

WVCADV Catastrophe Plan

According to the American Red Cross, as many as 40 percent of small businesses (including private non-profit agencies) do not reopen after a major catastrophe or disaster due to lack of planning and backup systems.

The purpose of this plan is to identify how WVCADV will handle catastrophe response and continue critical services after a disaster.

Maintain good general housekeeping

- ✓ Keep areas clean and free of obstructions and fire hazards
- ✓ Observe physical security procedures in the office, and encourage increased security when appropriate.
- ✓ Observe information-security procedures pertaining to computers in the office, and encourage increased security when appropriate.

Safety Team Members

WVCADV Safety Team Members in order of primary communication:

Tonia Thomas/Joyce Yedlosky, Team Coordinators



Amy Landers, Training/Event Coordinator



Helen Marcum, Finance Manager

Emergency Numbers

Nearest police precinct: Call 911

Nearest fire station: Call 911

Nearest hospital: CAMC (General, Memorial or Women's & Children's) 388-5432, St. Francis 347-6500, and Thomas Memorial 766-3600.

Building management contact: O.V. Smith & Sons (304) 965-3481

Contact Information/Call List

WVCADV Staff Communication Tree

Team Coordinators: Joyce Yedlosky and Tonia Thomas

Joyce Yedlosky

[Redacted]

Tonia Thomas

[Redacted]

Community Organizing Coordinator: Kenyatta Grant ([Redacted])

[REDACTED]

Training/Event Coordinator: Megumi Swan

[REDACTED]

Finance Manger: Helen Marcum

[REDACTED]

Protective Services Coordinator: Cydney Smith

[REDACTED]

Behavioral Health/ Health Coordinator: Laurie Thompsen

[REDACTED]

Project Support Coordinator: Brittany Humphreys

WVCADV Co-Chairs

Ellen Allen

[REDACTED]

Katie Spriggs

Contractors

Ron Kirk

[REDACTED]

Jim Kirk

Other important constituencies that will need to be contacted in the short term include:

- ✓ People who may be scheduled to visit the office
- ✓ Key vendors

- ✓ Volunteers

WVCADV Emergency Email Protocol

To increase the likelihood that emails will be read quickly during an emergency, the following WVCADV Emergency Email Protocol is as follows:

In the event of an emergency and email capabilities are in existence, it is recommended that all staff check personal accounts at least once an hour until further notified by a member of the Safety Team or Team Coordinators. Email notifications should be sent to work email accounts, as well as personal email accounts.

Call Forwarding – If staff is not allowed to occupy the office space, the ability to call forward all calls from the main line to an alternative accessible is critical.

Emergency Meeting Location

In the event the office becomes unavailable during an emergency, **Embassy Suites** (located in downtown Charleston) has been designated as the emergency meeting location.

Telephone Number: 304-347-8700

Fax: 304-347-8737

Email: embassysuites.hilton.com

Temporary Workplace

Covenant House located in Charleston, WV has been identified as the temporary workplace.

Covenant House

600 Shrewsbury Street (across from the Farmer's Market)

Charleston, WV 25301

Telephone: 304 344-8433

www.wvcovenanthouse.org

Resources to take to the temporary workplace:

- ✓ Vendor and supplier information
- ✓ Computers
- ✓ Bank account information
- ✓ Insurance information

Document Preservation and Rapid Recovery

WVCADV should take necessary precautions to protect and secure critical records.

Floods, fires and other natural or man-made disasters can destroy important information in short order if it is unprotected. Critical records may take the form of paper, microfiche or electronic media such as tapes, CDs or diskettes.

Examples of information that might be considered "critical records":

- ✓ Contracts, insurance papers or other legal documents
- ✓ Operating procedures manuals
- ✓ Computer system backups
- ✓ Key human resource or finance data

Methods of protecting and/or reproducing the information include:

- ✓ Regularly utilize a tape backup solution and perform rotations to an offsite facility.
- ✓ Duplicate critical records and store offsite.
- ✓ Scan documents and store them electronically on CD or secured website.
- ✓ Test data backup regularly
- ✓ Store secondary copies of software and software license information off site.
- ✓ Store secondary copies of passwords and access information off site.
- ✓ Store vital information in a fire and flood proof safe.

Jump Drive Data

As a matter of practice, all staff should store critical records and data on their jump drives. Jump drives are to be kept at each staff members' home. Critical records and data need to be updated on a regular basis.

Disaster Supplies Kit

A disaster supply kit is available in the storage room.

The kit contains the following items:

- ✓ First Aid Supplies
 - Adhesive and gauze bandages
 - sterile dressing
 - alcohol-based hand sanitizer
 - non-latex gloves
 - adhesive tape
 - cold pack
 - scissors
 - tweezers
 - thermometer
 - first aid manual
- ✓ Non-Prescription Medicine
 - Aspirin and non-aspirin pain reliever
- ✓ Equipment and Tools
 - battery-powered radio or television
 - flashlights

- flare sticks
- matches
- duct tape
- ✓ Food and Water
 - Water

Staff is also encouraged to maintain a personal supply kit in their office.

Items to include in the personal supply kits:

- ✓ Sanitation and Hygiene Supplies
 - washcloth and towel
 - tooth paste, toothbrushes
 - shampoo
 - deodorants, sunscreen
 - lip balm
 - feminine supplies
- ✓ Clothes and Bedding Supplies
 - complete change of clothes
 - rain gear

Staff Training on Emergency Preparedness

Educate and train staff about what to do in the event of an emergency and where to find emergency essentials in the office.

While the Safety Team is “command central” during an emergency situation, all staff should be aware of basic protocol, as well as the location of emergency equipment should they need to take quick action. At a minimum, staff should be aware of the following information as part of basic emergency planning and training:

- ✓ Location of fire escapes, extinguishers, stairwells and escape routes
- ✓ Nearest police precinct, fire station and hospital
- ✓ Flashlights
- ✓ First-aid kits
- ✓ Emergency contact info. (police, fire, building management, etc.)
- ✓ CPR and 1st Aid