

# **Purcell Advisory Services, LLC**

## **DISASTER RECOVERY PROGRAM**

### **Business Continuation**

In the event of a natural disaster or other interruption of business services at Purcell Advisory Services, LLC (Purcell), a 24 hour Emergency Recording Hotline Phone number will broadcast voice messages containing up-to-date instructions and redirections regarding continuation of business procedures. That Phone Line is (866) 980-4872. Other business continuation precautions have been implemented to provide best efforts for uninterrupted services and back office support to Clients, Advisors and Broker Dealers.

- 1.) Purcell Email is hosted outside of our main office and is remotely accessible from any location via the internet.
- 2.) The Purcell Secured Database is hosted by Salesforce.com, also accessible remotely from any location with secure user ID and password log on.
- 3.) Each Purcell backoffice Support Staff member has been assigned a laptop to carry to and from home for emergency use when access to Purcell computers is not possible, whether due to power outage, temporary disaster or other business interruption. Each laptop is equipped with USB wireless cards to access both Email and the Salesforce database remotely. The laptops can also be used to implement trading signals (provided by Email) at custodial websites.

Purcell has published and distributed to each employee an 18 page Disaster Recovery Plan document with specific instructions for emergency scenarios complete with phone contact information for principals, employees and vendors. In general, it is our plan that all backoffice support operations inclusive of Trading would continue seamlessly until the Disaster Recovery Assessment and Disaster Recovery Plan processes could be fully implemented for permanent continuation of business.