



BrightLife
Enhancement Services
Holistic approach to healthcare

Emergency Contingency Plan

Brightlife Enhancement Services has prepared a Plan to ensure the welfare of the clients and staff in the case of a power outage, fire, tornado or a disaster, which would paralyze the facility for an extended period of time. Based on the severity of the disaster, Brightlife Enhancement Services is prepared to maintain the health, safety and welfare of the client.

The Chief Executive Officer/Program Director and the Management Team recognizes that the organization provides non-essential services and will coordinate with the Office Administrator in regard to contacting all frontline staff in regard to continuing supportive services to all clients. All staff members will complete and save their notes on a USB and will inform the supervisor via phone by every Friday afternoon before 4:00 PM that they have saved their notes and will submit a copy of them upon the re-opening of the facility.

Contingency for incapacity for greater than one month:

If the facility is inoperable for greater than one month: (i.e., all or part of the building being damaged by fire, tornado, falling trees), the Chief Executive Officer/Program Director will continue to conduct business from his home office and conduct staff conference calls on every Tuesday at 2:00 PM.

The Clinical Director and the Rehabilitation Specialist will hold all clinical supervision on a once a month basis via conference call on Wednesday's at 1:00 PM.

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