

**AIA CNJ DISASTER AND BUSINESS CONTINUITY PLAN**

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## **I. Introduction**

The AIA CNJ Continuity Plan is intended to provide a framework to ensure the resumption of time-sensitive operations and services in the event of an emergency (fire, power or communications blackout, tornado, hurricane, flood, earthquake, civil disturbance, etc.) disaster, or other business interruption.

This plan represents AIA CNJ's commitment to response, resumption, recovery, and restoration planning.

This plan must be kept current to ensure the accuracy of its contents. Each individual responsible for information or materials in the document must ensure that resources are committed to the maintenance of its contents.

Although this plan provides guidance and documentation upon which to base emergency response, resumption, and recovery planning efforts, it is not intended as a substitute for informed decision-making.

Board members must identify services for which disruption will result in significant financial and/or operational losses. Plans should include detailed responsibilities and specific tasks for emergency response activities and business resumption operations based upon pre-defined time frames.

Developing a Business Continuity Plan that encompasses activities required to maintain a viable continuity capability ensures that a consistent planning methodology is applied to all AIA CNJ operations. Business continuity plan elements necessary to create a viable, repeatable and verifiable continuity capability include:

- Implementing accurate and continuous vital records, data backup, and off-site storage
- Implementing capabilities for rapid switching of voice and data communication circuits to alternate site(s)
- Providing alternate sites for business operations
- Constructing a business contingency organization
- Implementing business continuity strategies

This plan is divided into three sections:

- I. Preparedness
- II. Response
- III. Recovery

Each section contains information, checklists and forms that outline the basic components of these three critical areas (see next page).

**II. Preparedness**

- A. Responsibility:  
The AIA-CNJ Board of Directors is responsible for developing and implementing the Emergency Plan.
- B. Establishing an Emergency Communications System:  
AIA CNJ has an established "telephone tree" and email list, as outlined in the Appendix. This Plan also includes procedures for making critical notifications during business hours and during after-hours emergencies.
- C. Reducing Exposure to Risks:  
In case of an emergency, AIA CNJ will keep important documents in a fireproof box and will back up data and sensitive information, storing duplicates offsite.

**III. Response**

- A. Overview:
- The AIA-CNJ President will follow these important steps when there is an emergency:  
Report the incident immediately
  - Issue clear and consistent emergency notifications
  - Use all available communications tools
  - If there is no power or telephone systems are not functioning, emergency communications will be restricted
  - Coordinate with the AIA CNJ Board of Directors during major emergencies or disasters

**IV. Recovery**

- A. Loss of Key Leader:  
In the event a key leader of the AIA CNJ passes away or is otherwise incapacitated and cannot continue their service, immediate attention should be taken in order to maintain consistency in the organization.
- B. Loss of An Officer:  
If the Bylaws specify that if the office of President is vacated, the First Vice President/President-elect shall fill the unexpired term and continue to serve as President/President-elect. Immediate notification of the membership should take place, taking care to reveal only the necessary facts.

**V. Appendix**

## i) 2024 AIA CNJ Board Emergency Contact List:

President	enewton@posen.com	215-279-1782
President-Elect	althofftania@gmail.com	908-963-5504
Past-President	elina.shchervinsky@gmail.com	917-902-2099
Secretary	dvonstappenbeck@kssarchitects.com	201-780-0197
Treasurer	ben@broadloomcreative.com	908-208-8983

## ii) Telephone Tree Protocol:

President will call: President-Elect, Past-President, Secretary, and Treasurer