



Policy Number: 40
Effective Date: August 15, 2016
Revised: October 8, 2020

Subject: Administrative Response to Disaster

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall establish a plan to maintain administrative functions should a natural disaster or catastrophic event occur. Establishing alternative options for administrative functions will allow CCDDR to continue providing Support Coordination services to eligible clients and help maintain their quality of life.

POLICY:

In the event of a tornado, fire, explosion, or other event that destroys or renders one of the CCDDR offices useless, the employee first made aware of the event shall contact the Executive Director and other staff immediately. The Executive Director, or appropriate Administrative Team member first made aware of the event should the Executive Director be incapacitated, shall notify the Chairperson of the Board and other Board members immediately. The Rolla Satellite Regional Office shall be notified no later than the next business day.

If the event affected the community at large, such as a tornado, then any Support Coordinators available shall call or try to physically contact as many clients and guardians as possible as soon as possible.

CCDDR client and business records are stored in a secure online CCDDR database, and all CCDDR employees have the capability to work remotely should CCDDR offices be compromised. Should online access to any or all records be interrupted, CCDDR shall implement temporary protocols for retrieval of needed information.

If the Osage Beach office is compromised, then administrative functions can occur at the Camdenton location. If the Camdenton location is compromised, then the Osage Beach Office shall serve as the central location for all operations. Should the Camdenton and Osage Beach offices be compromised, the Keystone facility shall serve as the central location for all operations. If all CCDDR facilities are compromised, an alternate location shall be identified as the central location for all operations.

A plan of action will be created and submitted to the Board that outlines the preservation of all operational functions should a disaster cause the administrative and/or support coordination offices of CCDDR to be compromised. The plan will define individuals responsible for contacting staff to ensure continuation of services, individuals responsible for contacting clients, and the location of possible locations to use as a base of operations. Staff shall also be identified to inspect and evaluate damage to the offices as well as organize teams to locate and sort any and all physical documentation, records, etc. that may be salvageable.