**1:14 DISASTER PREPAREDNESS AND RECOVERY PLAN**

**PURPOSE:**

To establish a process for recovery of data, information and records in the event of a disaster.

**POLICY**

The company will plan accordingly for all disaster and emergency situations. The company will maintain all files and records in accordance with the company’s recovery plan.

**PROCEDURE**

The following process shall be followed at all times by administrative and management staff of the company in preparation for an emergency or natural disaster:

Office Manager / Administrative Assistant

* Backs up the company’s electronic data to an outside server, make copies of all computer files to the Administrator on-site and stores the second in a safe off-site location.
* Protects Clinical Record:
* Stores Client Records in secure and fireproof cabinets.
* Backs up client and billing computer records regularly and ensure client data and required office client data forms is saved to a CD Rom or a zip drive and stored in a secure off-site location. Use the local area network server that utilizes a backup server if applicable. This information should also be saved to a CD Rom or zip drive.
* Stores back up CD's on site in insulated containers.
* Makes hard copies of pertinent client file contents in a secure, off site location.
* Provides a copy of the record items listed above to the client and/or the client's caregiver to store in their home(s)
* Scans record contents on a regular basis.
* Store copies of the scanned records in a secure off-site location.
* Arranges for the evacuation of records to a designated backup facility if there is sufficient warning prior to the disaster.
* Copies of personnel records and invoices and other documentation of the Management Information System configuration are kept off-site. This will allow the company to quickly order the correct replacement components.
* Assists with removal and safe storage of equipment and information away from windows and in high places. Store computers and valuable equipment in doubled plastic garbage bags in preparation for disasters
* Secures items of importance and transport to safety;
* Secures education records and removes for safe keeping if indicated & possible.
* Prints and copies all lists, schedules and other pertinent and important information for agency operations;
* Assists in delivering all communications to and from field staff, clients and Administration.
* Works in assigned areas if agency closes.
* Ensure all company vehicles are secured with vehicle covers or sheltered against any natural disasters

In preparation for a disaster, Personnel shall:

* Raise computers above the flood level and move them away from large windows.
* Move heavy and fragile objects to low shelves.
* Move file cabinets to the interior of the business location.
* Purchase materials (plastic sheeting) to cover computers and file cabinets.
* Secure light fixtures and other items that could fall.
* Place Velcro strips under tabletop computers.
* Install curtains or blinds that can be drawn over windows.