



Subject: Emergency Preparedness Back Up and Disaster Recovery Policy

Purpose: To provide structured responses for emergencies and natural disasters.

Scope: Staff working with the individual served

Related Forms: Emergency and On-call Policy, All Health Related Policies, Emergency Preparedness in Home, Work and Community Policy, Training Policy

Related Entity: All entities owned and managed by A.W. Holdings, LLC

Description:

Benchmark Human Services (Benchmark) will create an Emergency Preparedness/Disaster Plan for each office and specific program. The plan provides contact and emergency numbers as it relates to the location/program, first responders, back up to limit service interruptions or delays and plan of action. The plan will be reviewed annually or updated as needed.

Benchmark will complete a My Emergency Plan with pictures for each individual who requires assistance outside of verbal instructions. This plan will address each individual's unique challenges during an emergency/disaster due to geography or seasonal events or any event that places the individual at risk in an emergency. The plan details the needs of the individual, method of communication, and health or behavioral challenges.

Benchmark Human Services is an Affirmative Action, Equal Employment Opportunity Employer

Effective Date: 09/28/11	Source: Compliance	Approved by: Policy Review Committee
Revision date(s): 10/01/15, 02/04/19		
Review date(s): 02/13, 02/14, 02/16, 02/17, 02/18, 02/04/19, 02/04/20, 02/25/21		