



## Business Continuity Plan Disclosure

**Overview** - Raptor Partners LLC has developed a Business Continuity Plan addressing how it will respond to events that significantly disrupt our business. Since the timing and impact of disasters and disruptions are unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with this information on our Business Continuity Plan.

**Contacting Raptor Partners** - If after a significant business disruption you cannot contact us as you usually do at (412) 281-5151, you should access Raptor Partners' website at [www.raptorllc.com](http://www.raptorllc.com) or email us at info @ raptorllc.com.

**Raptor Partners Continuity Plan** - We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our employees and property, making a financial and operational assessment, protecting the firm's books and records, and allowing our customers to transact business. In short, our Business Continuity Plan is designed to permit our firm to resume operations as quickly as possible, given the scope and severity of the significant business disruption. We review our Business Continuity Plan on a periodic basis; the Plan may be changed without advance notice.

Our Business Continuity Plan addresses: data back-up and recovery; all mission critical systems; financial and operational assessments; alternative communications with clients, employees, and regulators; alternate physical location of employees to conduct business operations; critical supplier, bank and counter-party impact; regulatory reporting; and assuring our clients the resumption and continuation of services provided by Raptor Partners as soon as possible.

We have implemented a methodology to back-up our important records in a geographically separate area from our current business location. While every emergency situation poses unique problems based on external factors, such as time of day and the severity of the disruption, we are determined and prepared to restore our business operations as soon as possible in order to enable us to provide service to our clients. Nonetheless, you should be aware that during a period of business disruption we may be unable to provide the services for which we have been engaged.

**Varying Disruptions** - Significant business disruptions can vary in their scope. Such disruptions could affect only our firm's offices, a single building housing our firm, the business district where our firm is located, the city where we are located, or the whole region. Within each of these scenarios, the severity of the disruption can also vary from minimal to severe. Regardless of whether the disruption is restricted only to our firm or a building housing our firm, or is a disruption affecting our business district, city, or region, we will transfer our operations to an alternative site outside of the affected area. We anticipate being able to recover all data within four (4) business hours and resume business activities within two (2) business days of a disruption under all but the most severe circumstances. Whatever the situation, we will make every effort to resume our business as soon as possible, and will notify you through our website or email, if possible, on how to contact us.

**For more information** - If you have questions about our business continuity planning, you may contact Raptor Partners at (412) 281-5151.