WORKFORCE SOLUTIONS
of the Coastal Bend

POLICY

CATEGORY:	**Property and Facilities**	**No: 6.0.101.01**
TITLE:	**Emergency Management & Business Recovery/Continuity of Operations Plan**	
SUPERSEDES:	**Policy # 6.0.101.01 dtd April 26, 2007**	
EFFECTIVE:	**August 24, 2012**	
BOARD APPROVAL:	**August 23, 2012**	
DATE REVIEWED:	**August 23, 2012**	

I.   PURPOSE:
Establishes an emergency management policy for all Board and Service Provider Professionals.

II.   DEFINITIONS:
N/A

III.   POLICY STATEMENT:
1. Workforce Solutions of the Coastal Bend (WFSCB) shall prepare, maintain, and annually test a two-tier Emergency Management and Business Recovery/Continuity Plan. This plan shall be detailed in the Workforce Solutions of the Coastal Bend Emergency Management Manual.

2. During an emergency/disaster situation the priorities of the Coastal Bend Workforce Board are:
- Safety of all WFSCB Professionals and affected community residents;
- Mitigation of damages
- Communication with constituencies; and
- Recovery and restoration of services.

3.   Board Professionals are responsible for providing the direction and control in all emergency/disaster situations. Board Professionals will control all incident related activities. The Board's President/CEO or designee will coordinate with federal, state and local emergency manage personnel.

4. The Childcare and Career Center Service Provider Management are responsible for;
- the front-line management of the incident,
- tactical planning and execution,
- collecting and evaluating incident information
- determine whether outside assistance is needed
- relaying requests for internal resources or outside assistance to the Board Professionals;
- monitoring the situation, evaluating the effectiveness of response implementation and redeploying resources, as needed

5. In order to ensure that the system is prepared to fully support the community in times of emergencies/disasters each Service Provider and their sub-contractors must designate an

emergency management liaison and maintain an emergency management manual. This manual will be updated not less than annually and will contain disaster procedures which define duties of personnel, with an assigned role and establish procedures for each person. All Workforce Professionals will be advised of disaster procedures at orientation and at least, annually. The manual must contain the following information:

- Workforce Professionals' contact numbers
- Information on contractors
- Key supplier/Vendor Information
- Identification of critical functions
- List of Vital records
- List of critical phone numbers List of critical supplies
- List of key equipment
- List of critical computer equipment & software
- List of voice/data communication needs
- List of miscellaneous resources
- List of key contracts
- Training plan for temporary workers

6. Closure decisions will be based on the nature and degree of each event, recognizing that the centers must continue operating when adverse conditions do not warrant closure.

IV. PROCEDURES:
Emergency management procedures are detailed in the Workforce Solutions of the Coastal Bend Emergency Management Manual.

V. RELATED POLICY INFORMATION:
The Texas Department of Public Division of Emergency Management web site (www.txdps.state.tx/dem) provides information on emergency management and planning, and disaster recovery.
Government Code, §418, §421
TAC Title 37

VI. RESPONSIBILITIES:
The President/CEO must ensure that all Board and Service Provider Professionals are aware of and comply with these policies when an emergency/disaster situation occurs.

VII. FORMS AND INSTRUCTIONS:
Workforce Solutions of the Coastal Bend Emergency Management Manual

VIII. DISTRIBUTION:

☐ Board of Directors   ☒ Board Professionals   ☒ Service Provider Professionals

IX. SIGNATURES:

_____   _____
            Reviewed by EO Officer   **Date**

_____   _____
            President/CEO   **Date**