

# Family First Credit Union

## *Business Continuity Policy*

### **General Policy Statement:**

This policy sets forth the Family First Credit Union's responsibility to assess, protect against, respond to, and recover from disasters that may affect the Credit Union or its members. Disaster contingency planning is an ongoing process, not a singular event. The Credit Union is committed to establishing and sustaining its recovery capability.

### **Guidelines:**

- (1) **RESPONSIBILITY.** The Board of Directors bears the fiduciary responsibility to protect the assets of the Credit Union. The Board will weigh the costs of disaster planning, preparation, and testing versus the benefits and authorize the actions necessary to provide prudent protection. The management team of the Credit Union is empowered to develop and implement the Disaster Contingency Plan under the direction of the Board.
- (2) **DISASTER CONTINGENCY PLAN.** The management team of the Credit Union will prepare and maintain a Disaster Contingency Plan. The plan will include at least the following:
  - A. A clear definition of the scope of the plan.
  - B. The types of potential disasters, along with the appropriate plans and responses to address those identified.
  - C. A list of the Disaster Management Team.
  - D. Disaster response procedures designed to minimize risk to life and property.
  - E. Guidelines on post-disaster situation assessment.
  - F. Guidelines on issuing a Disaster Declaration including emergency operating policies that becomes effective when the Disaster Declaration is issued.
  - G. Information on communications, employees, and staffing plans to facilitate a quick, effective disaster response.
  - H. Third party vendor contact information.

- I. Procedures explaining how service will continue to be provided to members; and under what circumstances service could be temporarily interrupted.
  - J. Procedures explaining how to recover the computer and technology related systems of the Credit Union.
  - K. Procedures explaining how to recover the key Credit Union facilities.
  - L. Procedures explaining how to recover the key business functions of the Credit Union.
  - M. Public relations information to facilitate clear communication with members, the media, and the community.
  - N. Procedures for publishing/reporting to members and the public regarding the loss or suspension of services.
  - O. Vital information related to insurance coverage and emergency funding.
- (3) **REVIEW.** The Board will at least annually review and approve the Disaster Contingency Plan.
- (4) **TESTING.** The Credit Union is in a constant state of growth and change. The Disaster Contingency Plan must be tested regularly to ensure that it remains viable. The plan will be tested at least annually, and the results of each test will be kept at least until the next regulatory examination.
- (5) **DISASTER DECLARATION AUTHORITY.** The following individuals, in order of availability, are authorized to issue a Disaster Declaration and are the team members of the Disaster Management Team:
- 1. President/CEO
  - 2. Executive Vice President/Chief Financial Officer
  - 3. Chief Lending Officer
  - 4. Board Chair
  - 5. Other Board Officer

- (6) **EMERGENCY OPERATING POLICIES.** In the event a disaster is declared by the Credit Union, the following policies will become effective and remain in force until the Disaster Declaration is rescinded:
- (A) Chain of Command (See Chain of Command Policy)
  - (B) Emergency Powers ( See Emergency Powers Policy)
  - (C) Statement of Decision Criteria (See Statement of Decision Criteria Policy)
  - (D) Pandemic Influenza Preparedness & Response (See Pandemic Influenza Preparedness & Response Policy)
- (7) **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.