

## ADMINISTRATIVE POLICY

### 1 Overview of the Emergency Care and Disaster Plan

#### 1.1 Purpose

This plan contains guidelines and procedures to be used in the event of an emergency or disaster caused by fire, earthquake, flooding, severe weather, nuclear accident, bomb threat, explosion or gunfire, terrorist threat or any other occurrence requiring emergency measures. This plan is designed to provide guidance to OPTIONS personnel responsible for timely and effective reaction to such emergencies.

#### 1.2 Supporting Appendices

Every OPTIONS site will keep a Disaster Plan and Evacuation Checklist in an area easily accessible to supported persons and staff in the event of an emergency. Refer to the OPTIONS Continuity of Operation Plan (COOP).

#### 1.3 Conditions for Implementation

This plan will be implemented at the direction of the Chief Executive Officer or Chief Operating Officer or his/her designated representative(s).

#### 1.4 Key Assumptions

1.4.1 Any emergency or disaster may cause considerable public reaction and a demand for emergency services throughout the county. Calm leadership from all OPTIONS personnel will be required.

1.4.2 OPTIONS may require all employees to become part of a preparation/response force formed to respond to an emergency situation.

1.4.3 The maximum number of persons that will reside or attend any of OPTIONS' sites will be based on applicable laws and regulations. An exception could be requested from the licensing agency as needed for approval to temporarily accommodate persons served in an emergency situation.

1.4.4 The number of employees required to be present at any OPTIONS site during daytime/evening hours is determined either by licensing regulations or company policy.

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### 2 Basic Plan

- 2.1 The goal of the Basic Plan is to protect OPTIONS persons served, personnel and sites from the effects of disaster and other emergencies, to institute prompt action to manage OPTIONS' assets, and to take all action necessary to restore the normal operations of OPTIONS' services.
- 2.2 A resident specific risk assessment will be conducted for each person served in the ICF-DD/H homes. This plan will address any unique needs the person served would have in an emergency.
- 2.3 OPTIONS will work with local emergency response officials to ensure an integrated response plan is in place.
- 2.4 Execution of Basic Plan
  - 2.4.1 Procedures for effective and timely response to emergencies or disasters are outlined in this policy and in the OPTIONS COOP Plan.
  - 2.4.2 OPTIONS personnel will take immediate positive action in all emergencies or disaster situations. If the situation indicates an emergency is imminent (e.g., receipt of a 72-hour notification of impending earthquake in the Parkfield Earthquake Zone), emergency teams will be deployed immediately.
- 2.4 Primary Personnel Responsible in an Emergency or Disaster
  - 2.4.1 All OPTIONS employees on duty at the time of the emergency or disaster.
  - 2.4.2 Local offices of emergency services will exchange information, coordinate with OPTIONS personnel and respond accordingly in their areas of jurisdiction. Emergency Phone Numbers are listed at each OPTIONS site.
  - 2.4.3 Local school district personnel will respond in the event of a disaster affecting the entire community.
  - 2.4.4 A person will be assigned responsibilities of ensuring that emergency procedures are followed at each site. That person, in

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ascending order will be:

CEO

COO

Director

Manager

Supervisor

Coordinator

If there are any questions as to who is in charge at a given site, the staff persons at that site should immediately assign the person with the most experience with OPTIONS.

### 3 Command and Control

3.1 Command is established through a phone tree. This system will be made available at all OPTIONS sites in the Disaster Plan and Evacuation Checklists.

### 4 Medical Administration

4.1 Unless otherwise specified in a service design contract, all OPTIONS direct service personnel will be trained in the techniques of CPR/First Aid within 90 days of their employment. The following resources will be available for medical emergencies:

4.1.1 OPTIONS Registered Nurse

4.1.2 Community resources, including paramedics, police departments, hospital emergency rooms and the American Red Cross.

### 5 Specific Program Emergency Procedures

#### 5.1 Floor Plan

5.1.1 Every new OPTIONS employee will be given a tour of the site at which he/she will be working, and will be introduced to each of the persons served at the site. Specific programmatic information for each site will be presented and described to the new employee which will include the location of specific systems such as gas, water, etc. which may need to be shut off in the case of emergency.

#### 5.2 Emergency Fire Exits

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5.2.1 The locations of emergency fire exits, smoke detectors, fire alarms, and exit diagrams posted on the walls at each site will be included in site tours for new employees. All persons will be trained on how to evacuate their sites in the case of an emergency.

### 5.3 Disaster Drills

5.3.1 Monthly disaster drills will be conducted at all OPTIONS sites to ensure quick and appropriate reaction to emergency situations. A Disaster Drill Checklist will be completed by the direct care staff and reviewed by the Supervisor or Program Manager after each disaster drill. The names of persons participating in the drills and the responses to the emergency situation will be kept in a specific file for periodic review.

### 5.4 Specific Disaster Plan and Evacuation Checklist

The Disaster Plan and Evacuation Checklist will be used at each program site to indicate the locations of emergency equipment, procedures to be followed in the event of emergency, and evacuation information specific, if necessary, to each person served by OPTIONS.

### 5.5 Accounting of all persons

During drills and actual disasters, the person in charge at a given site will be responsible for ensuring that each person is accounted for. At each residential site persons are to be aware of who is in the home and not in the home at any given time. At day service sites, the attendance sheet should be immediately retrieved. When relocating/evacuating to another site, roll must be taken to ensure everyone, both persons receiving services and staff members, are accounted for.

## 6 First Aid Plan

6.1 All OPTIONS staff will be trained in administering basic first aid and cardiopulmonary resuscitation (CPR). First Aid/CPR training will take place within 90 days of employment and periodic re-certification will be provided per American Red Cross guidelines.

6.2 First aid supplies will be kept at each site. All personnel will know the exact location of the supplies. An outline of basic first aid procedures will be made available to staff. The Supervisor or Manager at each site will be

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responsible for ensuring all supplies are available.

- 6.3 In the event of an accident or serious illness, prompt first aid will be provided by OPTIONS staff. Victims of serious illness or injury will be made as comfortable as possible until professional medical help arrives. The victim will be removed from any physical danger if it is possible to do so without causing further injury. Professional medical help will be summoned by dialing 911 and requesting assistance.
- 6.4 All occurrences of disaster and emergency will be documented as Unusual Incidents according to procedures outlined in Administrative Policy #200.5.1. Periodic reviews of incident reports by staff members will be conducted by the Chief Operating Officer and recommendations made for the improvement of the OPTIONS safety program and the handling of incidents and injuries.

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