

Michigan State Bar Foundation Business Continuity and Disaster Recovery Plan

1. Purpose

This Business Continuity and Disaster Recovery Plan (DRP) describes Michigan State Bar Foundation's (MSBF's) ability to withstand a disaster and the processes that must be followed to achieve disaster recovery. In the event of a disaster, the priority is to prevent the loss of life. Before any secondary measures are taken, MSBF will ensure that all employees and any other individuals on the organization's premises are safe and secure. This DRP is a guide for maintaining or restoring MSBF operations in the event of disruption. After all individuals have been brought to safety, the next goal will be to enact the steps outlined in this plan to bring the organization back to business as usual as quickly as possible. This includes:

- Preventing the loss of MSBF resources such as hardware, data, and physical IT assets
- Minimizing IT-related downtime
- Keeping the organization running in the event of a disaster

2. Scope

This DRP takes all the following into account:

- Network infrastructure
- Server infrastructure
- Telephone systems
- Data storage and backup systems
- Database systems
- IT documentation

This DRP does not cover non-IT, personnel, human resources, or real estate-related disasters. MSBF operations could be disrupted by a range of events, including, but not limited to, the following:

- Complete power outage for an extended period
- Complete telecommunications outage for an extended period
- Loss of internet/external email communication
- Shutdown of building for an extended period due to flooding or weather events
- Fire or destruction in building that interrupts MSBF operations
- Loss of hosted websites
- Complete inability to access cloud-based data and systems
- Complete destruction of the entire SBM building
- A widespread service outage in the greater Lansing area, preventing staff from reaching their workplace
- Large-scale natural or nonnatural disaster or health epidemic

3. Key Resources

SBM Building - used by the staff to carry out the business for MSBF under a rental agreement with SBM for part of the fourth floor and use of meeting space and parking.

MSBF Staff, Board of Directors and Committee Members— conduct the business of MSBF, serving donors and grantees.

The “MSBF Key Management Team” includes:

- Executive Director
- CFO
- Chief Development Officer

The MSBF Key Management Team should be able to communicate with each other easily, which will require sharing phone numbers (work or personal). All MSBF Key Management Team members will also have phone numbers and contact information for appropriate contacts on the SBM staff, MSBF Executive Committee members, and a copy of the DRP.

Other Physical and Technological Resources -

- Telephone system
- MSBF website
- Furniture and equipment
- Computer workstations, printers, copiers, etc.
- Microsoft cloud network and cloud-based software applications
- Data (paper and electronic)
- Corporate, personnel and other records

3. a. List of Key Contacts

A list of key contacts, including cell phones where applicable, will be maintained off-site. The list will be periodically reviewed and updated as necessary.

4. Current Processes to Maintain MSBF Operations

- SBM has an emergency power generator to assure backup emergency lighting in the building and hallways.
- Backup of Microsoft 365 cloud network and cloud-based software applications completed by Cygnus Systems.
- Fireproof files for storage of key paper records.
- Insurance coverage for cybersecurity, loss of equipment, and loss of systems (insurance company contact information maintained off-site by ED).

5. Plan for Responding to a Disaster that Impairs Operations

Step 1 – Conduct an Operational Assessment

In the event of impairment to the functioning of MSBF, an operational assessment of the facilities will be conducted immediately by the MSBF Key Management Team. The operational assessment will:

- a) identify damage to the space and equipment
- b) report personnel casualties, and
- c) determine operational impairment.

The assessment will include coordination with SBM staff and determining the ability to operate in the

following conditions:

Condition and Operating Mode

Condition	Triggers (what to confirm)	Operating mode (what we do)
1	<ul style="list-style-type: none"> Limited damage or impairment to building, systems and operations. Building is open/safe to occupy for most areas. Core systems (power, internet/phones, Microsoft 365) are usable with only minor disruption. 	<ul style="list-style-type: none"> Remain on-site with targeted workarounds. Send same-day staff update with any access limits and expected restoration timeline.
2	<ul style="list-style-type: none"> Extensive damage or impairment to the building, systems and operations. Building is partially usable (limited access/areas closed) or services are unstable. Some functions cannot be performed onsite or safely. 	<ul style="list-style-type: none"> Hybrid operations: only critical onsite activities; other staff work remotely. Daily check-in cadence until restored to Condition 1.
3	<ul style="list-style-type: none"> Extensive damage. Building cannot support most functions (must be secured or largely unavailable). Alternative Lansing-area workspace is required for any onsite needs. 	<ul style="list-style-type: none"> Shift to remote work immediately and begin locating alternate Lansing-area facility as needed. Coordinate with SBM Facilities on building security and access restrictions.
4	<ul style="list-style-type: none"> Extensive damage to Greater Lansing area that prevents staff from reaching workplace. Travel/meetings in Lansing are not feasible. 	<ul style="list-style-type: none"> Remote operations outside Lansing area; use pre-set conference call if internet is limited. Use out-of-area meeting location only if travel becomes feasible and is required.

Step 2 – Key Management Team Meeting to Assess Impairment

In the event of impairment to the space, systems, and operations of MSBF, the MSBF Key Management Team shall contact each other by phone to decide who is able to reach out to SBM Key Management Staff.

The purpose of the SBM meeting will be to:

- a) assess damage to the building and equipment,
- b) determine personnel casualties,
- c) assess operational impairment
- d) decide on a communications message for staff and others; and
- e) recommend operational alternatives for critical operations.

The MSBF Key Management Team will then meet in person or by conference call to recommend actions consistent with the SBM approach but targeted to MSBF needs. After these issues are discussed, the MSBF Executive Committee will be contacted to review recommendations for action.

Based on the operational assessment and condition of facilities and operational capability, the MSBF Key Management Team will use the following checklists:

Immediate checklist (first 0–2 hours)

- Confirm Condition (1–4) and whether on-site access is permitted, then notify all staff of the operating mode (on-site/hybrid/remote) and next check-in time.
- Identify which MSBF functions must continue within 24 hours (Priority 1 in Recovery Targets) and assign an owner for each function.
- Document immediate impacts (facilities, equipment, systems, staff availability) and start a running incident log with decisions and time stamps.

Follow-on checklist (same day / next business day)

- Create and execute a repair/recovery workplan (systems, equipment, workspace) with named owners, target dates, and vendor touchpoints.
- Prepare stakeholder-specific messages (staff, board, partner entities, vendors, insurers) and record what was sent, by whom, and when.
- If Condition 3 or 4, initiate alternate workspace steps (remote, Lansing-area or out-of-area as applicable) and confirm how mail, banking, and any onsite-only tasks will be handled.

Staff and the MSBF Executive Committee will be informed of the staff’s operational assessment, expectations and actions. Meetings of the Executive Committee will be scheduled as required for periodic status updates and approval of staff recommendations.

Step 3 – Craft a Communications Plan for Media, Key Stakeholders, and Others

The MSBF Key Management Team will communicate with the following stakeholders:

- Staff message: send within 2 hours of confirming Condition 2–4 (or sooner if safety/access changes), including where to work, how to communicate, and next update time.
- Board/Executive Committee message: send within 24 hours of any Condition 2–4 event, including operational impacts, initial recovery plan, and any approvals needed.
- Public website/SBM website message: post when public services, contact channels, or deadlines are affected, and update when status materially changes.
- Vendors/insurance: contact as soon as there is potential covered loss or required technical recovery (e.g., Microsoft 365 restore), and record claim/reference numbers.
- Contact the news media with public information announcements as appropriate
- Provide an external communications message on the website and/or SBM website
- Contact all members of the Board of Directors
- Contact partner entities, as appropriate – i.e. Supreme Court, SBM, Grantees, CRCF, ABA, NAIP
- Contact financial institutions that submit IOLTA to MSBF, if needed
- Contact contractors, key vendors, and key suppliers
- Contact the insurance companies

Step 4 – Procure Operating Facilities and Equipment as Needed

The CFO will determine if leased office space and rental furniture is needed. In the interim, staff will work remotely until such time as leased office space is identified and procured. The CFO will obtain available leased office space and rental furniture from a list of vendors prepared in advance, as well as rental computers, printers, fax machines, telephones, copiers, and other equipment as needed to support staff operations. The CFO will also notify the insurance company of the cost and work with the insurance company to ensure that expenses are covered under the insurance policy to the extent possible.

6. Maintenance and Periodic Testing of the Plan

The Executive Director is responsible for ensuring this DRP is tested and updated as needed.

7. Staff Awareness of the Plan

The Executive Director is responsible for ensuring that all staff have knowledge of this plan.

Amended by the Board of Directors:

Originally adopted by the MSBF Board of Directors:

February 14, 2007