



BUSINESS CONTINUITY PLAN SUMMARY

GENERAL

Portfolio Design Advisors, Inc (PDA) has a Business Continuity Plan (BCP) in place that provides detailed steps to mitigate and recover from the loss of office space, communications, services or key people.

DISASTERS

The BCP covers natural disasters such as snow storms, hurricanes, tornadoes, and flooding. The BCP covers man-made disasters such as loss of electrical power, loss of water pressure, fire, bomb threat, nuclear emergency, chemical event, biological event, T-1 communications line outage, internet outage, railway accident and aircraft accident. Electronic files are backed up daily and archived offsite.

ALTERNATE OFFICES

Alternate offices are identified to support ongoing operations in the event the main office is unavailable. It is our intention to contact all clients within five days of a disaster that dictates moving our office to an alternate location.

LOSS OF KEY PERSONNEL

PDA's managers are all able to substitute for each other in case one of them becomes incapacitated.

Clients and prospective clients can always receive the most current copy of Portfolio Design Advisor's Business Continuity Plan at any time by contacting us by telephone at 877-335-7035, option 1; or by email at jen@axiomria.com.