

**DISASTER PREPAREDNESS AND
BUSINESS CONTINUITY PLAN**
Noble County Community Foundation, Inc.
and it's supporting organization Community Initiatives, Inc.

Contents

<u>Page</u>		
	A.	OVERVIEW 2
	B.	BUSINESS INFORMATION 3
	C.	RISK SCENARIOS 4
	D.	EVACUATION PLAN 6
	E.	EMPLOYEE/BOARD CONTACT INFORMATION 7
	F.	DISASTER RECOVERY TEAM AND DUTIES 8
	G.	PUBLIC RELATIONS/COMMUNICATIONS 9
	H.	BUSINESS RECOVERY/NEEDS ASSESSMENT 11
	I.	CYBER SECURITY – IT AND DATA 15
	1.	Data Backup Procedures 15
	2.	Software List 16
	3.	Flashdrive 16
	4.	Hardware List 17
	5.	Passwords 18
	J.	VITAL RECORDS 19
	K.	ANNUAL REVIEW 20
	L.	APPENDIX 1 – Building Emergency Procedures 21
	M.	APPENDIX 2 – Weather Related Emergencies 24
	N.	APPENDIX 3 - Key Service Providers 25
	O.	APPENDIX 4 - Emergency Team Checklists 27
	1.	First Person on Site - Checklist 27
	2.	Disaster Manager List 30
	3.	Finance Coordination List 31
	4.	Public Relations List 33
	5.	IT Coordination List 34
	6.	Human Services List 35
	7.	Program/Grant Coordination List 36
	P.	APPENDIX 5 - Passwords (limited access) 37

Disaster Plan

Community foundations have proven themselves to be cornerstones of support to the community, especially in times of need and disaster. When emergencies or disasters strike, the Foundation must be well-prepared to quickly and effectively help itself in order to be able to help others.

The Disaster Preparedness and Business Continuity Plan (hereafter referred to as **Disaster Plan**) outlines the **Noble County Community Foundation, Inc.**'s strategy for responding to an emergency or disaster, provides information essential to continuity of critical business functions and identifies the resources needed to:

- ensure safety of staff and visitors
- protect assets and vital records (electronic data and hardcopy)
- protect the physical structures on **Noble County Community Foundation, Inc.** property
- communicate effectively with staff, board members and the Noble County community
- maintain continuity of mission-critical services and support operations
- provide timely emergency support and grant making service to the community

In planning for an emergency and its potential aftermath, the process is organized as follows:

- **Emergency planning** includes procedures and steps done prior to a disaster and immediately after to protect staff, property and assess damage.
- **Disaster recovery** is the steps taken to restore some functions so that some level of services can be offered.
- **Business continuity** is restoration planning, completing the full circle to get our organization back to where it was before an interruption.

Please note that no two emergencies are identical. Therefore, no single plan of action can anticipate and address every possible circumstance. The instructions contained in this plan are intended to serve as guidelines only. They may not be appropriate in all cases. **At no time should staff risk personal safety in complying with any of its provisions.**

Disaster Plan

B. BUSINESS INFORMATION

Legal Business Name: Noble County Community Foundation, Inc.
Supporting Organization: Community Initiatives, Inc
Address: 1599 Lincolnway South
City, State: Ligonier, IN 46767
Telephone #: 260-894-3335
Fax #: 260-894-9020
Website Address: wwwnoblecountyCF.org
NCCF Tax ID#: **Removed for Security Reasons**
Supporting Organization Tax ID#: **Removed for Security Reasons**

If this location is not accessible we will operate from location listed below:

Business Name: Noble County Public Library
Address: 813 E. Main Street
City, State: Albion, IN 46701
Telephone #: 260-636-7197
Fax #: 260-636-3321
Website Address: www.nobleco.lib.in.us

The primary Disaster Manager will be working in conjunction with the Board President of the Noble County Community Foundation:

President: Valerie Hague
Phone Number: **Removed for Security Reasons**
Cell Number: **Removed for Security Reasons**
E-mail address: **Removed for Security Reasons**

The following person is our Disaster Manager in an emergency:

Executive Director: Linda Speakman-Yerick
Telephone Number: **Removed for Security Reasons**
Cell Number: **Removed for Security Reasons**
E-mail address: **Removed for Security Reasons**

EMERGENCY CONTACT INFORMATION

Dial **911** in an emergency
Ligonier City Police: 260-894-4111
Noble County Sheriff: 260-636-2182
Insurance Provider: Stewart, Brimmer, Peters and Lear
• Phone Number: 260-347-1352
IT Consultant: ENS Group, Inc.
• Phone Number: 888-442-5822

Disaster Plan

C. **RISK SCENARIOS**

Disasters are events that exceed the response capabilities of a community and/or the organizations that exist within it. Risks to be considered include those from natural hazards, building environment and security, political and social unrest and risks connected to IT and data security. For planning considerations, we believe the **Noble County Community Foundation, Inc.** is primarily at risk to disasters caused by:

WEATHER

Winter storms
Lightening
Wind
Tornado

BUILDING

Fire
Seismic activity

IT DATA SECURITY

Backup protocols
Info Security breach
Network security

Business Disruption: For planning purposes, events may impact business operations of the **Noble County Community Foundation, Inc.** on several levels as defined below:

1-5 Day Business Disruption: An emergency or disaster that exceeds the capabilities and capacities of Ligonier or Noble County's response but has a short duration such as a service outage, building outage, flood, major fire or site utility failure. This may affect a large number of people for a short amount of time. All operations resume on-site in < 5 days.

1 - 2 Week Business Disruption: A crisis, moderate to severe in scope. The **Noble County Community Foundation, Inc.** may have partial access to facility and/or primary IT systems. Examples include service loss, building access loss or local utility failure. This may also include a regional event such as terrorism, contagious diseases or weather-related disaster. Some business operations moved off-site; small-scale work-from-home/alternate site and remote access. All operations resume on-site in < 14 days.

> 2 +Week Business Disruption: A disaster including a complete loss of facility and/or primary IT systems. All critical business operations moved off-site. May include large-scale work-from-home/alternate site and remote access. All operations resume on-site in < 30 days or a new site is required.

During and directly following a disaster or emergency, the goal of the Disaster Manager (NCCF Executive Director) and staff is to protect staff, protect property and assess damage. As quickly as possible, the Disaster Manager needs to determine extent of personal injury, property damage and level of business disruption. The Disaster Recovery Team (p.8 of Disaster Plan) will assist Disaster Manager in assessing damage and restoration of critical functions as determined by the organization. (See Business Recovery/Needs Assessment on p.10 of Disaster Plan)

Disaster Plan

Noble County Community Foundation, Inc.'s Emergency Operations Location:

In the event of a disaster or emergency, the Noble County Community Foundation, Inc. staff will convene at a physical location designated the **Emergency Operations Location (EOL)**. Staff will manage the disaster recovery process from this site. If event does not affect physical building, the Noble County Community Foundation, Inc. building located at 1599 Lincolnway South in Ligonier will be NCCF's **EOL**. If disaster affects Lincolnway location EOL will be located at the Noble County Public Library, 813 E. Main Street, Albion, IN 46701, **or another location as determined by the Board President and Disaster Manager.**

Disaster Plan

D. **EVACUATION PLAN**

Any decision to evacuate the building will be made by the Disaster Manager or Board President. When the order to evacuate is given by the Disaster Manger or Board President, **it must be followed**. Staff should assist visitors with evacuation. Follow the steps outlined in the Building Emergency Procedures found in **Appendix 1** for evacuation or other emergencies such as:

- Accidents/illnesses
- Fire
- Power failure
- Bomb threat
- Suspicious mail or packages
- Earthquake/seismic activity
- Tornado/severe storms
- Chemical hazards
- Community-wide evacuation plan

Evacuation Checklist

1. Remain calm
2. Use Paging system if appropriate (See procedures in **Appendix 1**)
3. Immediately proceed to nearest, safe exit. Assist visitors and colleagues whenever possible without jeopardizing personal safety.

1ST FLOOR EXITS: (1) Front door off Lincolnway (US 33); (2) Back door off parking lot

2nd FLOOR EXIT: (1) Exit down front staircase, out front door; (2) Exit down back stairs to back door off parking lot.

4. Take personal belongings with you. Assume you have no more than one minute to safely collect your belongings.
5. If possible, shut down critical equipment/operations quickly and safely before exiting.
6. Proceed to the Noble County Community Foundation designated assembly area: **the Noble County Community Foundation, Inc. parking lot.**
7. Once at the assembly area, check in with the Disaster Manager.
8. Disaster Manager will verify all staff and visitors have left the building.
9. Remain at the designated assembly area until instructions are received.
10. Do not interfere with emergency personnel.

Evacuation Floor plan

An Evacuation Plan will be posted on each floor of the Noble County Community Foundation building, for both Foundation staff and visitors.

Disaster Plan

E. EMPLOYEE, BOARD OFFICER CONTACT INFORMATION

To ensure that contact information, including after-hours and emergency numbers, are up to date, list will be updated each time a staff member or board member is hired or leaves. **(Contact information removed for Security reasons.)**

Business Resumption and Emergency Contact List					
Name Home Address	Title	Cell-Phone	E-mail/Alt. E-mail	Home Phone	Emergency Contact/Address
Linda Speakman-Yerick	Executive Director				
Anita Huff	Financial Director				
Jennifer Shultz	Director of Communication/Scholarships				
Margarita White	Program Director				
Vicki Coats	Financial Coordinator				
Valerie Hague	Board President				
Dr. Doug Jansen	Board Vice President				
Jolene Durham	Secretary				
Monte Egolf	Treasurer				
Jarrold Ramer	Member-at-large				

Disaster Plan

F. DISASTER RECOVERY TEAM AND DUTIES

The following people (based on job responsibilities) will be responsible for the tasks listed. A checklist for each person is attached to this document in Appendix 4.

It will be the responsibility of each staff member to oversee the recovery and start-up stages for the areas listed. The Disaster Manager, and/or Board President when appropriate, will provide back-up for staff members as needed. **(Contact information removed for Security reasons.)**

ROLE	NAME	TITLE	RESPONSIBILITIES	HOME #	CELL #	EMERGENCY #
Disaster Mgr	Linda Speakman-Yerick	Executive Director	Oversight of disaster operations			
Public Relations Coordinator	Jennifer Shultz	Director of Communication/Scholarships	Communication with staff, Board members and public			
Finance	Anita Huff	Financial Manager	Financial operations			
Programs/Grants	Margarita White	Program Director	Mgmt. of Grant processes and Programs; Scholarships; IT recovery; computer hardware			
Finance	Vicki Coast	Financial Coordinator	Mgmt. of Payroll, accounts payable/receivables			

G. PUBLIC RELATIONS/COMMUNICATIONS

The Public Relations/Communications Coordinator will notify **Noble County Community Foundation, Inc.** staff and Board members of plan activation and event status using the following methods:

- **Staff/Board Officer phone calls/emails.** See Staff and Board Member Contact Information (p. 7).
- **Social Networking media:**
 1. Texting –Disaster Manager will set up a Texting Group for staff and board officers.
 2. Facebook – Public Relations Coordinator will update Facebook wall with information within 24 hours/no later than 48 hours. Facebook wall will be updated thereafter on a timely basis for the public.
 - Procedures: Login for NCCF Facebook page at www.facebook.com.
Username: (removed for security reasons.)
Password: (removed for security reasons.)
- **Web-site** as information center, updates will be put in the NEWS section.

➤ **WordPress**

Jennifer Shultz:

Username: (removed for security reasons.)
Password: (removed for security reasons.)

Margarita White:

Username: (removed for security reasons.)
Password: (removed for security reasons.)

Linda Yerick:

Username: (removed for security reasons.)
Password: (removed for security reasons.)

Anita Huff:

Username: (removed for security reasons.)
Password: (removed for security reasons.)

➤ **Media contacts**

WAWK	260-347-2400	FM	Classic Hits wawk@locl.net
WNRL	260-894-9777	FM	Community Radio wnrl1059@ligtel.com

Disaster Plan

➤ Newspaper contacts

News Sun	260-347-0400	Newsroom	Dennis Nartker dnartker@kpcmedia.com Grace Housholder graceh@kpcnews.net
Advance-Leader	260-585-0311	Editor	Octavia Yoder oyoder@kpcmedia.com
Albion New Era	260-925-2611 Ext. 2531	Newsroom	Matt Getts mgetts@kpcmedia.com
Avilla Nooz	260-897-2674	Newsroom	Julie Scher service@kendallvillemall.com

Public Relations Coordinator will be the main source of information from the Noble County Community Foundation, Inc. to local media. **All** questions about status of the **Noble County Community Foundation, Inc.** operations shall be handled by the Public Relations Coordinator.

Public Relations Coordinator will have appropriate message left on **Noble County Community Foundation, Inc.** phone system with updated messages as needed.

- **Procedures for Changing Voicemail: Removed for Security Reasons.**
- **Procedures for Retrieving Voicemail: Removed for Security Reasons.**

H. **BUSINESS RECOVERY /NEEDS ASSESSMENT**

The goal of the **Business Recovery/Continuity** process is restoring normal business functions in the fastest possible time and providing recovery guidelines and procedures to respond to an event impacting critical business functions. Recognizing that not all business activities can be continued following a disaster, Business Recovery is the phased restoration of mission-critical services and operations for the **Noble County Community Foundation, Inc.** Using a Business Needs Assessment, the Noble County Community Foundation, Inc. staff has prioritized functions using the following criteria:

- **HIGH** – immediate restoration of functions required or will have legal, financial or reputation impact on organization
- **MEDIUM** – function can be suspended for 2-4 weeks or can operate without staff for 2-4 weeks
- **LOW** – function can be suspended 31+ days without causing immediate or irreparable damage to organization

Listed below are business functions identified on a priority basis. Activities will, wherever possible, be carried out simultaneously but those with highest priority will be executed first:

Disaster Plan

HIGH PRIORITY FUNCTION	STAFF MEMBER RESPONSIBLE	SOFTWARE REQUIRED	Hardware Needed	OTHER NEEDS
1. Disaster Recovery	Linda Speakman-Yerick		Phone, Cell phone, computer	Website Access & Internet
2. Communications	Jennifer Shultz		Phone, Computer	Website Access
3. IT System Maintenance	Anita Huff	FIMS	Computer	ENS
4. Payroll	Vicki Coats		Computer/Printer	Internet
5. Admin. Checks	Vicki Coats	FIMS	Computer/Printer	Bills
6. Scholarship Payments	Margarita White	FIMS, Word, Excel	Computer/Printer	
7. Website Administration	Jennifer Shultz	Internet	Computer	Website Password
8. As-needed Recovery Function	Margarita White		Computer	Internet

PRIORITY LEVELS: **HIGH** - Immediate restoration required or will have legal/financial/reputation impact on the Noble County Community Foundation, Inc.

Disaster Plan

MEDIUM PRIORITY FUNCTION	STAFF MEMBER RESPONSIBLE	SOFTWARE REQUIRED	HARDWARE NEEDS	OTHER NEEDS
1. Grants Payout	Margarita White	FIMS, Word	Computer/Printer	
2. Communication (guests, phone)	Jennifer Shultz		Phone	Contact List
3. Gifts/Donor letters	Vicki Coats	FIMS	Computer/Printer	Internet
4. Grants Checks	Vicki Coats	FIMS	Computer/Printer	Vouchers
5. NCCF Invoicing	Vicki Coats	FIMS	Computer/Printer	Utility Bills
6. Enter/Post Gifts	Vicki Coats	FIMS	Computer/Deposit Stamps	Check Copies
7. Donor/Fund Relations	Jennifer Shultz	FIMS	Computer/Printer/Copier	Donor Files
8. Community Outreach	Linda Speakman-Yerick	Word, Excel, FIMS	Computer/Printer/Copier	Contact List
9. FIMS Mgmt.	Anita Huff	FIMS	Computer	
10. Donor Relations	Linda Speakman-Yerick	Email, Word	Computer	Contact List

PRIORITY LEVELS:

MEDIUM - Function can be suspended for 2-4 weeks or will operate without staff for 2-4 weeks.

Disaster Plan

LOW PRIORITY FUNCTION	STAFF MEMBER RESPONSIBLE	SOFTWARE REQUIRED	HARDWARE NEEDS	OTHER NEEDS
1. Year end Grant Reports	Vicki Coats/ Margarita White	Word, Excel, FIMS	Computer/Printer	Grant data files
2. Newsletter/ Web Articles	Jennifer Shultz	FIMS, Word	Computer/Printer	Grant data files
3. Property Management	Jennifer Shultz	Word	Computer, Phone	Contact List, Keys
4. Committee Meetings	Jennifer Shultz	FIMS, Outlook	Computer	
5. Board Mtgs, Books	Jennifer Shultz			
6. Fund Statements	Anita Huff	FIMS, Word	Computer/Printer	Internet
7. Account Reconciliations	Anita Huff	FIMS, Excel	Computer	Bank Statements
8. Monthly/ Quarterly Reports	Anita Huff/ Vicki Coats	FIMS, Excel,	Computer, printer	
9. Scholarship Management	Margarita White	Word, Excel	Computer/Printer	
10. Sch. Support Materials	Margarita White	Word, Excel, Publisher	Computer/Printer/ Copier	
11. Marketing Materials	Jennifer Shultz	Word, Excel	Computer/Printer/ Copier	
12. Annual Report	Jennifer Shultz	FIMS, Word, Excel	Computer/Printer/ Copier	Grant Reports
13. Prof. Advisor Relations	Linda Speakman-Yerick	Word, Excel, Crescendo	Computer/Printer/ Copier	
14. Newsletter	Jennifer Shultz	FIMS, Word, Excel	Computer/Printer/ Copier	
15. Noble County Gives	Margarita White		Computer	Internet
16. Public Relations	Linda Speakman-Yerick	Word	Computer/ printer/copier	Internet
17. Administrative Management	Linda Speakman-Yerick	Word, Excel, FIMS	Computer/Printer/ Copier	Internet

PRIORITY LEVELS:

LOW - Activities can be suspended 31+ days w/out causing immediate/irreparable damage to NCCF.

I. CYBER SECURITY – IT AND DATA

1. Data Backup - Procedures

- All server data is backed up twice daily to local dedicated appliance at NCCF's office. The data is then automatically sent off-site once daily to a secure datacenter and then replicated to other georedundant datacenters. In the event of a local data loss, ENS will assist in restoring the needed data from the local appliance.

In the event the local server becomes unavailable the backup appliance can take over the server's role in a limited fashion to allow immediate access to data. In the event that the local server and backup appliance were not available (theft/disaster), the most recent offsite backup of NCCF's server can be made available remotely to help support continued business operations until the local site is restored.

Disaster Plan

2. Software – Listed below is all Software purchased and used by the **Noble County Community Foundation, Inc.** Original copies of all software and licenses are kept in box in the computer server room.

Inventory	# of Licenses	Version	Product Key if required	Location of Install CD's	Notes/Instructions
1. Office 365	6	2013			
2. FIMS	3	14.01			
3. Acrobat Professional	2	9.0	1118-1005-5360-1546-9929-9398		Only on Director of Communication/Scholarships and Program Director computers
4. PDF Complete	6	Office Edition			
5. Sonicwall	1	Dynamic Support	110-000008-00 CD ASSY SNWL T2170		
6. Cisco ASA 5505 Firewall		10/2013			
7. Cisco Meraki Access Point and Switches		2/2014			
See Fixed Asset List for other items					

3. Flash Drive: The Executive Director and Board President will have the only full and complete copies including passwords of the NCCF disaster plan. Both flash drives will be kept at a secure location and must be updated annually in June.

Disaster Plan

4. Hardware – Listed below is all computer and related equipment used by the Noble County Community Foundation, Inc. staff. List includes acquisition date for equipment (if known):

Hardware	Location	Date Purchased or Replaced	Model	Serial #	Notes
1. Server	Work Area Upstairs in Program Director's office	12/04/14	Built to specifications		
2. Computer	Executive Director	12/04/14	Built to specifications		
3. Computer	Director of Communication/Scholarships	12/04/14	Built to specifications		
4. Computer	Finance Director	12/4/14	Built to specifications		
5. Computer	Finance Coordinator	5/21/14	Built to specifications		
6. Computer	Program Director	12/04/14	Built to specifications		
7. Computer 2	Program Director	12/04/14	Built to specifications		
8. Printer	Executive Director	12/2014	HP Envy 4501 e-All-in-One Printer		
9. Printer	Director of Communication/Scholarships	July 2003	HP deskjet 5850		
10. Printer	Finance Director	12/24/07	HP Color Laser Jet 2840		
11. Printer	Finance Coordinator	12/2014	HP Envy 4501 e-All-in-One Printer		
12. Printer	Program Officer	05/20/04	HP Photosmart 7510		
13. Printer	Program Director	1/17/98	HP Laserjet 4000		
14. Printer/Copier	Work Area	11/4/1010	Canon Copier IRC5045		
15. Projector	Program Director	11/12/04	DLP Projector 1500		
16. Digital Camera	Director of	1/18/2008	Sony Cyber		

Disaster Plan

	Communication/Scholarships		Shot DSC-W55		
17. Digital Camera	Program Director	12/24/04	Kodax Digital Camera		
18. Projector Screen	Program Director	11/12/04			

6. Passwords

An updated list of all Noble County Community Foundation, Inc. passwords (with limited access) will be kept on NCCF Disaster Plan flash drive, which is kept with the Executive Director and Board President. Passwords list will be updated whenever there is a staff change.

Disaster Plan

J. VITAL/LEGAL RECORDS

The Noble County Community Foundation, Inc. will maintain a document retention list of all vital and legal business records and documents and a plan for the retention of those documents. Not all vital records will be needed to recover from an emergency or disaster. Those Legal Documents and Vital Records believed **crucial for the start-up and recovery for the Noble County Community Foundation, Inc.** are in the locations listed below:

Vital Record	Activity	Location
Corporate insurance policies	Process insurance claims	Removed information for Security Reasons
Current general ledger	Process gifts, grants, accounts payable, etc.	FIMS System
Grants Records	Process grant requests	FIMS System
Current Donor Records	Process gifts/ communicate with donors	Removed information for Security Reasons
Donor and Fund Records – Fund Agreements and Statements, Gift and Grant documentation	Donor services	Removed information for Security Reasons
FIMS Database back-up files	Current Operations	
Corp. Records – Incorporation documents, Bylaws, Tax exempt documents, Board meeting data, Conflict of Interest and Nondisclosure statements, Legal correspondence	Legal/History	Removed information for Security Reasons
Financial Historical Records – Annual Returns going back 7 years, Audit and mgmt. letters and work papers, Equip., maintenance agreements, Bank account data going back 7 years, Investment performance reports.	Legal/History	Removed information for Security Reasons
Other – Lease agreements & Deeds	Legal/History	Removed information for Security Reasons
Other –Personnel and Payroll Records	Legal/History	Removed information for Security Reasons
Software Copies and License Agreements	Backup for Current Operations	Removed information for Security Reasons
Personnel files	Operations	Removed information for Security Reasons
Scholarship Records	Scholarship Functions	Removed information for Security Reasons
NCCF Standards Compliance Documents	Removed information for Security Reasons	Removed information for Security Reasons
By Laws, Articles, Binders for NCCF & CI	Legal/History Previous Years Minutes in Basement	Removed information for Security Reasons

Disaster Plan

K. **ANNUAL REVIEW**

Noble County Community Foundation, Inc.'s Executive Committee will approve the initial Disaster Preparedness/Business Recovery (Disaster Plan) document. Thereafter, the Disaster Manager/Executive Director will recommend any updates to the Board President for approval. The Board President will inform the Executive Committee of significant changes to the Plan.

The **Noble County Community Foundation, Inc.** Disaster Plan will be reviewed on an annual basis by the Board President and Disaster Manager/Executive Director. This will be done in June - July of each year.

Disaster Manager/Executive Director will review Disaster Plan with staff as they begin employment with the **Noble County Community Foundation, Inc.**

Disaster Manager/Executive Director will have all appropriate contact and responsibility information changed whenever there is a staff change at the **Noble County Community Foundation, Inc.**

Copies of the **Noble County Community Foundation, Inc. Disaster Plan** will be kept at the following locations:

1. Flash drives – These drives will have complete copies including passwords, which will be kept at the homes of the Executive Director and Board President.
2. Hard copies without the password pages will be distributed to NCCF staff.

APPENDIX 1 **Building Emergency Procedures**

ACCIDENT/ILLNESS

1. Call 911
2. Do not move the injured/ill person unless it is necessary to avoid further injury
3. Use First Aid kits located under microwave in kitchenette; First Aid kit should be re-supplied once a year and after each use.
4. Have a designated individual meet the emergency personnel at reception
5. Notify Board President and Disaster Manager
6. Ensure management notifies the employee's emergency contact

FIRE PROCEDURES

1. Do not panic
2. Call 911
3. Use paging system: press FEATURE 60 and follow instructions on phone screen to page.

Never attempt to fight a fire unless it can easily be put out. Fire extinguishers are located:

1ST FLOOR: In kitchen, by microwave

4. Take personal belongings with you. Assume you have no more than one minute to safely collect your belongings.
5. If possible, shut down critical equipment/operations quickly and safely before exiting.
6. Do not shut off overhead lighting.
7. Exit the building:

1ST FLOOR EXIT: Front door off Lincolnway (US 33); (2) Back door off parking lot

2ND FLOOR EXIT: Exit down front staircase, out front door; (2) Exit down back stairs to back door off parking lot.

8. Never open a door that may have a fire behind it. Feel the door with the back of your hand. If it is hot, **DO NOT OPEN IT.**
9. Go to the designated meeting place at the Noble County Community Foundation, Inc. parking lot.
10. Once at the assembly area, check in with the Disaster Manager

If you hear an alarm, you should immediately assume you are at risk and prepare to leave.

If there is smoke, it may be necessary to crawl. There is usually good air and visibility about 18 inches from the floor. Once in the stairwell, keep moving. Stay quiet to hear any instructions from arriving police and fire personnel.

Disaster Plan

POWER FAILURE

1. Stay where you are and await further instructions.
2. If instructed to evacuate, use emergency procedures.

BOMB THREAT

1. Record information concerning the call.
2. Keep the caller on the line long enough to obtain as much information as possible.
3. Attempt to get the caller to reveal specifics, i.e. location, detonation time, etc.
4. Listen for noises that may provide clues as to the location of the caller, i.e. motors, music, street noises, etc.
5. Listen closely to determine gender, emotional state, accents, speech impediments, etc.
6. Call 911.

SUSPICIOUS MAIL AND PACKAGES

1. Do not open, shake or smell it.
2. Handle with care. Do not shake or bump.
3. Contact Executive Director to help evaluate the situation and determine next steps.
4. If a parcel is open or threat identified, notify Executive Director and follow the precautions below.

For a bomb:

1. Evacuate immediately.
2. Call 911.

For radiological threats:

1. Limit exposure. Don't handle.
2. Evacuate the immediate area.
3. Shield yourself from the object.
4. Call 911.

For biological or chemical threats:

1. Isolate package. Don't handle.
2. Call 911.
3. Wash hands with soap and warm water.

Possible signs of a suspicious package:

Protruding wires
Lopsided or uneven
Rigid or bulky
Strange odor
Oily stains or discolorations
Excessive tape or string
Wrong title or addressed to title only
Misspelled words or badly written
No return address
Excessive postage
Possibly mailed from a foreign country

Disaster Plan

EARTHQUAKE PROCEDURE

1. Evacuate the building using the evacuation procedures.
2. Move away from the building.
3. Go to the designated meeting place in **parking lot**.
4. Once at the assembly area, check in with the Disaster Manager.
5. Be aware of falling debris.
6. Do not re-enter the building unless given permission by city officials.
7. Remember that being outside does not guarantee your safety. Watch for flying glass, collapsing walls, falling trees, power lines and ground fissures.

CHEMICAL HAZARDS

1. Turn off air conditioning systems. Air conditioning system controls can be found downstairs on the wall between the Executive Director's office and training room as well as upstairs in the Program Officers office.
2. Close all windows and doors.
3. Wait for instructions for emergency personnel.

AREA EVACUATION PLAN

1. If an area evacuation plan is activated, do NOT meet at the designated area. Follow the instruction of emergency personnel.

APPENDIX 2 **Weather Related Emergencies**

1. Snow Emergency: Transportation emergency caused by winter weather conditions including ice, freezing rain, sleet, snow, blowing and drifting snow and/or blizzards. Snow emergencies are declared by Noble County officials and include the following levels:

Level 1: **A Level 1 (Red) Snow Emergency:** This level may be declared when Roads have become impassable and the County Highway Department are not able to keep the Roadways cleared due to severe snow fall and high winds producing high drifts and blizzard like conditions are present. Travel may be restricted to emergency personnel ONLY and essential emergency travel by members of the public. Further restrictions that the Board deems necessary may be enacted at this time.

Level 2: **A Level 2 (Orange) Warning Snow Emergency:** This level may be declared when conditions are threatening to the safety of the public. Only essential travel is recommended (i.e. to and from work, emergency situations, etc.). Emergency action plans have been or should be implemented by businesses, schools, government agencies and other organizations

Level 3: **A Level 3 (Yellow) Watch Snow Emergency:** This level may be declared when routine travel or activities may be restricted in areas of the county because of a hazardous situation; citizens should use caution or avoid these areas. Schools and businesses may begin to implement their emergency action plans.

The **Noble County Community Foundation, Inc.** will not be open for normal business if a Level 1 snow emergency is declared by County officials. Staff should call the Executive Director during Level 2 or Level 3 conditions to discuss travel and decide whether it is safe to report in to work.

2. TORNADO /SEVERE STORM PROCEDURES

1. **During a Tornado Watch** – Administrative Assistant will give updates of weather as changes occur.
2. **During a Tornado Warning** – use the following procedures:
 - a. Exit your exterior office and close the door.
 - b. If able, open window a small amount
 - c. Move away from exterior glass.
 - d. Move to the basement of the Noble County Community Foundation, Inc. building. Once in a safe area, crouch or kneel down – facing the wall. Lower your head and cover it with clasped hands.
 - e. Remain in the safe area until the immediate danger has passed. Do not attempt to evacuate the building unless you are instructed to do so.

APPENDIX 3 List of Key Service Providers

Service	Contact	Phone (Regular/Cell)	Acct. # or other info	NOTES
Building Services				
Electrical	Hoover Plumbing & Heating		260-636-7133	
Janitorial/Plumbing	Hoover Plumbing & Heating		260-636-7133	
Mechanical Heating (A/C)	J.O. Mory, Inc.		800-621-6679	
Emergency Repair / Cleanup				
Electricity	Noble REMC	260-636-2113		
Gas	NIPSCO	800-422-6199		
Emergency Medical				
Ambulance	Noble County EMS	911		
Doctor	Parkview First Care	260-894-7139		
Hospital	Parkview Noble Hospital	260-347-8700		
Noble County Emergency Management	Mick Newton	260-347-7378		
Media				
Local Newspaper	Octavia Yoder	260-585-0311(c) 260-347-0400(w)	oyoder@kpcmedia.com	
Local Radio	WAWK	260-347-2400	wawk@locl.net	
Legal				
Legal Counsel				
Local Government				
Fire Ligonier (Admin)	Jeremy Weaver	260-894-3124		
Police Ligonier (Admin)	Brian Shearer	260-894-4111		
Noble County Sheriffs Depart.	Doug Harp	260-636-2182		
City Utilities/Clerk (Ligonier)	Barb Hawn	260-894-4113		
Business				
Chamber of Commerce - Ligonier	Deb Imbody	260-894-9909		
Ligonier Post Office		260-894-3021		
Noble County Extension office	Doug Keenan	260-636-2111		
Finance & Banking				
Auditor	Removed info for Security Reasons			
Bank	Removed info for Security Reasons			
Insurance				
Insurance Agent (Prop/Dir & Officers)	Removed info for Security Reasons			
Vendors				
Trash	Noble County Disposal	800-292-9098		
Lawn Mowing				
Snow Removal				
IT/Ops Vendors				
Network tech/Consultant	ENS Group, Inc.	888-442-5822		
Microedge Support	FIMS			

Disaster Plan

Phone System	Ligonier Telephone	260-894-7160	
Copy Machines			

APPENDIX 4 **Emergency Team Checklists**

A. First Person on Site Checklist – Until Disaster Manager is available

NOTE: This checklist is to be used by the first person who assumes initial control of the situation until the Disaster Manager or Board President arrives and is up to speed with the situation.

Immediate Response

Go to/stay at scene only if appropriate and safe to do so.

Initial Assessment

Assess facts as known.

- Continuing danger? Take action to protect anyone in danger. Assess situation and initiate further evacuation if necessary.
- Emergency Response Services (Police, Fire, Medical, Hazardous Materials, ATF, FBI)
- Has 9-1-1 been called?

Communication

Assess what has been done and what hasn't. Determine where help is needed.

- Have Board President and Executive Director been notified? Other key personnel?
- Who else needs to be notified?
- Do I need assistance with communication? If so, who do I need help from and what do I need them to do?

Security / Facility Control

- Does the incident area need to be secured?

Escalation

- How could this situation escalate in severity?
- What preparation is needed in case it does escalate? Are any controls needed?

Family / Employee Concerns

- Do families of victims need to be notified immediately? Who will do the notification? When and how will it be done?
- Are other staff on-site safe and uninjured? Notify family members using Emergency Contact List (on page 9.)

B. Disaster Manager Checklist – Immediate Response

NOTE: The following activities will be done in coordination with the Noble County Community Foundation, Inc.'s Board President.

Immediate Response

Go to scene if appropriate and safe to do so.

Initial Assessment

Assess facts as known.

- Continuing danger? Take action to protect anyone in danger. Assess situation and initiate further evacuation if necessary.
- Emergency Response Services (Police, Fire, Medical, Hazardous Materials, ATF, FBI)
- Has 9-1-1 been called?

Communication

Assess what has been done and what hasn't. Determine where help is needed.

- Has Board President been notified? Other key personnel?
- Who needs to be notified?
- Do I need assistance with communication? If so, who do I need help from and what do I need them to do?

Building and Systems Assessment

Conduct the initial damage assessment of all the facilities.

- What is the status of utilities (water, electricity, gas)?
- What is the status of the phone system?
- What is the status of the IT system?
- Is the building habitable now? Short-term outage? Longer-term outage?
- Do key vendors need to be contacted immediately (general contractor, other vendors)?
- Does the damage require a restoration vendor (water, fire, or smoke damage)?

Security / Facility Control

- Does the incident area need to be secured?
- Does the Foundation need to hire its own security?
 - o If so, how many security staff do we need? Where?
 - o If so, what entrances and exits need to be secured?
- Who can be put in place until additional security arrives?

Disaster Plan

- Can staff enter the area to begin clean-up or are authorities still in control of the area?

Escalation

- How could this situation escalate in severity?
- What preparation is needed in case it does escalate? Are any controls needed?

Family / Employee Concerns

- Do families of victims need to be notified? Who will do the notification? When and how will it be done?
- Are other staff on-site safe and uninjured? Notify family members using Emergency Contact List.
- What are the main concerns of staff and employees?

C. Disaster Manager List – Disaster Recovery

NOTE: The following activities will be done in coordination with the Noble County Community Foundation, Inc.'s Board President.

Declare disaster to activate Plan

1. Respond immediately and review situation.
2. Review the appropriate level of activation based on the situation as known.
3. Determine the probable length of business interruption.
4. Determine the Level of business impact, (i.e., High, Medium or Low Level)
5. Obtain the most current briefing from whatever sources are available.
6. Activate plan at the appropriate level.
7. Activate **Emergency Operations Location (EOL)** if necessary.

Manage the overall emergency response.

1. Ensure that the EOL is properly set up and is ready for operations.
2. Hold action plan meeting **within the first few hours if possible:**
 - Determine the initial objectives (to focus the EOL and the recovery effort).
 - Define the operational period (how long till the next briefing and review of the objectives).
 - Review staff levels to resolve any major shortfalls.
 - Establish strategic objectives.
 - Estimate duration of the incident.
 - Determine priorities for response, allocation of resources, and procurement.
3. Ensure that activity logs are being kept that include who, what, where, when, and how (including costs) for all actions taken and/or requested.

Establish appropriate staffing for the recovery and monitor effectiveness.

1. Mobilize appropriate personnel for the initial activation.
2. Make sure staff is carrying out responsibilities as outlined in Plan.

Establish Public Relations

1. Review all external communications for accuracy.
2. Coordinate communications with Public Relations Manager

Move Foundation toward stated recovery objectives.

D. Finance Coordination List

Maintain daily cash funding of all essential business processes.

1. Ensure adequate funds are available to meet operating and recovery needs.
2. Prepare and maintain cumulative income and expense report for the event.
3. For community disaster events, coordinate with Board President and Disaster Manager to construct public reports for use with external constituents and media.
4. Prepare and maintain an expense report for the Board President and Disaster Manager. Report should include cumulative analyses and total expenditure for the event.
5. Organize and prepare records for audit.

Ensure easy access to necessary capital.

1. Monitor liquidity of assets based on projected expenses during the recovery.
2. Work with Investment committee to determine allocation of resources during recovery.

Coordinate all new vendor contracts.

1. Prepare and sign contracts as needed. Obtain Disaster Manager concurrence as necessary
2. Ensure that all contracts identify the scope of work and specific site locations.
3. Negotiate rental rates not already established with vendors.
4. Finalize all agreements and contracts as required.

Coordinate with Board President and Disaster Manager on all disaster-related expenses.

1. Establish and maintain documentation of all purchasing activities.
2. Keep the Board President informed of all significant issues involving the finance functions.

Establish and manage disaster funds and general ledger accounts.

1. Establish and maintain all necessary documentation for recovery process.
2. Track costs for use of equipment owned and leased.
3. Process and track emergency grants.

Notify insurers and third party administrators as needed.

1. Prepare required documentation (insurance carriers and government agencies) as necessary to recover all allowable disaster response and recovery costs.
2. Provide information regarding insurance coverage as necessary.

Disaster Plan

Oversee and coordinate with Administrative Assistant on the investigation of injuries and property and equipment damage claims arising out of the event.

1. Track the total inventory of equipment, supplies and other items that have been lost, impacted or damaged.
2. Maintain a chronological log of property damage reported during the event.
3. Coordinate the investigation of all damage claims as soon as possible.

Coordinate with Administrative Assistant on paperwork required by insurers to initiate claims process.

1. Coordinate the preparation of appropriate forms for damage claims and forward them to the insurers within the required time frame.

Collect and maintain documentation on all disaster information for reimbursement from private insurance carriers, FEMA, SBA, and other agencies.

E. Public Relations Coordination List

Responsible for notifying Staff and Board members of the Plan activation. Methods of communicating include:

1. Employee/board call/e-mail list (Contact List p. 7).
2. Social Networking – Texting & Facebook (passwords located in Appendix 5)
3. Media contacts (Media List – p. 9)

Responsible for developing the media messages regarding any event. ALL MEDIA CONTACT GOES THROUGH THE PUBLIC RELATIONS COORDINATOR.

1. Prepare initial communication materials for all pertinent stakeholders and discuss message and timeline with Disaster Manager.

Responsible for all stakeholder communications including the Board, employees, donors, grantees, suppliers/vendors, and media.

1. Prepare and record updates for the phone message system.
2. Prepare updates, feeds for Facebook.
3. Prepare all communications for stakeholders.
4. Maintain Social Networking communication with current disaster updates.
5. Gather information on the emergency situation and response actions.

Serve as the primary media contact.

1. Establish contacts with the media.
2. Monitor television and radio reports.
3. Release “media only” telephone numbers and public number if appropriate.

Responsible for post office mail delivery

1. Go to Ligonier Post Office and have mail put on hold for pick up only if Lincolnway location is not available.
2. Have mail forwarded to temporary location until a more permanent location can be attained.

F. IT Coordination List

Recovery of the computer and telephone technology (hardware and software).

Activation Phase: Task List

1. Place IT Consultant and Microedge (FIMS) on notice of a potential disaster situation.

Operational Phase: Task List – If relocating to Emergency Operation Location (EOL)

1. Contact Off-site EOL personnel and get information on office space/internet access.
2. Contact IT Consultant for access to server to lease for operations.
3. If computer equipment/phone equipment is damaged, work with Executive Director to lease or purchase new equipment.
4. Contact Microedge for offsite connection of FIMS
5. Begin recovery of secondary applications (e.g. MS Office, Quickbooks).
6. At EOL set up workspace and stage equipment for recovery of systems.
7. Have computer equipment/furniture moved to EOL.
8. Set up shared, network printer.
9. Set up additional phones for staff if needed

Operational Phase: Task List – If unnecessary to leave NCCF site

1. Assess damage to computers/phones/printers.
2. Contact IT Consultant, Microedge if necessary for evaluation.
3. Begin recovery of any necessary software applications (e.g. MS Office, Quickbooks)

G. Human Resources Coordination List

Account for staff at the assembly area in the event of an evacuation and account for staff after an after-hours disaster. Be responsible for the “human” aspects of the disaster including post-event counseling, next of kin notification; answer questions related to compensation, benefits and travel policy.

1. Determine what “human” issues need attention.
2. Determine whether the psychological needs of affected staff are being addressed, and support if needed.
3. Recommend other activities that may be needed (memorial services, etc.) to the Board President.
4. Provide immediate assessments before employees leave the location, if needed.
5. Keep apprised of significant issues affecting human resources and payroll.

Provide current roster of staff and emergency contact information for next of kin notification.

1. Ascertain what the immediate and on-going plans are to communicate with Foundation staff.
2. Keep emergency contact notification information for staff up-to-date.

Track, record and report all on-duty time for staff members who are working during the event.

1. Establish and maintain documentation of all payroll activities.
2. Ensure records are accurate and complete. All EOL staff must be keeping time sheets (exempt or not) as their time may be reimbursable by insurance.
3. Provide instructions to employees to ensure time sheets/travel expense claims are completed properly.

Ensure that time records, travel expense claims, and other related information are prepared and submitted to payroll.

Assess payroll cycle and implications of the date of incident.

Maintain a file of injuries and illnesses associated with the event that includes results of investigations.

1. Notify state OSHA of any fatalities or serious injuries on the job.
2. Maintain a chronological log of injuries and illnesses reported during the event.
3. Coordinate the investigation of all injury claims as soon as possible.
4. Coordinate the preparation of appropriate forms for all verifiable injury and damage claims, and forward them to insurers within reasonable time frames.
5. Answer insurance coverage questions as needed.

Notify insurers and third party administrators as needed.

1. Place service providers on alert.
2. Notify workers’ compensation carrier of injuries.

H. Program Coordination List

Supervise the Foundation community response in coordination with the Noble County Community Foundation, Inc. Executive Director.

1. Begin second-tier assessments of community needs. Work with identified nonprofits (intermediaries) to determine support levels.
2. Detail staff to key community outposts to monitor and assess ongoing needs. Feed that information to NCCF Executive Director.

Review community communications.

1. Work with Development and Communications to inform donors and community about areas of critical needs based on key grantees' reports.

Approve grants and loans to nonprofits in the affected areas.

1. Work with NCCF Executive Director and key grantees on specific needs.
2. Begin working on moving grants to key grantees.
3. Process key grants.
4. Process grant payments to intermediaries.

Liaison with other foundations and appropriate city and county offices.

1. Contact government offices to ascertain status and needs after disaster. Report back to NCCF Executive Director and appropriate relief agencies if individuals have special needs.
2. Collaborate with other area funders and/or recovery agencies (e.g., Red Cross, United Way, Salvation Army, NGO's, other foundations such as Dekko Foundation, Hagen Family Foundation, Cole Foundation, Parkview Noble Foundation, Corporate Foundations, City Offices of Emergency Services, etc.)

APPENDIX 5 **Noble County Community Foundation, Inc. Password List**

See Attached List – **Removed for Security Reasons**