



## Business Continuity Plan for Centerbase

### 1. Introduction

The purpose of this Business Continuity Plan (BCP) is to provide guidance and procedures for Centerbase to maintain critical business operations and services during and after a disruptive event, such as a natural disaster, cyber attack, or other unexpected event. The plan outlines the roles, responsibilities, and procedures to ensure the timely recovery of critical business functions and minimize the impact of a disruption to Centerbase's operations.

### 2. Scope

This BCP applies to all employees, contractors, and third-party vendors who are responsible for maintaining critical business functions and services at Centerbase. The plan includes procedures for response, recovery, and resumption of critical business functions and services.

### 3. Plan Activation and Notification

In the event of a disruptive event, the following steps will be taken:

- a. Activation: The BCP will be activated by the designated Emergency Management Team (EMT) or their designees.
- b. Notification: The EMT will notify all employees, contractors, and third-party vendors of the disruption and provide instructions on how to respond and recover critical business functions and services.

### 4. Emergency Response

The EMT is responsible for the following emergency response procedures:

- a. Assessment: The EMT will assess the nature and extent of the disruption and determine the impact on Centerbase's critical business functions and services.
- b. Activation: The EMT will activate the BCP and assign roles and responsibilities to the appropriate personnel.

c. Communication: The EMT will establish communication channels to notify all employees, contractors, and third-party vendors of the disruption and provide instructions on how to respond.

d. Evacuation: If necessary, the EMT will evacuate all employees, contractors, and third-party vendors from the affected area.

## 5. Recovery and Resumption

The recovery and resumption procedures are designed to restore critical business functions and services to normal operations as quickly as possible. The following procedures will be taken:

a. Recovery: The EMT will prioritize the recovery of critical business functions and services based on their importance to Centerbase's operations.

b. Resumption: Once the critical business functions and services have been recovered, the EMT will coordinate with the appropriate personnel to resume normal operations.

c. Testing: The BCP will be tested periodically to ensure its effectiveness and to identify any areas for improvement.

## 6. Data Backup and Recovery

To ensure the integrity and availability of data during and after a disruptive event, the following procedures will be taken:

a. Data Backup: Centerbase's data will be backed up regularly and stored in an off-site location.

b. Data Recovery: The EMT will coordinate with the appropriate personnel to recover critical data and restore it to its original state.

## 7. Plan Maintenance

The BCP will be reviewed and updated periodically to ensure its effectiveness and to reflect changes in Centerbase's operations, personnel, or technology.

## 8. Conclusion

This Business Continuity Plan outlines the procedures and responsibilities for maintaining critical business functions and services at Centerbase during and after a disruptive event. It is designed to minimize the impact of a disruption on Centerbase's operations and to ensure the timely recovery of critical business functions and services.