**POLICY: O-3: Business Continuity/Succession Plan**

**DATE: March 5, 2021 REVISED:**

# POLICY:

To ensure that business processes can continue during a time of emergency, disaster, or adverse conditions. The plan contemplates loss of people, loss of facility, and/or loss of technology.

**CRITERIA:**

* Emergency Preparedness Core Team will consist of the Board Chair and/or delegate, Executive Director and/or delegate, and Project Specialist to be the primary liaison to implement the plan
* The Board Chair will call upon the Executive Committee and full Board of Directors as required.
* Some areas to be consider:
  + Financial integrity
  + Contract compliance
  + Staffing
  + Information integrity (internal and web based)
  + Location integrity
  + Communication with Members and stakeholders
  + Length of disruption
  + Risk mitigation
  + Ensure statutory requirements are met (CRA,AGM,ISC)
* The Executive Director will be the primary liaison with the staff providing direction and input on the plan.
* The Executive Director will provide leadership on operational matters.

**Access to email and documents**

* An external web-based document storage site will be maintained.
* A master set of keys will be stored on site to which the Executive Director and project Specialist will have access to.
* A listing of file locations regarding key documents will be maintained on site and updated every 90 days.
* Listing of all password and usernames for all SASS owned and operated electronics and documents will be maintained on site and the web-based document storage site and updated every 90 days.
* A board portal will be established on the SASS website and maintained will all keyboard information at a minimum of 90 days.
* Electronic equipment will be maintained to ensure the Executive Director and Project Specialist have consistent access to all documents.

**Communication with Members and Stakeholder**

* The Board Chair or designate and the Executive Director or designate will inform members and stakeholders as required.

**Appendix 11: SASS Emergency Contact List**

**Appendix 12: Crisis Leadership and Leadership Information**