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 useless one of the offices of CCDDR, the Administrator first made aware of the event shall contact the Executive Director and other staff. The Rolla Regional Office shall be notified on 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.

Client records are stored in a cloud based data base and all Support Coordinators have the capability to work remotely. Administrative records, insurance, payroll, etc. are duplicated in the CCDDR offices. 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 will become the hub for calls, messages and staff contact.

A plan of action will be created and submitted to the board that outlines the preservation of administrative 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 documentation that may be salvageable.