

Title of Manual: Mid-South Substance Abuse Commission Policy and Procedures			Page 1 of 1	
			History	
Policy Number: A016	Subject/Title: Business Continuity Plan		Replaces:	New
			Last Reviewed:	6/2010
Issued By: Executive Director	Approved By: Board of Directors Date: 08/23/2010	Scope: Mid-South Administration	Effective:	08/23/2010

1. **POLICY**

Mid-South will be prepared to respond to various forms of emergencies in order to ensure the continuation of needed SUD treatment services to funded clients during the emergency period and during the recovery process.

2. **PURPOSE**

The Mid-South Business Continuity Plan uses an all-hazards approach to planning and management in case of natural disaster (e.g. tornado, flood, snow, ice), technological disaster (e.g. hazardous materials transportation incidents, computer system intrusion), or sociological and public health disasters (e.g. sabotage, terrorism, and pandemic flu). The purpose of the Plan is to:

- 2.1. Ensure a set of predictable behaviors by the majority of staff directly following an emergency.
- 2.2. Provide specific guidelines for staff to follow in an emergency.
- 2.3. Establish a team of people who can assess damage and make informed decisions about how to handle the immediate situation while arranging for experts to deal with long-term consequences of the incident.

3. **PROCEDURE**

- 3.1. The Emergency Preparedness Team (EPT) consists of the management staff: Executive Director, Finance Manager, Treatment/CCC Manager, and Prevention Coordinator.
 - 3.1.1. Each department will have a plan of action to cover their area of functioning in the eventuality of a situation interrupting the normal office operations.
 - 3.1.2. All staff will be instructed on their individual responsibilities in the eventuality of a situation interrupting normal office operations.
 - 3.1.3. Each department's plan of action will be reviewed on an annual basis to ensure it meets the agency's needs.
- 3.2. The EPT will maintain a phone list of other essential agencies and/or individuals to contact to inform of the situation as part of the emergency communication aspect of the plan. This list will consist of who to call, in priority order, and who is to do the calling.
- 3.3. The Chairperson of the Commission shall be notified when any event occurs that requires being addressed under this policy.

Reference:

Safety and Emergency Preparedness Procedures for Staff (Effective February 26, 2008)