



# Business Continuity Plan

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## Executive Summary

Sanger Area Chamber of Commerce (SACC) has developed a Business Continuity Plan on how we will respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with this information on our business continuity plan.

## Objectives

We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our employee and/or property, making a financial and/or operational assessment, protecting the chamber's books and/or records and allowing our members to transact business. In short, our business continuity plan is designed to permit the chamber to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

Our business continuity plan addresses: data backup and recovery; all mission critical systems; financial and operational assessments; alternative communications with members and employees.

Significant business disruptions can vary in their scope, such as only the chamber, a single building housing the chamber, the business district where the chamber is located, the city where we are located, or the whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe.

- In a disruption to only the chamber or a building housing the chamber, we will transfer our operations to a local site when needed and expect to recover and resume business from one to twelve hours.
- In a disruption affecting our business district, city, or region, we will transfer our operations to a site outside of the affected area and recover and resume business within twelve hours. In either situation, we plan to continue in business and notify you through our web site [sangertexas.com](http://sangertexas.com) or our customer emergency number, (940) 222-9440, how to contact us.
- If the significant business disruption is so severe that it prevents us from remaining in business, we will assure our members prompt access to their records.

In the event facility repairs are necessary in order to continue doing business, the chamber will contact a local construction company (preferably a member) for a cost estimate of repairs including a timeline for those repairs. Alternative work locations would be for the administrator and/or board of directors to work from home. This could be effectively accomplished due to all software programs used on a daily basis are easily accessible through the internet. All passwords/secured sites are saved in LastPass and/or are uploaded to the cloud.

If membership and/or general operation files are destroyed, regeneration could be accomplished from files uploaded to the cloud on a daily basis as well as those uploaded to a freestanding terabit hard drive.

The chamber's appointment calendar is kept electronically through outlook.com or google which allows for regeneration.