

## Emergency Planning Policy

- 1 When there is an identified emergency or disaster in the community staff will adhere to the instructions of emergency personnel in charge. If instructed to shelter in place, staff will follow the instructions and notify the on-call supervisor or follow the instructions on the emergency phone tree depending on the level of the emergency. If warranted, the staff will refer to the Continuation of Operations Plan (COOP) for further instruction.
- 2 One staff at the site will be designated as the staff in charge and will develop an action plan.
  - 2.1 If instructed to shelter in place, staff will identify and assess safe and unsafe areas of the building.
  - 2.2 Move and track persons served, staff, supplies and equipment from unsafe to safe areas of the building, accounting for all persons served.
  - 2.3 Ensure access to essential disaster supplies such as non-perishable food, water, medication, emergency supplies, flashlights, batteries, radio, etc.
    - 2.3.1 Staff will assess the available medication supply. If additional medications are needed, the on-call supervisor or administrator will be informed and will contact Pharmacy Alternatives for assistance on re-supplying the medications as needed. Pharmacy Alternatives can be reached at (877) 623-0274.
    - 2.3.2 If the regular physician orders cannot be supplied, the prescribing physician will be contacted and orders will be called in to an alternative pharmacy.
  - 2.4 Staff will assess the available food, utilizing perishable food first.
  - 2.5 Staff will assess available space or the conversion of space for the potential care of emergency admissions.
  - 2.6 Assess persons served for signs of distress and treat as needed.
    - 2.6.1 Avoid overcrowding if possible by selecting several areas in which to shelter if necessary, ensuring adequate support and supervision is provided.
    - 2.6.2 If possible, provide access to comfort items specific to each person served.

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- 2.7 Secure doors and windows or any openings to the outside, closing window shades or curtains if there is a danger of explosion or breaking glass.
  - 2.8 One staff person will be designated to have the responsibility for the continuous patrol of the building and premises to maintain security.
- 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 or the Officer of the Day if after hours, 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 evacuation is in order, staff will follow the instructions and evacuate according to the COOP plan, leaving a note on the door to communicate the plan.

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