

## 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 \_\_\_\_\_
- Yakama 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: