

# **New Leaf Business Continuity Plan**

Read the full plan online at  
[www.newleafatlternative.com//pdfs/Business%20Continuity%20Plan%2011%2013.pdf](http://www.newleafatlternative.com//pdfs/Business%20Continuity%20Plan%2011%2013.pdf)

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- Details
  1. Who does what
  2. Resources
  3. What to do in major emergencies so our clients and families are safe
  4. What to do to keep our business running after a crisis

# **What is a Business Continuity Plan?**

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- 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- \_\_\_\_\_

# Who does what?

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- Calling Tree: Top-downward
- Sione
- Becky John Kallie
- Kenlee FH Therapists Trackers Nisi
- FH FH
- 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:
- SIONE
- BECKY JOHN KALLIE
- FH Therapists Trackers

# **What is your job?**

## **-- Calling Tree's**

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- **COMMUNICATION:**
- Upward Calling:
- **CASE A:**
- Foster Parent calls Supervisor and Tracker = Tracker calls caseworker and all other parties until everyone is alerted.
- 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.

# **Foster Families need to call in emergencies!**

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- 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

**1-800-972-6090**

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- If you are stuck at the office there is emergency supplies
- If there is severe weather either the tracker or therapist will call and cancel appointments, team meetings, etc., should it be deemed necessary.
- *All other emergencies please read through the full continuity plan.*

# Resources

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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 ASSESSMENENT:**

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

# Safety = what is your plan?

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## **HUMAN RESOURCES: EMPLOYEE/OWNER CONTACTS:**

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

We will also align with the State and County Crisis Planning Schedules

***It is important that we are prepared so that in a state-of-emergency the susceptible clients that we work with are not left unattended or forgotten.***

***When you work in this industry you care for vulnerable children and they rely on US!!!***

# **Continuity after a crisis**

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