetables, comfort/stress food such as cookies and hard candy, canned juices, powdered milk, etc. Be sure to have a manually operated can opener and plastic utensils.

10. ☐ Paper supplies

Keep a supply of note pads, markers, pens, pencils, toilet paper, tissues, paper plates, napkins, and towels on hand.

11. ☐ Tools and other supplies

Keep supplies of items such as duct tape, waterproof plastic, shut-off wrench for water and gas, whistle, compass, plastic bucket with tight lid, work gloves, pliers, hammer, plastic garbage bags and ties. A pry bar, shovel, dust masks, eye protection, and a push broom will aid in clean-up operations

12. ☐ Blankets

Keep a supply of blankets, pillows if available, cots or mats for sleeping/taking breaks.

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

13. ☐ Camera

Have a disposable camera a digital camera, or a camera with extra batteries and film, available to record damage.

14. ☐ Cash/ATM and credit card

Keep enough cash for immediate needs, and ATM and credit card(s) for emergency use (dependent on electric power availability).

15. ☐ Emergency Contact List

Maintain a current emergency contact list for employees and emergency services, such as police, fire and utility companies. Keep in several places, e.g. a PDA, PC at home, or a trusted neighboring business.

21. SHELTER-IN-PLACE

SHELTER-IN-PLACE is a situation where Granite Insurance Brokers employees can not leave the business site due to impassable highways, roads and/or streets. As a result of this condition, our employees will have to stay at our work site until such time that they would be able to return to their homes and families.

Therefore, it is extremely important that Granite Insurance Brokers is able to supply the necessary food and shelter items to create a **SHELTER-IN-PLACE** environment. A severe thunderstorm, tornado or terrorist incident may dictate that employees seek safety in interior sections of the facility.

Determine the type and extent of the incident

- ☐ What happened?
- ☐ When did it happen?
- ☐ What was suspected cause?
- ☐ What is the civil authority response?
- ☐ When can we have access to the building?
- ☐ What are the security issues?

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

- ☐ What can we do to avoid additional damage?
- ☐ **Alert employees** – Notify employees of the incident, its impact, and what we want them to do. (It may be as simple as “stay at home” until further notice.)
- ☐ **Activate Business Continuity Plan**
- ☐ **Manage the incident**
 - ☐ Gather our resources
 - ☐ Prepare our alternate site (if appropriate)
 - ☐ Activate our critical business functions/procedures
- ☐ **Restore our business**

When we have resumed business operations - that is, we have recovered our critical business functions - take steps to fully restore our business.
- ☐ **Debrief**

Learn from the business interruption. If needed, modify our business continuity plan to be better prepared for the next incident.

SUPPLIES

1. Stocking up now on emergency supplies can add to our safety and comfort during and after an earthquake or any other catastrophic disaster.
2. Store enough emergency supplies for at least 72 hours.
3. Keep supplies in a safe, waterproof, accessible location, in the building/office or adjacent structure.
4. Granite Insurance Brokers will select a variety of foods: canned, pre-packaged, freeze-dried, dehydrated and unprocessed. We will check expiration dates when purchasing and purchase enough nutritious foods for a minimum of two days for each employee.
5. With the exception of dried and canned foods, every four to six months we will need to rotate emergency supplies into daily food supplies of organization principals, managers or emergency team members. All food packages will have the date they were purchased.

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

6. If we are going to store foods in the basement or in a garage or other approved structure, make sure to keep foods in tightly closed containers.
7. Experts suggest a large plastic garbage can, which can be securely closed or fastened with a bungee cord. Keep canned goods off the ground to avoid rust. To minimize possible damage from earthquake shaking, store heavy goods close to the floor.

PREPAREDNESS

1. Have a battery-operated radio with backup batteries
2. Use employee cellular telephones and ask employees to keep their cell phones charged at all times.
3. Purchase phone lines that do not require electricity.

SURVIVAL

1. Water (two quarts to one gallon per person)
2. Food (packaged, canned, no-cook, and for special diets as needed)
3. Can Opener (non-electric)
4. Blankets or sleeping bags
5. Portable radio, flashlight and plenty of spare batteries
6. Employee essential medication
7. Fire extinguisher (A-B-C type)
8. Money

SANITATION SUPPLIES

1. Large plastic trash bags for trash, waste, water protection
2. Heavy-duty aluminum foil
3. Large trash cans
4. Bar soap and liquid detergent
5. Shampoo, personal hygiene items, feminine supplies.
6. Toothpaste and toothbrushes
7. Toilet paper
8. Household bleach
9. Newspaper (to wrap garbage and waste)
10. Disinfectant

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

SAFETY AND COMFORT

1. Extra clothing and sturdy shoes
2. Heavy gloves for clearing debris
3. Candles and matches
4. Knife and Garden hose (for siphoning and fire fighting)
5. Employee personal medicine for 3 days

TOOLS AND SUPPLIES

1. Crescent wrench for turning off gas
2. Ax, shovel, broom
3. Screwdriver, pliers, hammers
4. Plastic tape and sheeting
5. Coil of 1/2" rope and Tarp

COOKING

1. Barbecue, camp stove or chafing dish
2. Plastic knives, forks, spoons
3. Paper plates and cups
4. Paper towels
5. Fuel for cooking (charcoal, camp stove fuel, etc.)
6. Waterproof matches

FIRST AID SUPPLIES

LIST OF ALL EMPLOYEES WHO HAVE CPR CERTIFICATON

1. First aid book
2. Hydrogen peroxide
3. Antibiotic ointment
4. Alcohol swabs individually wrapped
5. Antacid
6. Diarrhea medication
7. Eye drops
8. Vitamin supplements
9. Band-Aids, Three large triangular bandages (36" x 36" x 50")

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

10. Clean rags or sheets torn into strips
11. Ace bandages, Adhesive tape roll (1" wide)
12. Butterfly bandages, Bandages, sterile roll (2" x 4" wide)
13. Rolled gauze, Cotton tipped swabs

ADDITIONAL BUSINESS DISASTER RECOVERY RESOURCES

Check the resources listed below for more information about implementing disaster safety recommendations:

NONPROFIT AND PROFESSIONAL ASSOCIATIONS:

American Red Cross: Check local telephone directory for nearest chapter.
<http://www.redcross.org>

Institute for Business & Home Safety: 4775 E. Fowler Avenue, Tampa, FL 33617. Phone: (813) 286-3400; <http://www.ibhs.org>

National Emergency Management Association: PO Box 11910, Lexington, KY 40578-1910. <http://www.nemaweb.org>

National Fire Protection Association: 1 Batterymarch Park, Quincy, MA 02169. <http://www.firewise.org>

Public Entity Risk Institute: 11350 Random Hills Rd., Suite 210, Fairfax, VA 22030. Phone: (703) 352-1846; <http://www.riskinstitute.org>. Research to identify factors and variables that interact to affect small business disaster recovery: Full report – <http://www.riskinstitute.org/ptrdocs/OrganizationsatRisk.pdf>
Summary – <http://www.riskinstitute.org/ptrdocs/AftertheDisaster.pdf>

U.S. Chamber of Commerce: 1615 H Street, NW, Washington, DC 20172-2000. Phone: 202-659-6000 or 1-800-638-6582; <http://www.uschamber.com>

GOVERNMENT RESOURCES:

Federal Emergency Management Agency: 500 C Street SW, Washington, D.C. 20472. Phone: (202) 566-1600; <http://www.fema.gov>

Federal Emergency Management Agency Publication Center: P.O. Box 2012, Jessup, MD 20794-2012. Phone: 1-800-480-2520.

Granite Insurance Brokers BUSINESS DISASTER RECOVERY SAFETY PLAN

U.S. Department of Homeland Security: Washington, D.C.20528. Phone: (202) 282-8000; <http://www.dhs.gov> and <http://www.ready.gov>

U.S. Small Business Administration: 409 Third Street, SW, Washington, DC 20416.Phone: 1-800-U-ASK-SBA; <http://www.sba.gov>

BUSINESS CONTINUITY PLANNING ORGANIZATION WEBSITES:

Association of Contingency Planners – <http://www.acp-international.com>

Disaster Recovery Institute International – <http://www.drii.org>

Global Partnership for Preparedness – <http://www.globalpreparedness.org>

The Business Continuity Institute – <http://www.thebci.org>

BUSINESS CONTINUITY PLANNING PUBLICATION WEBSITES:

Contingency Planning & Management - <http://www.contingencyplanning.com>

Disaster Recovery Journal – <http://www.drj.com>

Disaster Resource Guide – <http://www.Disaster-Resource.com>

Disaster Recovery Yellow Pages - <http://www.TheDRYP.com>