



13975 Twp Rd 135 * Kenton, Ohio 43326

419-673-9542

www.hardinairport.org

Business Continuity Policy

Scope

This business continuity policy must be observed for the Hardin County Airport.

Purpose

This policy establishes the framework for the development, implementation, review and improvement of Hardin County Airport's business continuity plans which shall include:

- a) Maintain an Airport Authority Board of seven members as appointed by the Hardin County Commissioners.
- b) Generate an adequate and suitable response should a safety or environmental risk of a catastrophic nature materialize, leading to the lack of availability of any of the basic components of the Hardin County Airport's activity: people, premises and offices, technology, information and providers.
- c) Reduce the impact of possible catastrophes on airport activities securing the preservation of key data and functions and, where not possible, the progressive recovery of said data or functions as appropriate, until normality is restored.

Principles and Commitments

The business continuity policy shall be based on the following principles and commitments:

- a) The protection and safety of people shall be the first premise and ultimate objective of this Policy, both under normal circumstances and during a crisis resulting from a disaster.
- b) The designation of representatives in the various areas with appropriate experience and knowledge to actively participate in the preparation, implementation, review, verification and amendment of the business continuity plans.

- c) The development and implementation of business continuity plans by the Authority Board, considering, the internal areas and departments, suppliers and services and using adequate and proportionate systems, resources and procedures.
- d) The maximization of the synergies generated through the development and implementation of the business continuity plans at the Hardin County Airport taking into consideration the Hardin County Commissioners common means and resources.
- e) The adoption of reasonable measure to ensure the operational continuity of processes and activities, based on their criticality as established by the Authority Board.
- f) The inclusion of safety and reliability criteria which reasonably ensure the continuity of the critical services provided by third parties, should said services be outsourced.
- g) The preparation, within the business continuity plans, of appropriate communication procedures, both internal and external, which ensure their correct execution and timely delivery of information to all the interested parties.
- h) The communication to all the Authority Board members, Airport manager and Board Secretary/Treasurer of their responsibilities and the procedures that may affect them, within the business continuity framework and through dissemination and training activities.
- i) The constant willingness to cooperate with the authorities in case of disaster or need, as part of the spirit of service that inspires all Hardin County Airport activities and its responsibility towards the Society in which it operates.

Emergency Contacts:

Hardin County Airport Manager
13975 Twp. Rd. 135
Kenton, OH 43326
419-673-9542

Hardin County Commissioner's Office
1 Courthouse Square
Kenton, OH 43326
419-674-2205

Hardin County Sheriff's Office
1025 S. Main St.
Kenton, OH 43326
419-673-1268

Dial 911 for Fire or EMS personnel