

## **Business Continuity Planning – Disclosure Statement**

Center For Financial Planning has established a Business Continuity Planning (BCP) team of professionals who focus on preparing for potential business disruptions to ensure maintenance of critical operations even during emergency situations.

Rather than attempting to plan for every possible situation that could occur, the team has established baseline requirements and strategies that are applicable to a variety of emergencies.

In addition to having plans in place, the BCP team conducts regular exercises to test strategies and systems and periodically reports its activities to the partners of the Center For Financial Planning.

### **Incident management**

Emergency Contact Persons (ECP) have been established to manage situations that might impact the firm and clients. The first ECP member successfully communicated with during an incident will manage the firm's response to the situation.

In addition, ECP are responsible for disseminating consistent and timely messages to employees, clients, business partners, regulators and the media.

### **Data recovery and management**

Data retention and backup procedures, including tape backup and offsite storage, are in place, offering secondary and tertiary layers of data accessibility should the need arise.

### **General business continuance**

In the event of an emergency at the company's office, staff will be directed to report to our Alternative Physical Location. It is the company's goal to recover from an event isolated to our offices within 24 hours or less. This goal may be negatively impacted by circumstances beyond our control. Clients maintaining investment accounts with Raymond James & Associates should contact Raymond James & Associates directly at (727) 567-1000; (866) 323-5463, or (800) 647-7378.