Disaster and Business Continuity Plan
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Updated Annually

I. INTRODUCTION .............................................................................................................. 2

II. PREPAREDNESS........................................................................................................... 3
   A. Responsibility
   B. Establishing Emergency Communications Systems
   C. Reducing Exposure to Risks

III. RESPONSE ................................................................................................................ 3
   A. Overview

IV. RECOVERY .................................................................................................................. 3
   A. Loss of Key Leader
   B. Loss of an Officer

V. APPENDIX .................................................................................................................... 4-6
   i. Chapter Emergency Contact List
   ii. Telephone Tree
   iii. National and Local Chapter Contact List
I. INTRODUCTION

The AIA Ventura County Business 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 Ventura County 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 Ventura County’s 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:

- PREPAREDNESS
- RESPONSE
- RECOVERY

Each section contains information, checklists and forms that outline the basic components of these three critical areas.
II. PREPAREDNESS

A. Responsibility

AIA Ventura County Board of Directors is responsible for developing and implementing the Emergency Plan.

B. Establishing an Emergency Communications System

The AIAVC 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 afterhours emergencies.

C. Reducing Exposure to Risks

In case of an emergency, AIAVC will keep important documents in a fireproof box and will back up data and sensitive information, storing duplicates offsite.

III. RESPONSE

A. Overview

The AIAVC 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 AIAVC Board of Directors during major emergencies or disasters

IV. RECOVERY

A. Loss of Key Leader

In the event a key leader of the AIAVC 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

The Bylaws clearly 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.
VI. APPENDIX

Chapter Emergency Contact List

BOARD OF DIRECTORS 2019

**PRESIDENT**
Daniel Saltee AIA
president@aiavc.org
daniel@salteearchiteure.com
(213)503-5617

**VICE PRESIDENT**
Jane Collette AIA
jmetalcollette@gmail.com

**SECRETARY**
Mary Follenweider AIA
secretary@aiavc.org
mary@follenweiderassociat.com
(720)839-4532

**TREASURER**
Darwin McCredie AIA
darwinbuzz@att.net
(805)223-0821

**ASSOCIATE DIRECTOR**
Juan Godinez Associate AIA
jgodinez@jmgdesignandbuild.com

**AIA CALIFORNIA DELEGATE DIRECTOR**
Claudia Pedroso AIA
claudialp20@hotmail.com
claudia.piedoso@oxnard.org
(805)449-2337

**ARCHITECT MEMBER DIRECTOR**
Mark Di Cecco AIA
mark@diceccoarch.com
(805)552-0088

**ADMINISTRATIVE COORDINATOR**
Robert Trentham
info@aiavc.org
(805)749-6809

**MAILING ADDRESS**
1746-F South Victoria Ave. #209
Ventura, CA 93003
(805)749-6809

**TELEPHONE TREE**

President will call: Vice President, Secretary, Treasurer and Associate Director

Vice President will call: AIACA Delegate Director, Architect Director and Administrative Coordinator
AIA California Central Coast (Unstaffed Chapter)
Randall Russom, AIA, President
PO Box 12344
San Luis Obispo, 93406
(805) 439-1611
Email: info@aiacentralcoast.org

AIA California Desert
Florence A. Hagstrom, Hon. AIACC, Executive Director
67-782 Highway 111, Suite B104-184
Cathedral City, 92234
(760) 799-6240
Email: mail@aiacdc.org

AIA Central Valley
Kimberly Anderson, Hon. AIACC, Executive Director
1400 S Street, Suite 100
Sacramento, 95811
(916) 444-3658
Email: info@aiacv.org

AIA Golden Empire (Unstaffed Chapter)
Jeannie Bertolaccini, AIA, President
1201 24th Street, Suite B110-164
Bakersfield, 93301
(661) 378-1229
Email: info@aiage.org

AIA Inland California
Florence A. Hagstrom, Hon. AIACC, Executive Director
300 East State Street, Suite 360
Redlands 92373
(909) 792-8464
Email: director@aiaic.org

AIA Long Beach/South Bay
Kristine Hammond, Executive Director
6444 Spring Street, # 269
Long Beach, 90815
(562) 989-1399
Email: kristine@aialb-sb.org

AIA Pasadena & Foothill
Zelda Wong, Executive Director
555 S Oak Knoll Avenue
Pasadena, 91101
(626) 796-7601
Email: director@aiapf.org

AIA Redwood Empire
Elizabeth Edwards (Liz), Executive Director
PO Box 4178
Santa Rosa, 95402
(707) 981-4188
Email: ledwards@aiare.org

AIA San Diego
Bastiaan Bouma, Executive Director
233 A Street, Suite 200
San Diego, 92101
(619) 232-0109
Email: info@aiasandiego.org

AIA San Fernando Valley
Desiree Gemigniani, Executive Director
5121 Van Nuys Blvd, Suite 200A
Sherman Oaks, 91403
(818) 907-7151
Email: desgemigniani@aiasfv.org

AIA San Francisco
Jennifer Jones, Executive Director
130 Sutter Street, Suite 600
San Francisco, 94104
(415) 874-2620
E-mail: info@aiasf.org

AIA San Joaquin
Haley Ward, Assoc. AIA, Executive Director
1244 N. Mariposa Street, Suite 14
Fresno, 93703
(559) 558-6055
E-mail: manager@aiasj.com

AIA San Mateo County
Jackie Tanner, Executive Director
210 S. Ellsworth Ave, Unit 645
San Mateo, 94401
(650) 348-5133
Email: exec@aiasmc.org
AIA Los Angeles
Carlo Caccavale, Hon. AIA/LA, Executive Director
3780 Wilshire Boulevard, Suite 701
Los Angeles, 90010
(213) 639-0777
Email: info@aialosangeles.org

AIA Santa Barbara
Tara Rizzi, Executive Director
229 E. Victoria Street
Santa Barbara, 93101
(805) 966-4198
Email: tararizzi@aiasb.com

AIA Monterey Bay
Christie Thomas, Executive Director
P.O. Box 310
Monterey, 93942
(831) 372-6527
Email: aiamb@sbcglobal.net

AIA Silicon Valley
Amy Ress, Executive Director
325 S. First Street, Suite 100
San Jose, 95113
(408) 298-0611
Email: director@aiasiliconvalley.org

AIA Orange County
Jeffrey Gill, FAIA, Executive Director
4100 Birch Street, Suite 300
Newport Beach, 92660
(949) 225-5900
Email: jgill@aiaoc.org

AIA Sierra Valley (Unstaffed Chapter)
Eric Wohle, AIA, President
222 Central Court
Stockton, 95204
(209) 484-7855
Email: ewohle@ldapartners.com

AIA Palomar
Bastiaan Bouma, Executive Director
233 A Street, Suite 200
San Diego, 92101
(800)676-1673
Email: info@aiapalomar.org

AIA National
Robert Ivy, FAIA
RobertIvy@aia.org

Susan McDaid, Hon. AIA
SusanMcDaid@aia.org

Phone number: 800-242-3837