

Business Continuity Plan

Hurt & Proffitt, Inc.

Completed By: Zeke Ratcliffe

Updated: 09/08/2020

Approved By: Board of Directors

Business Continuity Plan

Purpose

Hurt & Proffitt, Inc. recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Hurt & Proffitt, Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and emergency situations, and are committed to providing a safe working environment for all employees.

The business continuity plan has been established to ensure that critical business functions will be available to customers in the event of a pandemic or disaster. This policy applies to all locations and all employees.

In the event of a pandemic or disaster, the Disaster Management Team (DMT) will be responsible for shutting down facilities as necessary and for contacting employees.

Disaster Management Team

The following employees comprise the DMT

Key management member:	Telephone number:	E-Mail Address:
Bif Johnson	434-546-6152	bjohnson@handp.com
Matt Leslie	434-229-0221	mleslie@handp.com
Troy Williams	434-229-9119	twilliams@handp.com
Patrick Proffitt	434-546-6159	pproffitt@handp.com

The Disaster Management Team have the authority to :

Order the shutdown of any office or jobsite.

Declare when the incident is over and employees can return to the office or jobsite.

Communicate with the media.

Identify critical business functions impacted by the incident.

Initiate the process for recovering from the incident.

Make staffing decisions based on travel restrictions that may be imposed by the government.

Make decisions on how to ration limited supplies to employees.

Make decisions to counter expected decreases in revenue.

Choose how to keep employees connected to the network.

Core Planning:

In case of a disaster at any Hurt & Proffitt, Inc. office or jobsite the DMT will meet as soon as possible either in person or by phone to discuss initial plans.

The DMT will notify employees as soon as possible what the initial contingency plan is and where staff members can obtain further information.

The DMT will closely monitor announcements of government bodies to ensure that Hurt & Proffitt, Inc. stays in compliance with local, state and federal requirements.

If an office or jobsite is not able to open or if travel to an office or jobsite is restricted, employees will be instructed if they cannot work or if they are able to work from home.

Emergency Communication

When email is able to be used the DMT shall email information about the disaster to employees and clients.

If email is not available the information will be distributed by phone. In that case the DMT will call the officers of the company and discuss the plans and the officers will then in turn contact their employees.

The DMT and company officers will also work together to keep clients updated about their projects.

Crisis Considerations

The full impacts of a disaster cannot be predicted; however here are some items that the DMT shall consider in the case of a disaster.

Human Resources:

Implement a report to work policy. If in doubt all workers must report by phone to their supervisor for information.

Emergency leave processing.

Accommodations for workers who may be away from home.

Calling staff to find out who is available to work and finding alternative staffing if necessary.

Assist with records of hours worked and finding a way to get people paid.

Purchasing:

Identify current stock of equipment and supplies and look for alternate resources.

All key personnel should keep their company owned vehicles fuel tanks at least half filled to ensure travel in case there is a fuel shortage.

Money:

Maintain contact with bank representatives to make sure employees and suppliers can be paid.

IT & Computer:

IT backup of data is required to be maintained.

IT back-up shall be at a separate location than the main terminal.

Emergency Evacuation

Any evacuations or shelter in place events should be conducted based on the Hurt & Proffitt, Inc. Emergency Action Plan.