

SOP # 10.11 Revision: 4-26-17
Effective Date: 2011

Prepared by: Bylaws/Policies & Procedures Committee
Approved by: Board of Directors

Title: **SANTA ROSA PLATEAU FOUNDATION (SRPF) - RISK MANAGEMENT**

Policy: The SRPF is committed to protecting its human, financial, tangible, and goodwill assets and resources through the practice of effective risk management.

Purpose: To provide safeguards for anyone associated with the SRPF; to protect and minimize risk to the SRPF's assets.

Scope: Applicable to Board of Directors and all stakeholders including, but not limited to volunteers, sponsors, donors, members, teachers and students.

Procedure:

1.0 ASSET PROTECTION

- A. Insure against theft and casualty losses of tangible personal property to at least 80 percent replacement value and against liability losses to Board members, staff or the SRPF itself at no less than minimally acceptable levels.
- B. Provide sufficient directors' and officers' liability insurance for personnel with access to material amounts of funds.
- D. Ensure office and equipment is not subjected to improper wear and tear or insufficient maintenance.
- D. Protect the SRPF, its Board, and staff from exposure leading to claims of liability including any liability exposure created by the SRPF's special events.
- E. Protect intellectual property, information, and files from loss or significant damage maintain a secure electronic backup system.
- F. Receive, process, or disburse funds under financial controls that meet the Generally Accepted Accounting Principles, Board Policy and Standard Operating Procedures and/or related grant standards.
- G. Invest or hold operating capital in secure instruments, such as insured checking and interest bearing accounts.
- H. Acquire, encumber, or dispose of real property only according to Board policy 10.7, Item 4.0, with the price set on any property to be disposed of following a certified market appraisal.

- I. Protect the SRPF's public image or credibility by following internal policies and procedures.
- J. Develop an Emergency Response and Recovery Plan and Manual.

2.0 EMERGENCY RESPONSE AND RECOVERY PLAN

- A. The Emergency Response and Recovery plans is intended to:
 - 1. Anticipate potential threats to the SRPF's operations.
 - 2. Provide an orderly and efficient transition from normal to emergency conditions.
 - 3. Provide specific guidelines appropriate for emergencies and unpredictable occurrences.
 - 4. Provide consistency in action
 - 5. Prevent activity inconsistent with the SRPF's philosophy.
 - 6. Establish threshold events that may trigger an emergency response.

3.0 EMERGENCY RESPONSE AND RECOVERY MANUAL TABLE OF CONTENTS

- A. Policy
- B. Purpose
- C. Emergency Response Team
- D. Emergency Responsibilities and Location of Fire Extinguishers
- E. Emergencies Requiring Building Evacuation
 - 1. Fire Emergencies
 - 2. Bomb Threats
 - 3. Miscellaneous Emergencies
 - 4. First Aid
- F. Business Operations Recovery – Server Contingency Plan
 - 1. Emergency Evaluation
 - 2. Server Contingency Plan
 - 3. Offsite Backup
- G. Emergency Response Plan Appendices