



## Safe Deposit Box Insurance Coverage Location, Business Continuity and Disaster Recovery Overview

### Location Information

Safe Deposit Box Insurance Coverage (SDBIC) is located on the 1<sup>st</sup> floor of a 5 story brick enclosed building at 25 South Grove Ave in Elgin, Illinois. The building is shared with several other professional service companies including an architectural firm and an IT consulting firm. The building is equipped with fire sprinkler systems and is directly connected to the fire department through a fire panel located in the building lobby. The closest fire station is located within 6 blocks of the building and the police department is located within 3 blocks of the building.

Access to the building lobby is available between 8 a.m. and 5 p.m. Monday through Friday. A security code is required to access the building outside of the standard lobby hours. All offices are secured using key locks with access only being granted to employees and bonded cleaning crews and building maintenance workers.

Location electric service is provided by Commonwealth Edison of Illinois. There is no building level generator backup in case of a power outage. A short life limited battery backup is connected to critical equipment in the office.

Internet service is provided by Comcast. Our office is configured for high speed internet as well as VOIP for our NECDSX phone system. We have 7 dedicated phone numbers connected through the NECDSX phone system in our office with each line having voicemail capabilities. A fax machine number is also shared on 1 line.

Below is a list of hardware owned or leased and used by the SDBIC at this location:

- 5 Dell Vostro 3560 Laptops
- 4 Dell Vostro 2605 Desktops
- 1 Dell Vostro 270 Desktop
- 1 Dell Optiplex 740 Desktop
- 1 Brother All In One Printer – office
- 1 Brother 3 in One Printer – portable and office
- 1 Lexmark s790 Series PS3 Printer - office
- Comcast Cable Modem with 2 Routers
- NECDSX Phone and Voicemail System - 7 Phones
- ReadyNas Server – local storage
- All laptops and desktops are running current versions of Windows 7 or higher and are protected by Kaspersky Endpoint.

All desktops and laptops images and critical local files are backed up weekly to our ReadyNas local storage device. A backup of the ReadyNas storage device is maintained offsite on a cloud server.

SDBIC utilizes a PCI Compliant virtual private Linux server for cloud storage and to house and run the company website and web application. Backups of all data processed through the application and website occur on a 10 day rolling schedule with weekly, monthly and annual backups maintained as part of the disaster recovery plan. The Small Business Authority is the provider of the virtual server, is SSAE 16 I SAS 70 compliant and maintains an audited disaster recovery and business continuity plans to ensure the server can be quickly brought back on line in case of disaster. The physical location of the cloud server is Scottsdale, Arizona.

SDBIC also utilizes GoDaddy for their domain registration as well as for email and email storage. GoDaddy also maintains SSAE 16 I SAS 70 compliance with respect to the email servers and storage of email history.

### Disaster Recovery / Business Continuity

In the event of complete destruction of our facilities at 25 South Grove in Elgin, IL, we are positioned to be able to recreate computer hardware that was affected in the event based on the backup images we maintain. We would also replace other equipment lost in the event. In the short term, phone lines provided by Comcast would be rerouted to employee home offices and connections to a remotely set up server would be created until a new location could be established and other critical infrastructure (wiring, furniture, etc...) could be secured. SDBIC can operate effectively at individual remote offices. There would be no interruption to the company website, web application or employees ability to send email. All are accessible remotely from any PC with the proper credentials and a VPN connection.



SAFE DEPOSIT BOX  
INSURANCE COVERAGE, LLC

Once a new location is established and critical infrastructure installed, an integrated phone system with voicemail and networked computers and storage server would be fully functional within 48 hours of the location infrastructure setup.

### **Insurance Coverage**

The Company maintains comprehensive business property insurance with replacement cost coverage, equipment breakdown coverage, terrorism and business interruption with expense relocation coverage with Hartford Insurance.