

IV. DISASTER PREPAREDNESS AND RESPONSE

- 1. Disaster/Emergency Closings.** Disasters and emergencies such as severe weather, fire, power failures, pandemics, etc. may disrupt LBF operations and require closing the workplace. The purpose of this plan is to provide detailed procedures and assign responsibilities for staff to follow in the event of a disaster or emergency closing. By following these procedures, LBF expects to ensure continued operations following a disaster.

The LBF will use reasonable efforts to contact Employees in the event of a closing or emergency and may communicate via text message or e-mail. Staff are expected to:

- Take their laptops.
- Make a reasonable effort to log in and work.
- Stay in contact with their immediate supervisor and Operations staff until the office reopens.
- **Communications** will post office closure information on the LBF website and social media.
- **Executive** will provide notice of office closure to the Board of Directors

If warranted, Communications and Development will coordinate activation of the Disaster and Emergency Relief information on the LBF website.

1.1 Evacuation. If the City of New Orleans issues a recommended or mandatory evacuation and further requests that area businesses close, the LBF offices at 1615 Poydras Street will close. The procedures noted above will be followed and the items listed below will need to be taken from the office:

- a) Finance:** LBF checks, remote deposit equipment and Banking Security FOBs.
- b) Operations:** building management and IT contact info, external hard drive and recovery disk, and a full set of office keys.

1.2 Temporary Office. Upon determination that the LBF offices will be closed for an undetermined length of time, the ED/CEO will be given emergency authority by the Executive Committee of the BOD and will have the authority to:

- a)** set up a remote office in a location deemed appropriate.
- b)** handle management issues related to the operation of the office and staff during the relocation period.
- c)** with AED/COO serve as LBF liaison to 1615 Poydras regarding building closure and re-opening.

1.3 Health Closure. LBF seeks to ensure the safety of its staff and protect its facilities. In the event of unexpected and extraordinary health circumstances, the office may close. LBF operations will be expected to continue through remote work. All employees must report back to work when the office reopens.