

## Emergency Planning Policy

- 1 When there is an identified emergency or disaster in the community the persons served may experience emotional distress or increased stress.
- 2 One staff at the site will be designated as the staff in charge of client care and will develop an action plan.
  - 2.1 Assess persons served for signs of distress and treat as needed
    - 2.1.1 Avoid overcrowding if possible by selecting several rooms if necessary, ensuring adequate support and supervision is provided
    - 2.1.2 If possible, provide access to comfort items specific to each person served to help maintain a calm environment
    - 2.1.3 If possible, be mindful of the compatibility of persons served, placing persons with those whom they generally prefer whenever possible, to avoid conflict during times of heightened anxiety
    - 2.1.4 Staff will review medications for each person served to assess medical needs/PRN medication available as needed/requested
  - 2.2 An on-going assessment of each person's well being will be provided as the effects of a disaster or emergency may take days to manifest. Staff will remain alert and watchful for signs of disaster-related problems and will seek medical care as necessary.
  - 2.3 When persons served have returned to their regular living situation, OPTIONS RN will provide an assessment to determine if further emotional support or counseling would be beneficial.
- 3 Staff will contact the OPTIONS on-call supervisor or back up administrator and/or utilize the emergency phone tree.
  - 3.1 Staff will maintain contact with the designated administrator and monitor emergency broadcasts.
  - 3.2 OPTIONS Administrator will notify TCRC OD and CDPH or appropriate regulatory bodies as applicable.
- 4 Remain sheltered in place until given the "all clear" by emergency personnel.
- 5 Staff will follow the directions of the emergency personnel in charge. If police/fire or emergency personnel instruct that an evacuation is in order, staff will follow

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the instructions and evacuate according to the COOP plan.

Adopted: October 2017