



BUSINESS CONTINUITY AND STORM PREPAREDNESS

AN OVERVIEW

Major weather events, like hurricanes, have the potential to impact your business in a variety of ways. For that reason, it's best to ensure that you're prepared ahead of time for whatever comes your way.

Access created this overview to make you aware of the 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 a BCP plan in place helps us to ensure the safety and security of our people, our facilities, and your critical assets.

Before the Storm

Prior to the hurricane season, all relevant Access facilities undergo a review of our Hurricane Pre-Storm Checklist. Reviews include:

- Roof inspection
- Facility assessments
- Grounds maintenance
- Vehicle preparation
- Fuel supply evaluation
- Communication escalation plan
- Backup and failover system assessment

And we keep our team members safe by:

- Conducting mock disaster and continuity plan testing annually
- Reviewing Emergency Action Plans
- Creating/Stocking disaster supply kits
- Reviewing evacuation zones and routes, and shelter locations
- Enrolling in utility provider alert notification systems where available

As storms develop, Access' Business Continuity team monitors pre-storm activity all the way to landfall and helps 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, Operations, Communications, and Procurement. This team provides support throughout the event.

During the Storm

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

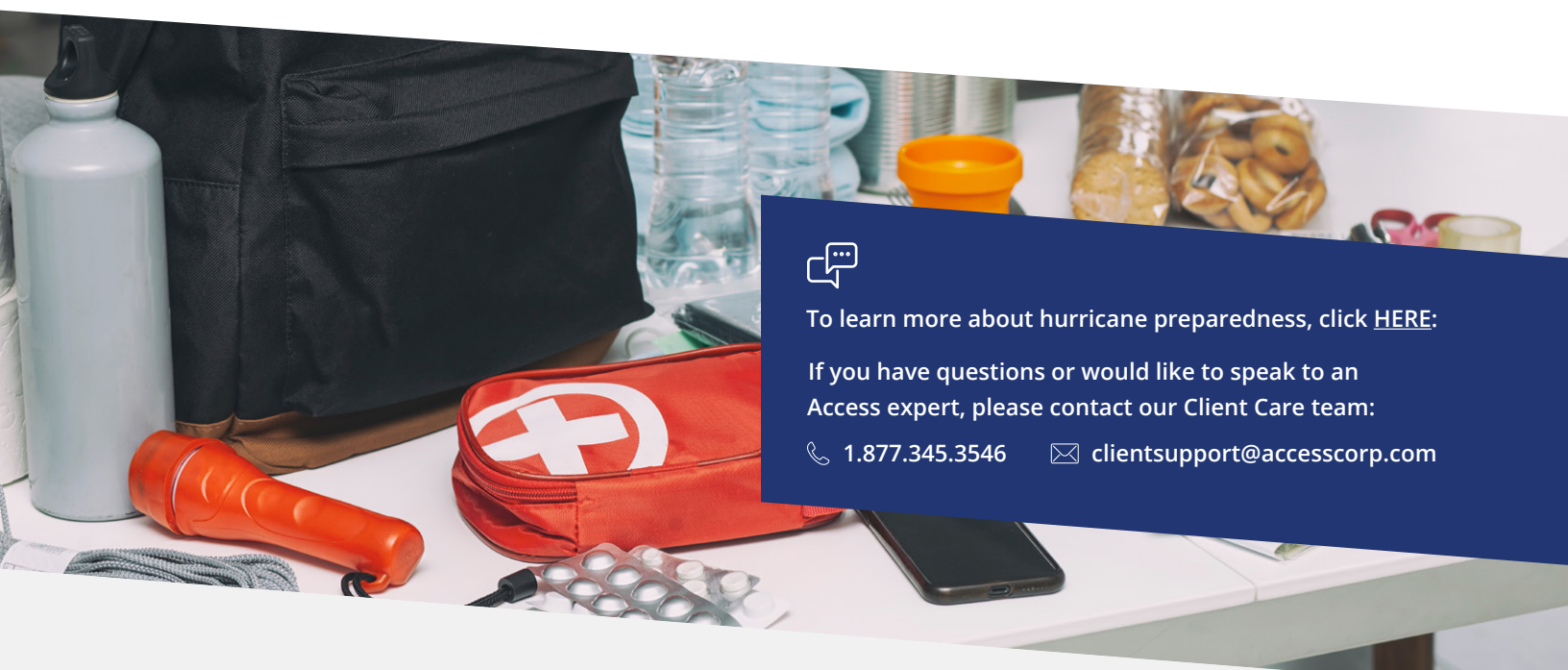
1. Fueling contingency plans
2. Security guard coverage
3. Deployment of IT and electrical technicians
4. Placing key vendors on notice (roofing, structural engineers, etc.)
5. Generator deployment
6. Client and employee communications

After the Storm

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

In the event employees are impacted, Access' 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.



To learn more about hurricane preparedness, click [HERE](#):

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

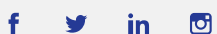
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About Access

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.

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