

New Leaf Alternative Emergency and Business Continuity Plan

Staff, Foster Homes, Youth

New Leaf Alternative Business Continuity Plan

Business Information:

New Leaf Alternative LLC

2480 South Main Street Suite 205

South Salt Lake City, Utah 84115

Main Phone: 801 485 3772

Main Fax: 801 483 3750

After Hours Emergency Phone Numbers: Sione Tavake	Executive Director	801 916 0918
Rebecca Keller	Programs Director	801 688 0309

Corporate Headquarters as listed above:

Secondary location 910 Syrena Circle Sandy Utah office# 801-233-3423 for fax and calls

Tertiary location: Sione home in draper

PRIMARY EMERGENCY MANAGER(s)

Point of Contact speaking for the company:	Sione Tavake	Executive Director	801 916 0918
	sione@newleafalternative.com		

Emergency Command and Procedures:	Rebecca Keller	Programs Director	801 688 0309
	rebecca@newleafalternative.com		

Assumes Command: Directors, Secondary Staff, Tertiary staff etc

Assess the Situation: All involved

Activate Emergency Procedures: Directors, secondary staff, tertiary staff, etc

Coordinates Employee Communications: Sione, Directors

Other- _____

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- Workplace Evacuation and Sheltering Plan
- Workplace Emergency Supply Kit
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- Data Protection/Storage/Recovery

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- Essential Business functions:
 - Supplemental-

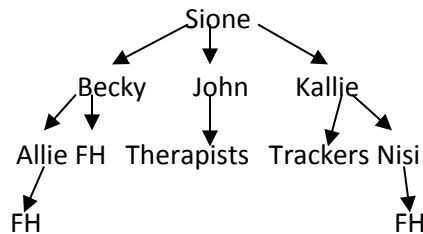
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COMMUNICATIONS OVERSIGHT:

- Directors: Oversee the communication links for their supervising staff to insure that all communication links, training, and services are provided.
- New Leaf has established cell phones as primary method for communication. New Leaf has also established an 1800 number for larger emergencies.
- New Leaf has asked that all homes also be equipped when possible with a land-line should cell services not be available
- New Leaf has also trained the families to keep emergency numbers posted and available to schools, contacts, New Leaf personnel, family emergency contacts.
- New Leaf has also established with the foster homes a secondary number and address should emergencies take them from their primary residence.
- 911 is the established emergency number for community assistance to a crisis.

COMMUNICATIONS CALL-TREE'S:

Calling Tree: Top-downward



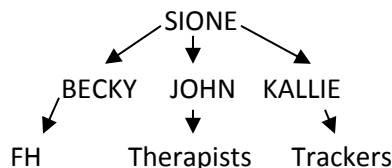
Calling Out:

Sione will call all Directors. Directors will then call all of their staff. Tooele Tracker will be in charge of contacting the Tooele County Foster homes if applicable.

Purposes:

The Calling Tree is for the purpose of getting emergency information out to all the New Leaf staff and clients. Calling becomes necessary when we need feedback from the staff and clients assessing their well-being and needs as well as to inform. Emergencies could be anything from inclement weather and earlier curfews that will affect all clients to major disasters such as fires to main buildings or city disasters. Mass disasters could be earthquakes etc.

Calling Texting:



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Text Messaging Out:

Sione will text all Directors. Directors will text all their staff. Staff will contact all appropriate parties.

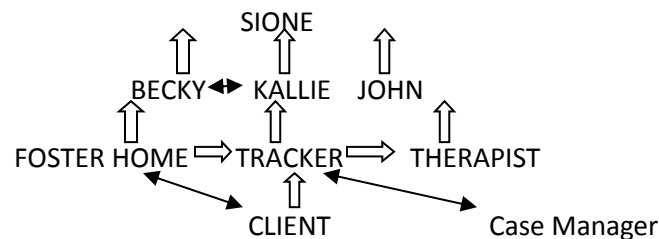
Purpose:

Text messages are for the purpose of getting information out in cases of emergencies or getting information out to all employees and clients. Information could be as simple as minor inclement weather to major disasters. It can be another source of getting out information when calling is not available.

COMMUNICATION:

Upward Calling:

CASE A:



Upward calling Case A:

- If a client is more than fifteen minutes late for a curfew or there is an accident or incident, then there is procedure that needs to be followed.
- Accident or Incident regarding the clients:
- Client reports this incident to their tracker and their foster parents
- Foster Parents contact their tracker and their direct supervisor
- Tracker informs their direct supervisor as well as the case manager.
- Tracking Supervisor informs other two directors and the executive director as well.
- Becky and John inform their obligatory staff and Office of License if necessary. There is also a follow up of incident reports written and collected.

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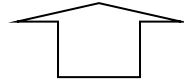
CASE B

CHECKING THE NUMBER= SIONE/BECKY



Assess needs and
Obtain Services

1 800 972-6090



CLIENTS FOSTER PARENTS TRACKERS CLINICIANS ADMINISTRATION

Purpose:

In case of a major disaster there is an emergency phone number. All will be required to call into this number and give specific information:

Client Status, Location, and any pertinent detail or needs

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RISKS AND HAZARDS:

WEATHER

- If there is inclement weather it is the tracker's responsibility to cancel any pending meetings (CFTM or otherwise)
- If there is therapy scheduled and inclement weather arises or is pending it is the clinician's responsibility to cancel sessions.
- New Leaf Alternative will not recommend clients, staff, or foster parents to be en route, or stuck if it can be prevented per inclement weather.
- If Staff, Clients, Foster families, team member's be held up at the office, an emergency kit with battery operated radio, flash lights, blankets, water and food are available.

BUILDING SHUT DOWN

- Call tree is initiated. Office will maintain at appointed off-site locations
-

BLOW IN'S

- Office is equipped with appropriate materials to cover windows, vents etc. Office is also equipped with a 72 hour basic kit and first aid.
- Foster homes have been advised to have appropriate materials to cover windows, vents, etc. Foster homes should have a 72 hour kit at home and in vehicle

MEDICAL EMERGENCIES

- New Leaf Alternative works with HCP and Peggy Jerome for medication distribution. HCP has national wholesales that supply their medications.
- HCP has a back-up generator and data-bases. A back-up site can be established if necessary
- New Leaf will pick up and deliver medications working in conjunction with providers and team.
- HCP can forward prescriptions on file to an intact pharmacy in the valley or out-of-disaster parameter
- New Leaf is working with HCP, APRN, MEDICAID, and HIPPA to establish a prescription refill permission for NLA clients should any of these facilities not be functional.

SHUT IN AT THE OFFICES

- Office is equipped with appropriate materials to cover windows, vents etc. Office is also equipped with a 72 hour basic kit and first aid.

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FIRES

- Fire to the building: fire extinguisher is checked and emergency routes and exits are established. Call tree will be initiated and data is backed up offsite.
- Fire to the foster home: fire extinguisher is checked and emergency routes and exits are established and practiced quarterly. 72 hour kits should be intact if possible. An emergency address and phone number are kept on file for the family if relocation is necessary.

MINOR DISASTERS

Call tree is established and Minor disaster will be analyzed for necessary application of business ER plan. State, County, City, and Homeland Security plans will be followed according to the extent of the crisis.

MAJOR DISASTERS/MASS EMERGENCIES

All areas of the NLA business continuity plan will be initiated. NLA will follow the State, County, City, and Homeland Security plans will be followed according to the extent of the crisis. State Emergency plan: for annex, relocation, red-cross and National Guard stipulations and safety additionally will be followed.

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INTERNAL RESOURCES AND CAPIBILITIES/ EXTERNAL RESOURCES:

- Contact List
- Crisis Counseling
- 72 hour office kits
- Household preparedness

EXTERNAL RESOURCES

- OFFSITE BUSINESS LOCATIONS
- DHS,DCFS,DJJS,DSPD
- STATE, COUNTY, CITY ER PLANNING
- HOMELAND SECURITY

VULNERABILITY ASSESSMENT:

- AWOL
- FRAGIL YOUTH COMPULSIVNESS
- INCIDENTS
- COMMUNICATIONS
- FAMILIES/STAFF FOLLOW THROUGH

ESSENTIAL BUSINESS FUNCTIONS:

COMMUNICATIONS

See communications

HOMES: SAFETY AND PREPAREDNESS

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- See attached “In case of an emergency” worksheet filled out by foster families and kept on file
- 72 hour kit recommended and alternate location established with address and phone number
- Training completed yearly on minor to major emergency protocol

MASS DISASTER PLAN MGMT

- All areas of the NLA business continuity plan will be initiated. NLA will follow the State, County, City, and Homeland Security plans will be followed according to the extent of the crisis. State Emergency plan: for annex, relocation, red-cross and National Guard stipulations and safety additionally will be followed.
- Additionally NLA will provide crisis services for all employees and clients.

HUMAN RESOURCES: EMPLOYEE/OWNER CONTACTS:

- CONTACT LIST
- THERAPIST CRISIS COUNSELING
- CNA'S
- FIREMEN
- EMERGENCY PERSONNEL
- MEDICAL PERSONNEL

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WORKPLACE EVACUATIONS AND SHELTERING PLAN:

SHELTERING PLAN

STAGE 1

Canceling any events that would take place at the office, basic shelter available if necessary. Call tree initiated and 911 if necessary.

STAGE 2

Establish basic life needs and stress management until parties are safe to exit

Call tree initiated and 911 reached

STAGE 3

Basic life needs and stress management available up to 72 hours pending on number of recipients. Tools provided for covering windows to provide some adequate shelter. Radio, Flashlights are provided. Heat source not yet established.

Call tree initiated and 911 reached

Data is backed up in offsite location.

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WORKPLACE EMERGENCY SUPPLIES KIT:

Flash light

First Aid kit

Foil blankets

Crank or battery radio

Emergency freeze-dried food available

Playing cards and games

Plastic Roll and Duct tape

INSURANCE COVERAGE REVIEW:

- TBD per Executive Director and Insurance company

VITAL RECORDS:

- Therapists Backup:
- Backing up therapeutic notes, MHA, etc - keep off site in two locations.

- Proctor Records:
- Scanning records and backup – keep off site

- Youth Records:

Scanning necessary contracts and back up - keep off site

DATA PROTECTION/STORAGE/RECOVERY:

External hard drive backs up:

- Data upon intake of client at date of entry is filed onsite and backed up off site
- Data from clinical is filed onsite and backed up on virtual server, secondary back up to external hard drive #1: monthly; external hard drive #2: bi-yearly
- Internal Staff Data:

TBD