#### Family Investment Planning LLC 925 Elm Grove Road Elm Grove, WI. 53122 Business Continuity Plan

### I. <u>Emergency Contact Persons</u>

Kurt Mueller: Office (414) 435 0601 (Cell phone) 414 334 1803

# II. <u>Firm Policy</u>

Our firm's policy is to respond to a Significant Business Disruption (SBD) by firm property, making an operational assessment, quickly recovering and resuming operations, protecting all of the firm's books and records. In the event that we determine we are unable to continue our business we will assure customers access to any prepaid funds.

### III. Customers' Access to Funds and Securities

Contact your Broker dealer regarding access to your Funds and Securities. If, Family Investment Planning LLC, is in receipt of a retainer fee or prepayment and unable to complete the work, we will refund the deposit. Our business bank is US Bank. Our Billing is done after completely our work.

## IV. Financial and Operational Assessments

In the event of an SBD, we will immediately identify what means will permit us to communicate with our customers, Although the effects of an SBD will determine the means of alternative communication, the communications options we will employ will include our Web site, telephone voice mail, secure e-mail.

### V. <u>Alternate Communications Between the Firm and Customers,</u> <u>Employees, and Regulators</u>

Currently we communicate with clients in person, via the phone, or email. Voicemails are transcribed into email alerts and we have ability to retrieve messages remotely if need. Our Voicemail message also references my personal phone number in the case of an emergency.

## VI. Critical Business Constituents, Banks, and Counter-Parties

Our Bank is US Bank Corp and Our Landlord is Tom Nachreiner

## VII. <u>Regulatory Reporting</u>

Our firm is subject to regulation by: Wisconsin Department of Financial Institutions 4822 Madison Yards Way, North Tower Madison, WI 53705 (608) 261-9555