



# WORKFORCE SOLUTIONS

## of the Coastal Bend

### POLICY

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<b>CATEGORY:</b>	<b>Property and Facilities</b>	<b>No: 6.0.101.01</b>
<b>TITLE:</b>	<b>Emergency Management &amp; Business Recovery/Continuity of Operations Plan</b>	
<b>SUPERSEDES:</b>	<b>6.0.101.00</b>	
<b>EFFECTIVE:</b>	<b>June 25, 2020</b>	
<b>BOARD APPROVAL:</b>	<b>June 25, 2020</b>	
<b>DATE REVIEWED:</b>	<b>June 19, 2020</b>	

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#### **I. PURPOSE:**

To establish emergency management procedures within Workforce Career Centers, satellite offices and mobile unit(s) in the 11-county region; to provide an emergency management plan that speaks to all aspects of pre-disaster preparedness and post-disaster response. Various conditions including weather, structure/facility/utility failures/issues, and public unrest may cause this plan to be activated.

The emergency management plan will include guidance to WFSCB Board Staff, Career Center Managers and partners regarding appropriate local action to be taken in case of emergency, in compliance with the Texas Workforce Commission (TWC) Emergency Management and Business Recovery/Continuity of Operations Plan.

The safety and well-being of all staff and visitors to our facilities is our top priority. WFSCB will ensure the emergency management plan content is up-to-date and revised as necessary.

#### **II. DEFINITIONS: N/A**

#### **III. PROCEDURES:**

All Workforce Career Center service providers must adhere to guidelines outlined in the [Emergency Management Plan](#) and ensure all employees are aware of, trained in, and have access to the plan.

The safety and well-being of all staff and visitors to our facilities is our top priority. WFSCB will ensure the emergency management plan content is up-to-date and revised as necessary.

The President/CEO can implement emergency measures under the Emergency Management Plan (“Plan”) as circumstances warrant to protect the health and safety of the employees, customers and members of the public.

**IV. RELATED POLICY INFORMATION:**

Texas Workforce Commission (TWC) Emergency Management and Business Recovery/Continuity of Operations Plan.

**V. RESPONSIBILITIES:**

WFSCB Career Center managers shall disseminate to appropriate Career Center professionals and follow the procedures outlined in this policy document and Emergency Management Plan.

The Board monitor shall provide oversight and monitoring to ensure full compliance with this policy.

**VI. FORMS AND INSTRUCTIONS:**

[Coastal Bend Emergency Management Plan](#)

**VII. DISTRIBUTION:**

Board of Directors  Board Professionals  Service Provider Professionals

**IX. SIGNATURES:**

Larry Peterson  
Reviewed by EO Officer

06/30/2020  
Date

Ken Trevino  
President/CEO

06/30/2020  
Date