
TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

BUSINESS CONTINUITY PLANNING PROGRAM

The Two Rivers-Ottawuechee Regional Commission is developing Business Continuity Plans for businesses in our region.

By being a participant in this program, your business agrees to:

- Grant access to the property where the business is located;
- Share documents and information relevant to the business's operation solely for the purpose of developing a Business Continuity Plan;
- Identify which part of the documents or information submitted to the Two Rivers-Ottawuechee Regional Commission (TRORC) that your business considers confidential at the time the documents or information are shared;
- Share the name of your business in reports that TRORC submits to our federal funding agency, the Economic Development Administration; and
- Not hold TRORC liable for the advice they provide.

With your permission, we would like to include the name of your business in press releases and other outreach materials we may develop. This is by no means mandatory, however.

The Two Rivers-Ottawuechee Regional Commission offers the following assurances to program participants:

- Information collected by the TRORC will be used solely for the purpose of developing a Business Continuity Plan;
- Information collected by TRORC will remain confidential and will not be available for public review. TRORC will take reasonable steps to protect documents or information designated as confidential;
- TRORC will consult with business owner or representative prior to any on-site activities;
- TRORC will provide the owner with a copy of draft and final Business Continuity Plans, which the owner is encouraged to use in planning and mitigation of emergencies; and
- TRORC is not responsible to underwrite the cost of any business continuity programs that the business may choose to carry out.

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