BUSINESS CONTINUITY AND WILDFIRES

AN OVERVIEW

A wildfire is an uncontrolled fire that can rapidly burn acres of land – destroying everything in its path. Such an event has the potential to negatively impact your home or your business in a variety of ways. For that reason, it's best to ensure that you're prepared ahead of such a threat.

Access created this overview to make you aware of the fire prevention and business continuity plans (BCP) we follow before, during and after these types of events. This is both to provide you peace of mind on how we protect your information, as well as guide you on how you can create and manage your own BCP plans in-house. Our process involves decision-making at local, regional, and corporate levels and provides a blueprint for maintaining the protection of our operations and your information in affected areas. Having such a plan in place helps us to ensure the safety and security of our people, our facilities, and your critical assets.

Ahead of a Wildfire

All relevant Access facilities regularly undergo a thorough assessment of readiness when it comes to wildfires. Reviews include:

- Fire & smoke detection, suppression and prevention system testing/maintenance
- Roof inspection
- Facility assessments
- Grounds maintenance
- Vehicle preparation
- Communication escalation plan
- Backup and failover system assessment

And we keep our team members safe by:

- Review evacuation zones and routes, and shelter locations
- Review Emergency Action Plans
- Enroll in utility provider alert notification systems, where available
- Conducting mock disaster and continuity plan testing
- Create or stock disaster supply kits

Should a wildfire threaten an Access facility, Access's Business Continuity Team will monitor the fire activity and will help manage market preparations. As part of these preparations, the Business Continuity team assembles a Response Team comprised of regional leadership and members from relevant departments including Safety, Security, Real Estate, Communications, Operations and Procurement. This team provides support until the threat is mitigated.

Access®

During a Wildfire

With critical preparations underway, action items are tracked as assigned, itemized tasks. The Business Continuity Team and Response Team members provide support for, and monitoring of, key tasks, including:

1. Fueling contingency plans
2. Site security coverage
3. Deployment of IT and electrical technicians
4. Placing key vendors on notice (roofing, structural engineers, etc.)
5. Generator deployment
6. Client and employee communications

After a Wildfire

When it is safe to travel following a wildfire event, we focus our attention on two key areas: employee outreach and facility assessments.

In the event employees are impacted, Access's Human Resources and Communications teams work directly with employees to provide aid. This assistance may include financial help, as well as providing access to critical supplies, medical services and/or transportation, and any necessary communications.

Should facilities or client material be impacted, the Access Response Team provides key strategic support, starting with deploying our key vendors to assess, remediate and repair as needed. This team remains engaged throughout this process until the location(s) return to normal operations.

Go to https://www.ready.gov/wildfires to learn more about wildfire preparedness. You can also visit Access' Business Continuity & Preparedness hub for related resources and updates at https://www.accesscorp.com/business-continuity-resources/.

If you have questions or would like to speak to an Access expert, please contact our Client Care team:

📞 1.877.345.3546   ✉ clientsupport@accesscorp.com

Access®

📞 1.877.345.3546

🌐 AccessCorp.com

f 𝕏 in 📷

About Access
Access is the largest privately-held records and information management services provider worldwide, with operations across the United States, Canada, Central and South America. Access provides transformative services, expertise, and technologies to make organizations more efficient and more compliant. Access helps companies manage and activate their critical business information through offsite storage and information governance services, scanning and digital transformation solutions, document management software including CartaHR, CartaDC and CartaDC Essentials, and secure destruction services. Access has been named twelve times to the Inc. 5000, the ranking of fastest-growing private companies in the U.S.

All trademarks, service marks and company names are the property of their respective owners.