

PROCEDURES

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Continuing Huizenga College Operations
after a Hurricane, Natural Disaster or Other Emergency

The purpose of this plan is to enable the Huizenga College to continue business operations after damage, or the threat of damage, to the Carl DeSantis Building and/or other surrounding campus buildings. **This plan is intended to supplement the University's Emergency Operations Procedures Manual, Hurricane Brochure, and Emergency Response Manual** by providing information specific to the Huizenga College faculty, staff and students to ensure success in resuming the school's academic and administrative operations in the most time- and cost-efficient manner possible.

This plan is intended as a quick reference for **"what to do"** in the face of a disaster, whether that disaster is only a potential threat (such as a possible fire in the building) or whether it is something of extreme magnitude like a category 4, or stronger, hurricane. These same rules and procedures can be applied to most operational setbacks. However, the order and structure contained on the succeeding pages could, at some time, necessitate modifications depending on the circumstances.

In the face of disaster, there is often the need to act quickly, and the reference guides on "what to do" should save time so that action, on the part of the Huizenga College, is timely. The plan is a guide only, though, and is not intended to replace common sense.

The plan was developed by a Business Continuity Development Team comprised of Huizenga College faculty, staff, and administrators.

Based on the development team's recommendation, the Huizenga College now has in place a *Central Command Group* charged with making recommendations to the Dean on a plan of action for resuming business operations after any operational setback to the Huizenga College, and to the Carl DeSantis Building specifically. This *Central Command Group* is responsible for distributing communications to employees in their surrounding areas, working with NSU Facilities Management to assess structural and physical damage, and assisting in efforts to return to normal business operations. Members (and alternate members) of the *Central Command Group* are listed on the next page. The Group's Coordinator is Delisha Ali, and Vice Coordinator is Michelle Mertens Hollman.

Central Command Group

Coordinator, Ms. Delisha Ali (Ext. 25088)

Vice Coordinator, Ms. Michelle Mertens Hollman (Ext. 25010) Cell phone 954-445-5650

Location	Member	Alternate Member
1 st Floor Enrollment Suite	Liza Sumulong (Ext. 25119, Office 1099)	Wendy Penha (Ext. 25014, Office 1081)
1 st Floor Classrooms, Hall of Fame Atrium, Courtyard, Mailroom	Kevin McCarthy (Ext. 25347, Office 1080)	
2 nd Floor MPA Dept., Surrounding Classrooms	Dr. Fred Forgey (Cell: 954-258-3630, Office 2090)	
5 th Floor Program Offices	Steve Harvey (Ext. 25047, Office 5034)	
5 th Floor Faculty Offices and Staff	Aimee Fernandez (Ext. 25091, Office 5072)	
5 th Floor Admin. Offices Operations	Delisha Ali (Ext. 25088, Office 5058)	Michelle Mertens Hollman (Ext. 25010, Office 5044)
5 th Floor Dean's Suite	Dr. Andrew Rosman (Ext. 25064, Office 5024)	Kim Santor (Ext. 25001, Office 5019)

Preparations for Hurricane Season Updated Annually May 1

Huizenga College *Building Operations Systems Administrator*, Delisha Ali, will:

1. Ensure all administrators, managers, and staff, who are designated as emergency personnel for the Huizenga College, are aware of their responsibilities and have the most updated information to allow them to fulfill their duties during an emergency.
2. Check established communication methods to ensure proper communications during an emergency.
3. Take pictures of all valuables, including artwork and statues, in the interior of the building. These can be photographs or electronic media.
4. Identify any non-essential Huizenga College personnel who would be able to assist NSU prior to and after an emergency.
5. Check to make sure that all Huizenga Staff have a copy of this document, and the University's Emergency Operations Procedures Manual, Hurricane Brochure, Emergency Response Manual, and Evacuation Routes.
6. Review the emergency procedures with all Huizenga College Directors and Assessment Team members.

OIIT Personnel will:

1. Identify all sensitive and critical documents and materials that will be designated for hurricane protection.
2. Estimate plastic sheeting needs for coverage of electronics, furniture, and books for all areas the SBE is responsible for.
3. Notify Physical Plant of any anticipated needs in writing.
4. Contact off-campus data storage vendor to review collection and safety procedures.

Preparations for Hurricane Season Updated Annually by May 1

Continued

The Academic Department Chair will:

1. Compile a list of current contact information (phone and email) for all their full-time, part-time faculty, and adjunct faculty members.
2. Recommend to professors, who are teaching during hurricane season, to ask students to participate in a voluntary phone tree.

Huizenga College Academic Program Managers will:

1. Create a group email set-up for all cluster locations for faculty teaching during the hurricane season.
2. Obtain a current list of all full-time and adjunct faculty members from each Academic Department Chair.

Each Director will:

1. Check their staff phone tree and contact lists to ensure they are up-to-date.
2. Supply the departmental phone tree to each departmental employee, with a copy to Delisha Ali.
3. Supply the departmental phone tree to each NSU off campus site, in the event that the main campus is not operational.

All employees will:

1. Regularly back-up data files to \\Titus\users\username.

Emergency Phone Numbers

INJURY

Rescue Squad.

911 (After calling 911, immediately call NSU Public Safety so that NovaAlert can help the emergency vehicle find your location in this large campus.)

NSU Public Safety

(954) 262-8999

FIRE

Davie Fire Department

911 or (954) 797-1090 (After calling 911, immediately call NSU Public Safety so that NovaAlert can help the emergency vehicle find your location.)

POISON

Rescue Squad

911 (After calling 911, immediately call NSU Public Safety so that NovaAlert can escort the emergency vehicle to your location.)

Poison Control.
NSU Public Safety

800-282-3171
(954) 262-8999

HAZARDOUS CHEMICAL SPILL OR LEAK

Fire Department.

911 (After calling 911, immediately call NSU Public Safety so that NovaAlert can escort the emergency vehicle to your location.)

NSU Public Safety
National Response
(Oil and Toxic Spills)

(954) 262-8999

800-424-8802

POLICE

Davie Police

911 or (954) 693-8200. Then, call NSU Public Safety at (954) 262-8999

FEDERAL AGENCIES

Federal Bureau of Alcohol, Tobacco,
Firearms, and Explosives
Federal Bureau of Investigation (FBI)

(954) 356-7369

800-944-9101
(954) 463-9111

Secret Service
U.S. Marshal

(954) 591-3660
(954) 356-7256

ANIMAL CONTROL CITY

Animal Control
Humane Society
Wildlife Care Center—SPCA
Alligator Trapper
(Florida Fish and Wildlife)

(954) 359-1313
(954) 989-3977
(954) 524-4302
800-432-2046

HURRICANE INFORMATION

For immediate hurricane tracking, dial 511 then 4998

RADIO STATIONS and TELEVISION STATIONS

WFOR CHANNEL 4 WLTU CHANNEL 23
WTVJ CHANNEL 6 WYHS CHANNEL 69
WSVN CHANNEL 7 WHY1 FM 100.7
WPLG CHANNEL 10 WNSU FM 92.9

WBGW FM 105.9 WRMA FM106.7
WIOD AM 610
WINZ AM 940
WFTL AM 1400

WHAT TO DO IF

There is a Potential Threat (Hurricane, Bomb, etc.) to the DeSantis Building

1. If an Emergency, call 911 followed immediately by Public Safety (Ext. 28999) so that NovaAlert can escort the emergency response vehicle to your location on this large campus. If 911 is unnecessary, still be sure to call Public Safety at Ext. 28999.

2. Notify Michelle Mertens (Ext. 25010) who will:
 - (1) Notify Dean Andrew Rosman.
 - (2) Notify OIIT. OIIT, if applicable, will conduct the following:
 - (A) Notify employees of their responsibilities, including unplugging and bagging of work stations. Have employees contact OIIT if they need bags, tape, and other supplies.
 - (B) Instruct department directors to perform back-ups of data files (personal files, etc.)
 - (C) Identify and prepare for sensitive and critical document removal and/or protection through alternate storage.
 - (D) Perform “up-to-the-minute” backups of departmental servers
 - (E) Have employees monitor situation using TV, radio, computer.
 - (F) Follow the procedures identified below for a hurricane watch and a hurricane warning.
 - (3) Notify the directors and program managers, who will follow the Communications Procedures contained on pages 15-16 of this document.
 - (4) Notify Delisha Ali (Ext. 25088) who will:
 - (A) Make sure all Huizenga College contact information is accurate.
 - (B) Distribute any special instructions to employees.
 - (C) Establish contact with all campus contacts and Huizenga’s Central Command Group.

If a hurricane watch, OIIT will coordinate OIIT schedules for pre- and post-hurricane coverage.

If a hurricane warning, 72 to 24 hours prior to storm, OIIT Help Desk Personnel will distribute hurricane preparation supplies to users, unlock security cables on computing equipment, and assist users in disconnecting and moving equipment as needed. OIIT will arrange for pick up of “up-to-the-minute back-ups”. OIIT will instruct employees to complete all preparations with the expectation that the hurricane will strike.

All employees will:

- (1) Back up all files to [\\Titus\users](#) drive. Contact the helpdesk if assistance is required with this.
- (2) Power off computer.
- (3) Power off monitor, speakers, printer and any other electronic/computing resources.
- (4) Disconnect all wires from electrical outlets.
- (5) Clear desktop and cubicles, secure glass, heavy or sharp objects. Take home personal items, such as rolodexes, zip drives, books, diaries, important floppy disks or CDs.
- (6) Cover monitor and computer with plastic bags/sheeting (obtain from OIIT).
- (7) Take laptops home.

All directors and program managers will follow the communications procedures contained on pages 15 -16 of this Employee Hurricane Preparedness Plan.

If a hurricane warning, 24 hours prior to storm:

All Huizenga employees will:

- (1) Move electronic equipment from windows and low areas, unplug wiring and connection cables.
- (2) Cover all electronic equipment with plastic coverings.
- (3) Disconnect cables from the back of the PC (network, mouse, keyboard cables, etc.) and place in plastic bag.
- (4) Use marker and tape to label the PC with the office number and employee name.
- (5) Close all shades.

OIIT Personnel will:

- (1) Implement the process for sensitive and critical employee documents protection and/or removal to alternate storage facility.
- (2) Inspect the facility for appropriate shut-downs.
- (3) Move all computing equipment into an interior office (non-windowed) or storage closet, making sure to keep first floor equipment off the ground to safeguard from flooding. (Help Desk Personnel)

Delisha Ali will have facilities management secure loose items, and board up the building where necessary.

All directors and academic program managers will follow the communications procedures contained on pages 15-16 of this Employee Hurricane Preparedness Plan.

WHAT TO DO IF

There is a Loss of Electrical Power in the Carl DeSantis Building

1. Notify Public Safety at Ext. 28999, and follow their guidance in terms of any building evacuation needs.
2. Notify Michelle Mertens at Ext. 25010 or Delisha Ali at Ext. 25088 who will contact Facilities Management at Ext. 28800, and Huizenga's Central Command Group with instructions for distribution to faculty, staff, and students.
3. Notify OIIT who will:
 - (1) Power down servers and networking equipment.
 - (2) Activate off-site web server to enable communication with students/faculty/staff.

WHAT TO DO IF

There is Damage to the Carl DeSantis Building

1. If an Emergency, Notify 911 followed immediately by Public Safety (Ext. 28999) so that NovaAlert can escort the emergency response vehicle to your location. If 911 is unnecessary, still be sure to call Public Safety at Ext. 28999 and follow their guidance in terms of any building evacuation procedures needed.
2. Notify Michelle Mertens (Ext. 25010) who will:
 - (1) Notify Huizenga's Central Command Group with instructions for distribution to faculty, staff, and students.
 - (2) Notify Facilities Management
 - (3) Notify OIIT.
 - (A) Inspect damage and impact with regards to technology.
 - (B) Provide alternatives to technology damaged.
 - (4) Notify the directors and academic program managers, who will follow the Communications procedures contained on pages 15-16 of this document, at an alternate site location if necessary.

Once everyone's safety is assured, Huizenga's Central Command Group will assess the damage, report to Facilities Management, and recommend to the Dean a plan for resuming business operations. Alternate classroom and office space locations are listed on page 20 of this document.

WHAT TO DO IF

Loss of Electrical Power and Loss of Use of DeSantis Building

1. If an Emergency, call 911 followed immediately by Public Safety (Ext. 28999) so that NovaAlert can escort the emergency response vehicle to your location. If 911 is unnecessary, still be sure to call Public Safety (Ext. 28999) and follow their guidance in terms of building evacuation routes.
2. Notify Michelle Mertens (Ext. 25010) or Delisha Ali (Ext. 25088) who will:
 - (1) Notify Huizenga's Central Command Group with building evacuation procedures.
 - (2) Notify OIIT who will activate the off-site web server to enable communication with students/faculty/staff.
 - (3) Notify the directors and program managers, who— once evacuated safely— will follow the Communications procedures contained on pages 15-16 of this document, from an alternate site location.

Once everyone is safely evacuated from the building, Huizenga's Central Command Group will assess the damage, report to Facilities Management, and recommend to the Dean a plan for resuming business operations. Alternate classroom and office space locations are listed on pages 20 of this document.

WHAT TO DO IF

Damage to the DeSantis Building and Other University Buildings

1. If an Emergency, call 911 followed immediately by Public Safety (Ext. 28999) so that NovaAlert can escort the emergency response vehicle to your location. If 911 is unnecessary, still be sure to call Public Safety (Ext. 28999) and follow their guidance in terms of building evacuation routes.
2. Notify Michelle Mertens (Ext. 25010) or Delisha Ali (Ext. 25088) who will:
 - (1) Notify Huizenga's Central Command Group with building evacuation procedures.
 - (2) Notify OIIT. OIIT will inspect the damage and impact with regards to technology, and provide alternatives to the technology damaged.
 - (3) Notify the directors and program managers, who— once evacuated safely— will follow the Communications procedures contained on pages 15-16 of this document, from an alternate site location.

Once everyone is safely evacuated from the building, Huizenga's Central Command Group will assess the damage, report to Facilities Management, and recommend to the Dean a plan for resuming business operations. Alternate classroom and office space locations are listed on pages 20 of this document.

WHAT TO DO IF

The University's Campus is completely inoperable

1. If an Emergency, call 911 followed immediately by Public Safety (Ext. 28999) so that NovaAlert can escort the emergency response vehicle to your location. If 911 is unnecessary, still be sure to call Public Safety (Ext. 28999) and follow their guidance in terms of building evacuation routes.
2. Notify Michelle Mertens (Ext. 25010) or Delisha Ali (Ext. 25088) who will:
 - (1) Notify Huizenga's Central Command Group with building evacuation procedures as necessary.
 - (2) Notify OIIT who will activate the off-site web server to enable communication with students/faculty/staff.
 - (3) Notify the directors and academic program managers, who—once evacuated safely—will follow the Communications procedures contained on pages 15-16 of this document, from an alternate site location.

Once everyone is safely evacuated from the building, Huizenga's Central Command Group will assess the damage, report to Facilities Management, and recommend to the Dean a plan for resuming business operations. Alternate classroom and office space locations are listed on pages 20 of this document.

Closing of the University

The responsibility for declaring the closing of the University and NSU properties belongs to the University President. In the event of an emergency, the University President may close a part, or all, of the University's campuses. In the event of a hurricane warning or other severe weather condition, the University President will decide when, if, and which portions of the University will be closed.

With the possible exceptions of the University School, the Baudhuin Preschool, and the Jim and Jan Moran Family Center Village, all classes meet as scheduled until the University has been declared closed by the President. In the event that evacuation becomes necessary, employees will be notified of procedures for securing work spaces. Employees are expected to report for work as scheduled until they have been officially notified that the University is closed.

Tune in to the following radio and television stations for updates regarding university status:

Radio Stations

WNSU FM 92.9
WIOD AM 610
WINZ AM 940
WFTL AM 1400
WHY1 FM 100.7
WBGG FM 105.9
WRMA FM 106.7

Television Stations

WFOR Channel 4 (CBS)
WTVJ Channel 6 (NBC)
WSVN Channel 7 (FOX)
WPLG Channel 10 (ABC)
WLTN Channel 23 (Univision)
WYHS Channel 69 (Telemundo)

Employees may also call the NSU Emergency Hotline at 800-256-5065 or check the NSU website at www.nova.edu/cwis/pubsafety for the latest reopening information available. Should the NSU Web site become unavailable due to a hurricane, an alternate informational web site will become available at <http://blackout.nova.edu>.

Once the University has reopened, employees will be expected to return to work unless severe damage to personal property makes this impossible. If this is the case, employees are to notify their immediate supervisor at once.

Communications to Faculty and Students

Each Academic Department Chair, in conjunction with academic program managers is responsible for conveying information and instructions to his/her individual faculty and students. Academic program managers should already have created group emails for this purpose. They should review these lists periodically and update as necessary. The list of email addresses used to create these group set-ups should also be printed in hard copy form, in the event that these addresses cannot be retrieved and technology at an outside location will later need to be used.

In addition to email addresses for each faculty and student, each program manager should maintain -- a hard copy and electronic copy -- listing of the phone numbers of their current faculty and students. These lists can be obtained from each Academic Department Chair. Reliance on the hard copy may be necessary if an alternative site becomes necessary.

In the event of a hurricane threat or other natural disaster, the Academic Department Chair will:

Ensure that their full-time and adjunct faculty members are notified of the threat and assure that someone will follow up with them as more information becomes available. Faculty should be asked, at that time, how best to reach the faculty member in the coming hours/days.

If the University becomes closed officially, OR if the Carl DeSantis Building is closed due to threat or damage, the Academic Department Chair, once their own safety is assured, will:

1. Contact their full-time and adjunct faculty members (or instruct program managers to contact) via email and/or phone depending upon the situation.

The Academic Program Managers should:

1. Email their students with information. Depending upon the situation, the program manager might inform students to check the NSU website, the University's hurricane hotline, or other emergency numbers for further information. Students' faculty members and cluster coordinators should be copied on this email.
2. Revise their voice mail message, and have their employees do the same, to communicate the status of the situation and promise to return the call when business operations resume.
3. The program manager, if time permits, should contact NSU Travel to cancel faculty members' flights and hotel rooms for classes that have been cancelled. Notification of the cancellations should be sent or phoned to the faculty member.
4. For the rescheduling of classes and resuming of business as normal, program managers should contact their Directors for guidance.

Communications to Staff

Each Director is responsible for conveying information and instructions to his/her departmental employees. Directors should already have created group emails for this purpose and established a phone tree for their department to ensure that instructions are conveyed as quickly as possible. Directors should not be calling more than five staff members. They should have a system whereby the staff they call will, in turn, call their staff members, and so forth. This provides for time efficiency.

Lists should be updated periodically, and available in both electronic and hard-copy form (in case electronic retrieval becomes impossible). Directors' lists should include employees' email addresses and phone numbers, as well as the departmental phone tree.

In the event of a hurricane threat or other natural disaster, the program manager will:
Notify staff of the threat and assure them that more information will be provided as it becomes available.

If the University becomes closed officially, OR if the Carl DeSantis Building is closed due to threat or damage, the program managers, once their own safety is assured, will:

1. Activate the departmental phone tree via email and/or phone depending upon the situation.
2. Revise their voice mail message, and direct their staff members to do the same, in order to communicate the status of the situation and promise to return the call when business operations resume.
3. If applicable, refer employees to the University website, hurricane hotline, or other emergency numbers for further information.
4. Work with Huizenga's Central Command Group on class rescheduling issues, and other factors related to resuming normal business operations.

Departmental “Communication” Phone Trees

Office of the Dean

The Dean calls:

Kim Santor	who calls: the Academic Department Chairs**
Steve Harvey	who calls: Tanyar, Vielot-Pierre, Fernandez, Greenberg
Liza Sumulong	who calls: Penha, Martin, Pawlowski, Poza**
Michelle Mertens	who calls: Ali, Escalante, Paneque**

***These individuals, in turn, contact their staff members using departmental phone trees that follow.*

Faculty

The Academic Department Chairs who calls: Departmental Full-time and Adjunct Faculty (using separate phone tree)

Graduate Academic Advising

Tramaine Martin who calls: Pawlowski, Meetze, McCarthy, Webb, Lormeus, Fernandez, Simms, Pennetti

Graduate Admissions

Wendy Penha who calls: Wood, Graf, Whitaker, Brown, Seidman, Badillo, Bailey

Please Note: Although these phone trees will be updated periodically, they may not always be current. So, if a staff member is no longer with the Huizenga College, please be sure to call the staff member who replaced this person.

Alternative Classroom and Office Space

If Huizenga’s Central Command Group, in conjunction with NSU Facilities Management, determines that the DeSantis Building or a portion of the building is inoperable, other classroom and office space at NSU’s main campus and off-campus sites not impacted will be utilized as available. Proximity and convenience for students and faculty will be a major factor in the decision. In order of preference, the Group will check: (1) Main Campus locations; (2) East Campus; (3) North Miami Beach Campus; (4) Kendall Service Site; and (5) West Palm Beach Service Site. The later two would not be long-term solutions for classrooms due to their size and location, however, these sites could provide temporary office space for administrators. In utilizing other existing NSU sites, the Group will consider current usage by day and term to establish the number of classrooms needed.

Sites will be selected from the attached list, depending on the severity of the situation. Additionally, other options to be considered will be local high schools, community colleges, and virtual classrooms online. The possibility of a virtual section for all ground-based courses, as a supplement to the ground based course, will be considered.

The Central Command Group – in conjunction with Facilities Management—will establish a timeline for returning the building to operational status. This timeline will contain short-term and long-term ranges. Initially, staff may meet via conference call. If the timeline to return the DeSantis Building to operational status exceeds five days, alternate office space, including personal residences not damaged, will be identified for key administrators to meet and work.

Alternative office and classroom space

	Extension	Location
Oceanographic Inst. - 800 N. Ocean Dr, Dania Beach, FL 33004 Missy Dore (Director)	23610	200a
East Campus (USGS) -3100 SW 9th Ave. Ft. Laud, FL 33315 Ft. Myers – 3650 Colonial Court Fort Myers, FL 33913 Joe Pepe (Regional Director)	28801	Tower
West Palm Beach Gardens George Dungee (Director)	25610	
Miramar – 2050 Civic Center Place, 3rd Floor, Miramar, FL 33025		
Kendall Site - 8585 SW 124th Ave, Miami, FL 33183 Ricardo Belmar – Director (cell 305-607-6123)	23421	104
Lisa De La Torre (Operations Administrator)	23402	
Orlando - 4850 Millennia Blvd., Orlando, FL 32839 Cathy Anton (Director)	(407) 264-5610	
Cape Coral- 1020 Cultural Park Blvd, Cape Coral FL		
Ft. Myers- 10100 Deer Run Farms rd, Ft. Myers FL 33912		
Naples- 2655 Northbrooke Dr., Naples, FL 34119 Joe Pepe (Regional Director)	(239) 267-6278	
Tampa- 3632 Queens Palm Drive, Tampa, FL 33619 Raquel Khuri (Director)	(813) 393-4990	
Jacksonville- 6675 Corporate Center Pkwy, Jacksonville, FL 32216 Kathy Sandusky (Regional Director)	(904) 245-8919	

Returning to Business

The Central Command Group will return to the DeSantis Building to conduct damage assessments. If necessary, the Group will develop and recommend to the Dean a plan for resumption of business operations.

If the building is operable and the University has been re-opened, OIIT Personnel will:

1. Reconnect computing/electrical equipment.
2. Retrieve up-to-the-minute backups from off-site storage
3. Compile damage reports of computing equipment and distribute to executive management.
4. Update emergency procedures to reflect any improvements to existing procedures. (Michelle)

Michelle Mertens Hollman or her designee will revise the business continuity plan to reflect any improvements to existing procedures.

Huizenga employees will report any damage to their areas, and try to be patient while Computing Technology restores functionality to their computer equipment.