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CLARK COUNTY
WASHINGTON

Clark County Regional Support Network Policy Statement

Policy No.: AD07
Policy Title: Business Continuity Planning
(formerly titled: Disaster Planning)
Effective Date: September 1, 2004

Policy: All providers contracted with the CCRSN are required to have a Continuity of Operations Plan (COOP), also known as a Business Continuity Plan (BCP), as part of their policies. The purpose of this policy is to serve as the basis for effective response to any hazard that threatens the ability of the agency to provide essential services in the event of a disaster, and to facilitate coordination with the CCRSN, City, County, State and Federal government during disaster situations.

Reference: WAC 118-30, Clark County Continuity of Operations Plan, State of Washington Comprehensive All Hazard Emergency Management Plan.

Procedure:

1. Each agency will develop a COOP/BCP that addresses responses to potential disruption to services including loss or unavailability of facilities, utilities, and/or staff. The Plan should include at a minimum:
 - a) Essential Functions
 - b) Alternate Facilities
 - c) Staff Tracking
 - d) Evacuation and Shelter-in-Place Procedures
 - e) Information Systems Backup and Recovery
 - f) Access to Records
2. This Plan will be reviewed and updated at least annually.
3. Agency staff will be trained to implement the Plan if needed. All providers shall have policies that assign responsibility to carry out actions in emergencies. These shall be available to all staff. Staff should receive yearly training on the emergency protocols.
4. The CCRSN will coordinate services during the recovery phase of a disaster. The CCRSN and the provider network will participate in activities that address mitigation.

Approved By: _____

Vanessa Gaston
Vanessa Gaston, Director
Clark County, Department of Community Services

Date: _____

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