

Business Continuity Plan 2017-2018

LandStar Title Agency Inc.

55 Cherry Lane

Carle Place, NY 11514

Revision History	
Revision Date	Revised By

Physical Address: 55 Cherry Lane, Carle Place, NY 11514

Plan Owner: LandStar Title Agency, Inc. **Contact #:** 516-336-2020

Office Personnel Contact List

Name	Mobile # 123-456-7890	Home # 123-456-7890	Business Function	Role (Recovery Director, Lead, Alt Lead, Member)
John Burke	516-849-0206		CEO	President/CEO
Ken Warner	917-359-9354		Senior Council	Vice president
Dina Estrada	631-275-1187		CFO	
Mary Jane Burke	516-410-5356		Front Desk	
William Chung	917-822-0819		Counsel	
Richard Lipman	516-551-7192		Counsel	
Steven Chernick	516-318-4078		Financial Manager	
Marco Botarelli	917-860-5132		Managing Partner	Sales
Ilyse Abatzidis	631-807-4412		Recording Department	
Audrey O'Boyle	516-729-9645		Escrow Department	
Joe Diliberti	631-806-2162		Vice President sales	
Archna Sharma	646-637-3111		Recording Department	
Brigette Farino	516-779-7413		Operations	Manager
Susan Seefried	516-492-2624		Closing Desk Coordinator	Supervisor
Bartholomew Kerner	516-459-6005		Vice President/Sales	
Karen McCready	727-359-3092		Production/Typist	Account Coordinator
Ann Carolan	516-637-5141		Vice President/Sales	
Faykita Scott	631-566-1880		Production	Typist
Marcantonio, Frank	516-492-4776		Salesman	
Russell, Susan	516-640-6694		Clearance	
Marilyn Thier	516-603-7053		Account/Funding Coordinator	
Rubinberg, Julie	516-474-7656		Counsel	
Walkin, Jim	917-679-6133		Salesman	

Evacuation Procedures

In the instance that there is a threat to the building, employees are to leave the premise and meet at the predesignated rally site. Once there, the location manager, or someone appointed by the office manager, will take roll call and provide additional instructions. Rally site should be within walking distance but far enough away from the building to allow for emergency responders to operate (fire trucks, police vehicles, bomb squad, ambulance vehicles).

Primary Rally site: Our Lady of Hope parking lot at Cherry Lane, Carle Place, NY

Secondary Rally site: Carle Place Long Island Rail Road Station, West Bound train platform.

Alternate Locations

Local Office – List any office locations that would be able and willing to provide temporary workspace.

Hotels – List any hotels that have meeting space/ business capacity viable for temporary relocation.

	Address	Contact Name	Number
Local offices:	Tracker Pro LLC	Howard Finkelstein	631-393-6999 x100
	175 Pinelawn Rd, Melville 11747		
	DataTrace		
	111 Marcus Avenue, Lake Success, NY		
Hotels:	Homestead Suites		
	40 Westbury Avenue, Carle Place, NY		

Phone Rollover Procedures

Include instructions on how to forward the phones (to a cell phone, different office line, etc)

Phone system/provider: Black Box

<p>Forwarding instructions:</p> <p>Forward phones to employee cell phones</p>

Main numbers to be redirected	Redirect destination
516-336-2020	917-359-9354

Critical Functions

List critical business functions that would be needed to continue business. Identify processes or procedures to be done to continue these functions despite a business interruption.

Critical Function	Work Around
Book closing	Remote consultation

Critical Function	Work Around
Schedule closing	Remote consultation
Prepare reports/policies	Remote consultation
Process recording	Remote consultation
Deposit funds	Visit bank branch
Wire funds	Visit bank branch

Vital Records

List critical information or items that would be needed to continue business such as passwords, call lists, file backups. Identify how you would access or retrieve this information in the event of a business interruption.

Item	Method of Retrieval
passwords	Copy stored at alternate location
Call lists	Copy stored at alternate location
File backups	Copy stored at alternate location

Minimal Recovery Configurations

Minimum equipment needed in a total loss of facilities/assets. Include items that your employees will need if they are scheduled to work at a recovery location.

Item	# of Units Needed Immediately	# of Additional Units Needed		
		By Day 2	By Day 5	To Be Fully Operational
Desktops	2	5	5	10
Laptops	0	0	0	0
Desk supply kit (notepad, pens, stapler, etc.)	1	1	1	10
Printer	0	1	1	1
Fax	0	0	0	1
Scanner	1	1	1	1
Paper (cases)	1	1	2	2
Documents and Forms	0	0	0	0

Client List

List the contact information for clients who would be contacted in the event of a business disruption.

Client Name	Contact Name	Contact Phone	Contact Email
Astoria Bank		212-715-9448	
MCU	Godfrey Samuel	212-238-2682	
Toscano	Thomas Toscano	516-741-9300	
Wells Fargo Bank		631-752-5088	

Joe Nemeth		631-234-4400	
Martin Jaffe		212-245-4680	
Howard O'Rourke		516-568-8856	

Vendor List

List the contact information for vendors who would be contacted in the event of a business disruption.

Vendor Name	Product/Service	Contact Name	Contact Phone	Contact Email
Red Vision	Abstracts	Phil O'Hara	516-663-0618	
Rob Ericson	Abstracts	Rob	516-242-0246	
Signature	Abstracts		800-432-8384	
TrackerPro	Software	Howard	631-393-6999	
LSDD	LandLord	Dr. Dresden	516-536-6300	
Prestige	Payroll	Bruce	516-692-0505	
BNB	Bank	Sharon Cohen	516-498-9111	
Citibank	Bank	Nicole Adams	516-228-8294	
Flexible	IT	Guy	631-756-0404	
Close IT Plus	Software	Lee	919-741-5077	

Stewart IT Supported Services Used by this Location

Check the services used. Add any services not listed.

✓	Service	✓	Service	✓	Service
<input type="checkbox"/>	SureClose	<input checked="" type="checkbox"/>	eRecording	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	TitleWorkPlace	<input type="checkbox"/>	Solomon	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	StewartWorkPlace	<input type="checkbox"/>	Financial Access	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	AIM+	<input checked="" type="checkbox"/>	Positive Pay	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	AFW versionClick here to enter text.	<input type="checkbox"/>	Secure Pay	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	TPE (TitleSearch/ATS/ASA)	<input checked="" type="checkbox"/>	Efax	<input type="checkbox"/>	Click here to enter text.
<input checked="" type="checkbox"/>	Outlook	<input type="checkbox"/>	Stewart Orders	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	Image Storage	<input type="checkbox"/>	SiteBuilder	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	Prior Files	<input checked="" type="checkbox"/>	Virtual Underwriter	<input type="checkbox"/>	Click here to enter text.
<input checked="" type="checkbox"/>	Internet Access	<input type="checkbox"/>	StewartPoint	<input type="checkbox"/>	Click here to enter text.
<input checked="" type="checkbox"/>	ICL	<input checked="" type="checkbox"/>	TrackerPo	<input checked="" type="checkbox"/>	Close IT Plus

Non-Stewart IT Supported Services Used by this Location

Check the services used. Add any services not listed.

✓	Service	✓	Service	✓	Service
<input type="checkbox"/>	Title Data (TDI)	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	TIMS	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	ACS	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	ADI	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	Clerks	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	Appraisal	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
<input checked="" type="checkbox"/>	Tax Offices	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.
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<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.	<input type="checkbox"/>	Click here to enter text.

Additional Information and Tasks Assignments: