

## 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 supported persons. OPTIONS will maintain a Continuation of Operation Plan (COOP Plan). This plan will detail what actions are to take place in the event of a major disaster.

Policy Date: February 1996  
REVISED: February 2004  
REVISED: August 2007  
REVISED: May 2012  
REVISED: April 2014  
REVIEWED: September 2015  
REVIEWED: September 2016  
REVIEWED: October 2017