

ADMINISTRATIVE POLICY

- 1 It is the intent of OPTIONS to ensure that there will be no disruption of services. If, due to natural disaster, labor problems, or any other natural or unnatural occurrence, there is a disruption of services normally offered, OPTIONS will make alternate arrangements to provide such services to minimize any effect on persons served. OPTIONS will maintain a Continuation of Operation Plan (COOP). This plan will detail what actions are to take place in the event of a major disaster.

Policy Date: February 1996

REVISED: February 2004, August 2007, May 2012, April 2014

REVIEWED: September 2015, September 2016, October 2017, October 2018

REVIEWED: November 2019, November 2020, January 2022

REVISED: February 2023

REVIEWED: March 2024, April 2025

REVISED: August 2026