# Emergency access plan

What a club does if an officer who holds the only key to something goes silent

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A plan for what a club, registry or association does if the registrar, or any officer who holds the only key to something, goes silent. Write it before you need it.

> **A planning aid, not legal advice.**
> This plan is a planning aid. It does not say what the law or your governing documents require. Check your bylaws, your registry's rules and any advice you rely on before you act.

## What to decide in advance

Agree these points at a board meeting and write them into the plan. Do not leave them for the day something goes wrong.

- ☐ Who counts as silent, and for how long. For example: no reply to two attempts over several days, with the second attempt from a different officer and by a different route.
- ☐ Who leads the response, and who stands in if that person is the one who is silent.
- ☐ Which accounts and records the board should be able to reach, in order of urgency.
- ☐ Who may approve a change of account holder, and how that approval is recorded.
- ☐ Which provider, bank or registry contacts the board will call, and what proof each one asks for.

## Who is told

- ☐ The whole board, in one message that states what is known and what is not.
- ☐ The officer's emergency contact, if the board has one on record.
- ☐ Members, only when something they rely on is affected, and only with facts.
- ☐ Your registry or parent organization, if you have one.

Keep the first message short and calm. State what happened, what the board is doing and when the next update will come.

## Timeline

Adjust the times to suit your club. The order matters more than the numbers.

- ☐ Day 0: A second officer tries the usual routes again and confirms the person cannot be reached (Lead)
- ☐ Day 1: The board is told and the plan is started; the register of who holds what is opened (Lead)
- ☐ Days 1 to 3: Backup holders sign in to each account in the register and confirm access (Backup holders)

- [ ] Days 2 to 5: Accounts with no backup are recovered through the provider, using the club's own address and records (Lead and treasurer)
- [ ] By day 7: Anything still locked is listed with its provider's reply and the next step (Lead)
- [ ] Week 2: The board decides, at a meeting, whether to appoint a stand-in or a replacement (Board)

## Recovering access

Keep at least two administrators on every system, so one silent person never locks the board out.

Work from the easiest route to the hardest:

- [ ] Use the backup holder named in your register.
- [ ] Use a password reset that goes to an address the club owns.
- [ ] Ask the provider to change the account holder, with the club's name, the board's record of the decision and proof of who is acting.
- [ ] If the account was opened on a personal address that nobody else can read, tell the provider as early as you can, because that route is the slowest.

Write down each step and each reply in one log. Do not guess passwords or use another person's login.

## Records the board should be able to reach

- [ ] Member list and renewal dates
- [ ] Open applications and registrations waiting for a decision
- [ ] Payment and bank records, and what is owed in both directions
- [ ] Certificates issued and the numbering rule
- [ ] Event entries, bookings and deposits
- [ ] Minutes, bylaws and the current register of who holds what

## After the emergency

Review what slowed you down. Replace any account that had no backup. Update the register of who holds what and the board handover checklist, and record the lessons in the minutes.

## How Breed Ledger handles this

### How Breed Ledger fits into an emergency.

Everything above works with whatever your club uses today. If your club runs its roles and sign-in in Breed Ledger, these parts are already handled.

- An organization administrator can give an active member the member, registrar or organization administrator role, and can change it again later. Moving the last organization administrator to another role is refused, so a handover starts by giving someone else the administrator role.
- The sign-in page for a club's administrators has a Forgot your password? link that emails a reset link to the address on the account. It helps only where that address is one the club can read.

See roles in Breed Ledger: book a demo at https://breedledger.co/demo.