

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON**

**HEADQUARTERS POLICY**

**Emergency Response and Disaster Recovery Policy**

**Policy Statement**

It is the policy of the American Legion Auxiliary (ALA), a public benefit 501 (c) (19) not-for-profit Veterans Service Organization Auxiliary headquartered in Wilsonville, Oregon to have a written Emergency Response and Disaster Recovery Plan (Plan) for Department Headquarters. The purpose of the Plan is to establish emergency responses to acts of nature and other emergency occurrences that interrupt the vital day-to-day operations of ALA Department Headquarters and/or restrict or prohibit access to the normal workplace, in keeping with professional disaster recovery standards and recommendations, including:

- anticipated potential threats to ALA Department Headquarter operations and emergency responses thereto
- essential and critical business activities
- safeguarding vital information technology and data (IT)
- orderly and efficient transition from normal to emergency conditions
- specific guidelines appropriate for complex and unpredictable occurrences and acts of nature
- threshold events that may trigger an emergency response or building evacuation

The Plan shall be periodically updated to consider changing circumstances. Department Headquarters shall, at least annually, or more frequently as circumstances warrant, a) perform impact analysis to understand business processes interdependencies, especially in relation to an information systems outage; b) provide for periodic testing to ensure that the Plan can be implemented in emergency situations and that staff understand how it is to be executed; and, c) ensure that all ALA Department Headquarters staff are aware of the Plan and their own roles within.