

# Department of Human Services

## Business Continuity and Disaster Preparedness Plan

### Required Elements

- Main Office Information
  - Contracted Provider Name
  - Address
  - Primary Emergency Manager
    - Location and Contact Information
    - Primary Emergency Backup Staff
  - Emergency Planning Team Members and Contact Information
  - Out of State Emergency Contact Telephone Contact Number(s)
  - List of Possible Hazards that could Impact your Business
  - Evacuation, Relocation and Shelter in Place Plan
- Information Back Up System
  - Plan for all Cyber Security
  - Plan for addressing Personnel
  - Plan for Human Resources, Labor Force and Payroll
  - Plan for All Critical Consumer Records, Accounting and System Security Backup
- Emergency Plan for Each Office or Support Location
  - Coordination of Plans
  - Emergency Manger for Office or Support location
    - Emergency Manager Backup Staff
    - Evacuation, Relocation and Shelter in Place Plan
- Employee Training Plan
  - Training Schedule, Content, Method, Testing and Frequency
- Continuity of Leadership
  - Company's Succession plan
  - Unexpected Leadership change transition plan