



## Preparing for Disaster

### A Fact Sheet for Burke Center Employees

*The Burke Center wants you to be safe and prepared for a potential disaster. This fact sheet focuses mainly on Hurricane related disasters but most of the guidelines will apply in any disaster.*



The information on the Consumer Fact Sheet is also useful for employees. The information below gives you Burke Center related business instructions for Disasters.

#### PREPARE:

- Ensure your supervisor has current emergency contact information.
- Ensure you have the Burke Center's current contact information.
- Talk with your consumers about disaster planning.

#### BEFORE:

- Listen to the radio or TV; stay updated if there is a storm.
- Check your unit's disaster plan. Know your responsibilities with respect to consumers who have to be evacuated. If you work in a residential program, it will be essential to understand your job duties during a disaster.
- Download paper Anasazi forms to be used in situations when you cannot access Anasazi via the Internet. You will use these paper forms to document any interaction with consumers. If you do not have access to these forms, document on paper in a manner that will allow you to enter contact via Anasazi when the disaster is over.

#### DURING and AFTER:

- Maintain contact with your supervisor. Cell phones may not work, but text messaging usually does even when you can't place a call.
- Burke Center has a power generated back up system located in Nacogdoches. Every effort will be made to access this system as soon as possible following the disaster so employees who are able can access E-mail and Intranet. Staff will be available via the number below to look up information in Anasazi if necessary. For worst case scenarios, we have an agreement with Andrews Center to move specific equipment to their location to ensure employees are paid on time and other business processes that must occur.

Information on Burke Center Services, including employee notices:  
1-877-70-BURKE  
(1-877-702-8753)

**THIS TOLL-FREE NUMBER IS FOR INFORMATION ONLY!  
NOT FOR MESSAGES!**

Employees are responsible for contacting their supervisor during any disaster.