

**HORIZONS TRAINING CENTRE SOCIETY**  
**OCCUPATIONAL HEALTH AND SAFETY**  
**DISASTER RECOVERY PLAN**

In the event of a major disaster such as fire, flood, wind damage, computer virus or the unplanned departure of a key staff member, a plan must be in place to facilitate the continuation of support provision.

The components of the plan need to be prevention, immediate response, recovery and monitoring of the plan to ensure information is updated and pertinent.

**Prevention** – Computer system data – all computer systems require a Virus Protection Program that has a scheduled update and scan procedure to be completed once daily (usually when the computer is turned on each day).

**Back up for critical computers** – Administration (Client Database), Accounting, Program Director (Monthly stats for funding purposes) and any other computer data that is critical for service provision to individuals (Service Plans etc.). Backups are required daily onto external hard drives/USB flash drives and stored in the flood/fire proof safe.

**Destruction by Fire** – The building is equipped with Fire Extinguishers, Fire Alarms, a designated meeting place and Fire Drills are conducted in accordance with Horizons Centre Policy and Procedure Manual.

**Weather calamities** – one cannot change weather patterns, however in the event of severe storms (floods, wind, thunder and lightning) the guidelines contained in the Occupational Health and Safety Binder should be followed. *See Severe Wind-Tornado Procedure Plan.*

## **RESUMING BUSINESS AFTER A DISASTER STRIKES**

The Executive Director or designate contacts the Chairman of the Board of Directors, to determine where and when to meet with the Board of Directors and staff.

A fan out call will be made by the Executive Director or designate to the Supervisory staff, who in turn call their Staff Team of the time and location of the emergency organizational meeting. The Supervisory staff will contact the individuals served by Horizons Centre, informing them of the disaster and that they will be contacted immediately once a plan is formulated. Any individual who requires immediate support for employment will be assisted by a staff person designated by their supervisor.

The Organizational meeting being held will determine the following:

1. Where to conduct business and what resources are required for:
  - administration
  - employment supports
  - community access/program supports

2. Contact owners of vacant buildings that can be used as a temporary facility.
3. Determine which individuals may be supported temporarily from their homes and who will support them.
4. What methods of transportation will be required.
5. Determine if additional resources are going to be required and contact PDD.
6. Contact insurance carriers as required.
7. Restore backups to computers (borrowed if necessary) to conduct business.

### **REVIEW OF PLAN**

This plan should be reviewed at a minimum of once annually.