

Family First Credit Union

Chain of Command Policy

General Policy Statement:

THIS POLICY IS EFFECTIVE DURING A DECLARED DISASTER ONLY!

The Board recognizes the importance of the chain of command in responding to a disaster. Effective decision-making during and immediately following a disaster may have significant long-term implications for recovery.

Guidelines:

To ensure that the Board and management team are prepared and united in disaster response, the Board hereby establishes a chain of command based on the following principles:

1. The CEO/President, if available, will act as the Disaster Management Team Leader.
2. The order of names on the Disaster Management Team List as recorded in the Business Continuity Policy is the chain of command and order of succession.
3. If the President is not available, the next available person on the Disaster Management Team will assume the role of Disaster Management Team Leader and Acting President. He/She will continue in this capacity until the President becomes available, the disaster declaration is rescinded, or action by the Board.
4. The Disaster Management Team Leader will report to the Board as often as it is deemed practical and appropriate by the Board Chair (or Acting Chair).

CONFIDENTIALITY. The Board and Management recognize that the integrity of confidential information is a challenge during any disaster and management will take all necessary precautions to preserve and protect all confidential information.