



BUSINESS CONTINGENCY PLAN

EFFECTIVE DATE:

DISCLAIMER

The materials presented herein are for general reference only. Federal, state or local laws or individual circumstances may require the addition of policies, amendment of individual policies, and/or the entire Plan to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

PREFACE

The purpose of this plan is to define the recovery process developed to restore 's critical business functions. The plan components detail 's procedures for responding to an emergency situation, which affects 's ability to deliver core services to our customers or our ability to meet investors, legal or regulatory requirements.

Objectives of the Plan

- Facilitate timely recovery of core business functions
- Protect the well being of our employees, their families and customers
- Minimize loss of revenue/customers
- Maintain public image and reputation
- Minimize loss of data
- Minimize the critical decisions to be made in a time of crisis

The following Business Contingency Plan and all related procedures are approved by the president and senior management of effective the date signed below.

Name - Title

Date

Name - Title

Date

TABLE OF CONTENTS

PREFACE	2
TABLE OF CONTENTS	3
RECOVERY STRATEGIES	4
BUSINESS CONTINGENCY PLANNING TEAM	5
OFFSITE DATA STORAGE	6
VENDOR READINESS PLAN.....	7
COMMUNICATIONS	8
TEMPORARY FACILITIES	9
PROPERTY PROTECTION.....	10
FIRE HAZARDS.....	10
HAZARDOUS MATERIAL HANDLING	11
FACILITY SHUTDOWN PROCEDURES	12
INSURANCE	13
SITE MAP DOCUMENTATION	14
PLAN ACTIVATION	15
EMERGENCY ALERT.....	15
DAMAGE ASSESSMENT.....	15
RESUMING OPERATIONS.....	16
TRAINING	17
APPENDICES	18 - 34
VULNERABILITY ANALYSIS CHART	19
CORE FUNCTION REVIEW WORKSHEET.....	21
DISASTER DECLARATION PROCEDURES	23
DISASTER PROCEDURES CHECKLIST	25
NOTIFICATION SCRIPTS	27
EMERGENCY CONTACTS INFORMATION SHEET	30
TRAINING DRILLS & EXERCISES.....	32
ANNUAL AUDIT	34

RECOVERY STRATEGIES

Recovery strategies identified for 's equipment and services:

- Business functions will be recovered in priority sequence based upon the classification of the function as agreed with business senior management and implemented jointly.
- Communications concerning the recovery status will be coordinated through the Business Contingency Planning Team so that those executing the recovery will not be interrupted repeatedly for status.
- Purchase and acquisition of equipment and supplies needed for the recovery effort will be coordinated through company Department Heads.
- The contingency planning infrastructure will provide for coordination of travel arrangements, food and accommodations for individuals supporting the recovery effort.
- Non-critical functions, such as Development and Test environments, will be cleared without backup as necessary to support the recovery efforts.
- personnel from other sites may be called in to support the recovery efforts.

BUSINESS CONTINGENCY PLANNING TEAM

The following individuals are designated plan coordinators for their respective departments and are responsible for the execution of this plan in a qualified disaster.

Name	Title	Phone	Email
	Plan Coordinator		
	Sr. Management		
	Line Management		
	Human Resources		
	Safety Director		
	Security		
	Community Relations		
	Sales/Marketing		
	Finance		
	Legal		
Markham Rollins III	Insurance Agent	P 914-337-1833	mrollins@rollinsinsurance.com

Please contact a Rollin representative for more information.

The Rollins Agency, Inc.
info@rollinsinsurance.com
(914)337-1833