

## **Tidewater Council Business and Technology Recovery Plan 2016**

Known disasters include major storm events such as named Hurricanes. Fire, electrical surges, water (flooding), vandalism, and potentially many other issues can cause havoc in the Tidewater Council.

Therefore the council has developed this simple plan to ensure the ongoing business of the Tidewater Council.

1. The council will maintain adequate business interruption insurance and other types of insurance that will ensure that the council will have sufficient funds to continue operating and to replace major pieces of the operation. This insurance shall be reviewed by the Risk Enterprise/Insurance committee.
2. The council shall reserve a minimum level of \$50,000 in short term investments should an emergency arrive and funds are needed to operate.
3. The council shall have data backed up and stored off council premises with a bonded employee or a data cloud service to maintain the records and data of the council.
4. The council shall purchase and start a planned scanned of the most critical documents, so that they can be preserved offsite or in a data cloud.
5. A record of all computers shall be kept that are used by council staff and business records shall be backed up at least quarterly. The Scout Shop system shall be backed up no less than once a week.
6. The executive board of the council shall be notified of any disasters and the executive committee shall draw up an immediate plan to recover from the "incident".
7. At all times, personnel and people shall be considered more important than property or records.
8. Extraordinary steps can be taken by the executive committee to ensure that the council recovers in the fastest time possible, including recommending to the board that many events be cancelled immediately if it is in the name of safety and good order.
9. The council shall enlist the immediate assistance of the national council to secure outside resources.
10. At the soonest possible time, the executive committee shall call a meeting of the executive committee and at the same time immediately call for an executive board meeting to soon follow.
11. The Scout executive shall serve as the spokesperson for the council and in the event that the Scout executive is not available, then the individuals named in the crisis communication plan shall be followed in that order.
12. A complete listing of all issues shall be compiled as a result of the "incident" and specific plans shall be written for each item based on the priority and nature of the issues.