**ProKids, Inc.**

**Business Continuity Plan**

Preparation

* Ensure key/senior staff have updated contact information for all staff members, board members, and Sim2K (tech vendor)
* Post evacuation plan in a visible place

Immediately Following Interruption

* Assess damage, if needed and/or possible
* Contact Sim2K to ensure remote servers are accessible, and if not, what data are accessible
* Highest level staff person available to establish contact with employees and board; communicate what is known and next steps

Priorities

* Assess availability of data backups
* Establish QuickBooks connection
* Establish Teamwork, EI Hub, and Synology connections
* Secure confidential/sensitive information (paper files)
* Senior staff develop plan, communicate to staff
* Staff communicate with families
* Determine need for short/long term planning