

1017.0.0 EMERGENCY AND DISASTER PLANNING POLICY

All DHS divisions/offices will maintain a plan for procedures to be followed in emergency or disaster situations. These plans will specifically cover natural disasters such as tornadoes, floods, earthquakes, fires, etc. that could place employees or clients in potential danger. This policy is directed to all division/office directors who will be responsible for its implementation.

1017.1.0 Outside the Little Rock Central Office Complex

1017.1.1 An emergency and disaster plan will be developed by each DHS division/office.

1017.1.2 All plans must be approved by the division/office director.

1017.1.3 Plans will be reviewed annually by the division/office director or designee to ensure currency, continued availability of all resources, and to identify any required new resources.

1017.1.4 Copies of all plans and any future revisions will be provided to the Office of Administrative Services, Human Resources/Support Services Section (OAS, HR/SS).

1017.2.0 Within the Little Rock Central Office Complex

1017.2.1 Emergency procedures for the DHS Central Office Complex are listed on the Intranet at DHS Share, DHS Policies, as Attachment "Emergency Procedures – DHS Central Office Complex – PUB-98" to this policy.

1017.2.2 To ensure currency the procedures will be reviewed annually by OAS, HR/SS and updated as necessary.

1017.3.0 Responsibilities

1017.3.1 Divisions/offices are responsible for communicating their emergency/disaster procedures to all employees.

1017.3.2 Divisions/offices are responsible for regularly conducting any training/exercises necessary for implementation of the plan.

1017.3.3 Divisions/offices located in leased or shared facilities will coordinate their plan with the lessor and other occupants to ensure effectiveness.

1017.4.0 Initiating Section/Department Contact

Office of Administrative Services
Human Resources/Support Services Section
Policy and Administrative Program Management
P.O. Box 1437/Slot Number WG3
Little Rock, AR 72203-1437
Telephone: 682-5835

Replacement Notation: This policy replaces DHS 1017 dated April 30, 2001.