



## **Preparedness Policy**

The purpose of this policy is to protect our members as well as our organization. In the event of a National disaster, act of God or other situation that may have a long-term effect on the ability for L'Evate to operate normally, any or all of the following decisions may be made as necessary and appropriate by the L'Evate Executive Committee and the Executive Director.

Depending on the length of time operations will be impacted, some or all events and activities may be rescheduled and or cancelled.

- If the cancellation impacts the ability of a class or a member of a class to meet their graduation requirements, said members or classes will be considered graduated and as full Alumni. Affected class members will be encouraged and will be given the opportunity to make up any missed requirements in future years.
- The Executive Director will have the option to work remotely
- If possible, the Executive Director will maintain regular communications with L'Evate board members, class members and all alumni
- Board meetings will be held as needed using virtual or conference calls

Reference: Crisis Communications Plan as applicable