

Business Continuity and Disaster Preparedness Plan

IF WE PLAN TO STAY IN BUSINESS, WE WILL OPERATE FROM:

McCafferty Brinson Consulting, LLC

633 S. Andrews Avenue, Suite 402

Address

Fort Lauderdale, Florida

City, State

954-797-7100

Telephone Number

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

Audra McCafferty

Primary Emergency Contact

Telephone Number

amccafferty@mccaffertybrinson.com

E-mail

If this location is NOT ACCESSIBLE, we will operate **REMOTELY** from Employee Home or other location.

If the person is unable to manage the crisis, the person below will succeed in management:

Mathew Marsh

Secondary Emergency Contact

Telephone Number

mmarsh@mccaffertybrinson.com

E-mail

EMERGENCY CONTACT INFORMATION

Dial 9-1-1 in an Emergency

CIA – 954 315 5000

Insurance Provider

Business Continuity and Disaster Preparedness Plan (cont'd)

BE INFORMED

The following natural and man-made disasters could impact our business:

- o Hurricane
- o Flooding- Street/Building
- o Power Outages
- o State, County or City Executive Orders
- o Pandemics

EMERGENCY PLANNING TEAM

The following people will participate in emergency planning and crisis management.

- o Audra McCafferty
- o Mathew Marsh
- o _____
- o _____

WE PLAN TO COORDINATE WITH OTHERS

The following people from neighboring businesses and our building management will participate on our emergency planning team.

- o Fazio Properties, Inc.
- o _____
- o _____
- o _____
- o _____

Business Continuity and Disaster Preparedness Plan (cont'd)

EVACUATION PLAN FOR 633 S Andrews Ave, Suite 402 LOCATION (Insert address)

- o We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- o We have located, copied and posted building and site maps.
- o Exits are clearly marked.
- o We will practice evacuation procedures 1 times a year.

If we must leave the workplace quickly:

Exit by means of stairs to covered parking lot.

1. Warning System: Fazio Properties maintains a fire system.

We will test the warning system and record results several times a year.

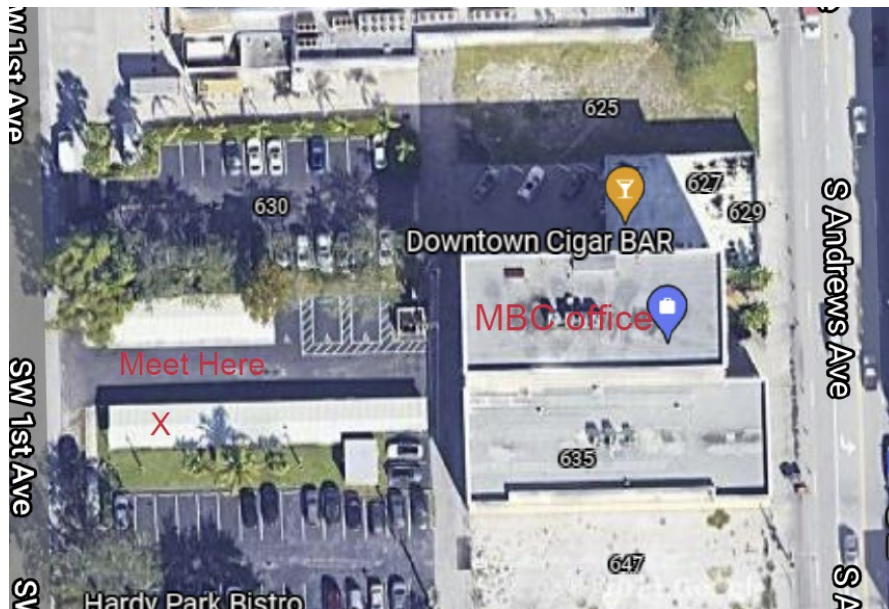
2. Assembly Site: Covered parking area at MBC designated parking slop (Audra's spot).

3. Assembly Site Manager & Alternate: Audra McCafferty or Mathew Marsh

a. Responsibilities Include:

Accounting for all personnel. Visual Assessment for injury. Call 911 if necessary.

4. Audra McCafferty or Mathew Marsh is responsible for issuing all clear.



Business Continuity and Disaster Preparedness Plan (cont'd)

EMPLOYEE EMERGENCY CONTACT INFORMATION

The following is a list of our co-workers and their individual emergency contact information:

Employee	Emergency Contact	Phone Number
Mathew Marsh	Emmeline De Thomas-Marsh (Spouse)	561 670 4437
Robert Landrum	Bruce Landrum (Father)	904 405 8137
Mariell Soto	Elias Guevara (Spouse)	954 273 0484
Nicole Romer	Nancy Romer (Mother)	954 483 8296

ANNUAL REVIEW

We will review and update this business continuity and disaster plan in December 2022.