

LOUISIANA BEHAVIOR ANALYST BOARD

Disaster Recovery Policy

The Louisiana Behavior Analyst Board has created and adopted this Disaster Recovery Policy. Disasters are not limited to adverse weather conditions. This policy is applicable to any event that could likely cause an extended delay of services.

Section 1. Major goals of this plan

The major goals of this plan are the following:

- To minimize interruptions to the normal operations.
- To limit the extent of disruption and damage.
- To minimize the economic impact of the interruption.
- To establish alternative means of operation in advance.
- To train personnel with emergency procedures.
- To provide for smooth and rapid restoration of service.

Section 2. Personnel

The Executive Director will have contact information available on each employee and board member. All employees will notify the Executive Director to any changes in this information. The list will be updated with any changes and with every new hire.

All employees and board members will be prepared for weather disasters by being apprised of all emergency exits, codes for locks, and safe spaces. All will also be aware of the designated meeting place in the event a disaster occurs in our building.

Section 3. Inventory

Assets are registered with the state and the state also conducts an annual inventory. The board receives an Asset Certification Report.

Section 4. Information services backup procedures

Computers are backed up weekly to a SanDisk Ultra USB 3.0/2.5GB. The device is stored in a metal lockbox. The lockbox is secured in the Executive Director's desk. In the event of a pending emergency, the Executive Director shall take with her person the metal lockbox and laptop. This will ensure the Executive Director can facilitate a rapid restoration of services and operational tasks from another location in the event the building is damaged or destroyed.

Section 5. Disaster action checklist

Adopted and Approved October 20, 2020

1. Plan Initiation
 - a. Notify all employees and board members
 - b. Conduct review of damages (when possible)
 - c. Determine degree of disaster
 - d. Implement recovery plan dependent on extent of disaster
 - e. Monitor progress
 - f. Restore services and operational tasks from another location (essential workers will be allowed to work from home)
 - g. Notify users of the disruption of service
 - h. Contact the state vendor for Statewide Remediation and Emergency Services
 - i. Monitor all state proclamations and guidelines
2. Follow-Up Checklist
 - a. Review progress of recovery plan
 - b. Update list of all personnel and their telephone numbers in case the disaster has forced them to relocate
 - c. Set up the delivery and the receipt of mail
 - d. Establish emergency office supplies
 - e. Rent or purchase equipment, as needed
 - f. Ensure that all personnel involved know their tasks
 - g. Notify insurance companies
 - h. Continue to monitor all state proclamations and guidelines

Section 5. Board Meetings

In order to ensure continuity of licensing and operational procedures, Board meetings shall be conducted via electronic means when and if an in-person quorum cannot be established. Notifications of any and all board meetings will be posted according to state laws and timelines. State proclamations will be monitor for any guidelines on conducting board meetings via electronic means.

In the event the board is unable to meet, the board delegates authority to the Executive Director for approval of temporary licenses. Said temporary licenses will be reviewed for approval or denial at the next board meeting.

Section 6. Preparations

When notice of the potential of a disaster is available, all employees will assist in preparations such as removing all items from the floor, covering, securing, and unplugging office equipment as well as any other preparations to minimize loss.