# Emergency Preparedness Plan/Business Continuity Plan

**Purpose**

This document provides an overview in the event of a disaster

**Audience**

The information in this document is intended for all members of the Rehabilitation Services staff.

**Scope**

This policy addresses procedures for internal disasters and external disasters. The Department follows the external and internal disaster plans as documented in the Emergency Operations for UTMB (http://www.utmb.edu/emergency_plan/).

**Policy**

The Department of Rehabilitation Services will provide each clinical service area with specific guidelines to follow in the event of an emergency as outlined in The Department of Rehabilitation Services Business Continuity Plan and Emergency Preparedness Plan.

**Procedure**

In the event of an emergency, the Department of Rehabilitation Services will implement established procedures.

**Monitoring Emergency Status**

The Department will monitor emergency situations via the utmb home page, ALERT system as well as remain in contact with the Institutional Emergency Preparedness Officer or his/her designee.

**Fire Drills**

Rehabilitation Services staff will abide by UTMB IHOP Policy 8.1.5, Fire Alarm Response.

**Suspicious or Threatening Situations**

The University Police will be notified immediately of any threatening situation or any suspicious individuals or activities. Rehabilitation Service's staff will abide by the UTMB IHOP policies:
Policy 8.1.4, Workplace Violence

Policy 8.2.1. Threatening Situations,

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