

# EMERGENCY AND BACKUP PLAN

In Self-Directed Services you are required to have an emergency backup plan to handle situations when an employee, who is providing essential supports, is unavailable. To ensure backup support is available, complete the contact information below to identify friends, family or other natural supports, trained and qualified employees, or agency providers whom you can call for assistance. You should educate all important contacts about the backup plan. All emergency phone numbers must be available to employees.

## Primary Contacts

Relationship	Name	Phone Number

## Emergency Contacts/Backup Plan

	Name	Phone Number
1 <sup>st</sup> Contact		
2 <sup>nd</sup> Contact		
3 <sup>rd</sup> Contact		
4 <sup>th</sup> Contact		

## Notes

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