

The Center for Life Resources

POLICY AND PROCEDURE MANUAL

SECTION: Administration

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SUBJECT: Emergency Preparedness Plan
TOPIC: Disaster Plan

**EMERGENCY PREPAREDNESS PLAN
2008/2009**

DATE: 04/14/2009
NEW 11/10/2008

APPROVED BY: _____
Ghasem Nahvipour, CEO

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INTRODUCTION

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Center For Life Resources (The Center) Emergency Preparedness Plan, plans for both internal and external disasters. The concept is based on the Civil Defense Programs developed years ago. An internal disaster may include bomb threats, building collapse, fire, or a massive utility failure that causes a breakdown in the facility's ability to operate. An external disaster may include floods, tornadoes, hurricane, ice storms, fires, chemical spills, or a plane crash. There is also the threat of a war-related incident such as nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, terrorism, or civil disorder. In such a situation the Center must continue to care properly for its consumers and be prepared to triage and treat a large number of incoming consumers as is appropriate. This emergency preparedness plan addresses alternative sources of essential utilities and the provisions of an emergency communication backup system. Alternative care sites have been identified, in the event portions of a specific unit become unusable because of an internal disaster. An updated call list is maintained on each facility on the respective program's Bulletin Board. The emergency preparedness plan is included in the Center's Safety/Infection Control Manual, and a copy has been posted next to the evacuation route diagram in all buildings. All employees are given a copy of the emergency preparedness plan, with the Center employee handbook, during employee orientation.

I. AUTHORITY

This plan applies to all Center sites, and has been approved by the Chief Executive Officer (CEO) and the Governance Board. The Chief Executive Officer is authorized by the Governance Board to declare an emergency. For the sake of this document, an emergency is defined as an event, the effects of which cause loss of life, human suffering, property damage, and/or severe economic and social disruption, and accidents that are routinely responded to by local emergency response organizations.

II. PURPOSE

The Center has the responsibility to consumers and staff, to plan for emergency contingencies, and to be prepared to respond to them. The purpose of this plan is to provide emergency procedures for the Center and its satellite facilities. This plan defines in a simple, straightforward manner who does what, when, where, and how, in order to mitigate, prepare for, respond to, and recover from an emergency situation. When the Chief Executive Officer has declared an emergency the Center Emergency Team is immediately alerted and shall remain on twenty-four hour call until the emergency has subsided. The Center's Management Team, as identified in the Emergency Preparedness Plan, will act as an Emergency Team when an emergency is declared.

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III. COMMUNICATION

1. The Chief Executive Officer/Designee is the only Center for Life Resources staff authorized to declare a Center emergency alert.
2. Once an emergency alert has been declared, the Safety Officer, and Emergency Team is immediately notified by the Chief Executive Officer/Designee, and the emergency preparedness plan is activated.
3. The Center Public Information Officer (PIO) is the designated communications person and is responsible for liaison with the news media.
4. A Center cellular phone will be issued to the Public Information Officer to use for the duration of the emergency. That phone number will be given to the Emergency Team at the time they receive the emergency alert.
5. In the event of an evacuation emergency, all Center staff are expected to be on site to assist in the evacuation or, if that is not possible, to make every effort to communicate with the Emergency Team.

6. Television Station

Brownwood TV Cable	Channel 5	325-646-3576
Abilene K-TAB	Channel 30	325-695-2777

Radio Station BROWN COUNTY

KBWD	101.3 AM		325-646-3505
KOXE	101.3 FM		325-646-1013
KXYL	96.9 FM		325-646-3535
	1240 AM	SPANISH	
KSTA	102.3 FM	COLEMAN	325-625-4188
KYOX	94.3 FM	COMANCHE COUNTY	325-356-5869
KCER	1590 AM	EASTLAND COUNTY	254-442-4024
	97.7 FM		
KKYX	680 AM	MILLS COUNTY	325-648-3619
KNEL	1490 AM	MC CULLOCH COUNTY	325-597-2119
KBAL	106.1 FM	SAN SABA COUNTY	325-372-5224
	1410 AM		

These are the Center for Life Resources designated public broadcasting systems for employees to listen to, to receive instructions and status updates for reporting to work.

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7. The Chief Executive Officer/Designee notifies his Administrative Assistant who notifies the Emergency Team. The Emergency Team will notify staff. Individual programs may develop and designate program call lists, as appropriate to each unit. However, the program's printed call list must be included in this plan.
8. All employees are to report in to their immediate supervisors prior to leaving the premises or as soon as they know of an emergency. If their assistance is not needed to respond to the crisis, they are to leave the premises, or remain at home and tune in to the designated television/radio stations for further instructions and status updates.

IV. CONSUMER EVACUATION PROCEDURES

RESIDENTIAL - BROWN COUNTY

All consumers, who are approved for release by the Program Administrator, will be immediately released to family/legal representatives. Family/legal representatives will be responsible for transporting their family member.

Consumers who are inappropriate for discharge will be transported to an alternative site. If evacuation is local, the Janie Clements Industries facility will be the alternative site for consumers. If the Janie Clements Industries facility is unusable, the Senior Citizens Center will be the alternative site. If both the Senior Citizens and Janie Clements Industries are unusable, adult consumers will be transported to the Abilene State School.

FOSTER CARE-HCS-COMMUNITY CLIENTS

Consumers/Foster Care providers will comply with the RED CROSS guidelines and directives for community evacuation. Consumers will take their personal belongings with them at the time they are evacuated and/or discharged. Plastic bags are stored on the emergency preparedness shelf in the client's closet.

Each bag shall be labeled with the consumer's first and last name.

1. One complete change of clothes include closed-toed shoes or boots
2. Personal hygiene items (toothbrush, toothpaste, comb, soap, feminine supplies)
3. Flashlight with extra batteries
4. Battery-powered radio
6. Food Non-perishable
 - Water (one gallon)
 - Canned juices
 - High energy foods (granola bars, energy bars, crackers, etc.)
 - Ready to eat canned meals, meats, fruits, vegetables and manual can opener

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The Direct Care Staff on duty shall be responsible for the security and transporting of all medications. The Direct Care Staff shall be responsible for the security and transporting of consumer clinical records. In some cases the Maintenance Department will assist with clinical record transportation.

Once all consumers have been released and/or transported to safety, the Program Administrator shall determine the appropriate staff/consumer ration and distribute a hand written schedule to staff to be in effect the duration of the emergency or as appropriate.

All staff shall report directly to their immediate supervisor for further instructions.

Staff shall return to work upon the instruction of the Chief Executive Officer and/or their immediate supervisor.

V. TRANSPORTATION

If advance notices are available, prior to the need for evacuation of consumers and/or staff, all multi-passenger vehicles (vans) will be serviced by the Maintenance Department. All fluids will be checked and fluids added, as needed, and fuel tanks filled. The Maintenance Department will be responsible for seeing this work is carried out. The decision on when to do so will be made by the Chief Financial Officer.

In the event evacuation of consumers and/or staff is necessary, the entire Center vehicle fleet will be utilized, as needed, to transport all consumers, staff and records as need to be transported. The decision to evacuate will be made by the Chief Executive Officer. Likewise, the decision to return to a normal status will be made by the Chief Executive Officer. When that occurs the previously described process (evacuation and transportation) will be reversed.

VI. ESSENTIAL STAFF

CHIEF EXECUTIVE OFFICER

- EMERGENCY TEAM – Program Directors, Administrative Staff, Psychiatrist, Crisis Staff, Case Managers, Maintenance Team, Critical Incident Stress Debriefing Team (See Attachment A: CTMHMR Staff Phone List)

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- DIRECT CARE STAFF –(See Attachment A: Center Staff Phone List)

VII. ALTERNATIVE CARE SITES

North Texas State Hospital is the designated Mental Health distant alternative care site and Abilene State School is the designated Mental Retardation distant alternative care site.

VIII. CALL DOWN LIST

NAME	HOME	CELLULAR
GHASEM NAHVIPOUR	325-642-7810	325-642-7810
DON RAMSEY	325-646-5705	325-642-7706
RON DODD	325-646-8198	N/A
PAM STOCKMAN	325-646-2952	325-203-0111
RAY KILLOUGH	325-643-5313	325-642-2267
JOHN PROPST	325-784-7320	325-642-7369
TONY CRUZ	325-643-3384	325-642-1546
AMY JACKSON	254-968-6207	325-642-8022
JUDY WILLIAMS	325-646-9462	325-647-2125
DR GEORGE TIPTON	N/A	325-200-2803
TAMMY CASPER	325-646-0264	325-642-2324

IX. SITE DIRECTORY

Administration 325-643-3363	}	408 Mulberry
Child Adolescent Unit 325-646-9574 Ext 250		
HCS 325-643-1873		
Med Clinic 325-641-0642		
MR Services 325-643-3712		
Support Housing 325-641-0649	}	408 ½ Mulberry
MR Service Coordination 325-643-3712		
Psychosocial/Rehab 325-641-0649		
Substance Abuse Group Room 325-646-9574 Ext 294		
Support Employment 325-641-0649		

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Mulberry House ODC #2 325-643-4131

403 Mulberry Street

Alternative Day Program

JCI (Janie Clements Industries) 325-643-3526

}

3401 Milam Drive

ECI (Early Childhood Interven) 325-643-1721

Respite 325-643-3293

Watson House ODC #1 325-643-5565

Wesson House 325-643-2678

}

1101 7th Street

1200 3rd Street

1600 Stewart Street

2209 11th Street

X. UNIT EVACUATION PROCEDURES

- **Outpatient Clinic Evacuation Procedures**

When an emergency threat has been issued for our service area, all staff will be on stand-by until an emergency evacuation has been approved by the CEO/Designee, or the threat has passed. Special assignment for specific task and responsibilities will include the following:

1. Medication
2. Consumer charts

Those items will be kept in a secure place. All consumers, if any, will be sent home and all scheduled appointments will be canceled.

When the CEO/Designee has officially declared an evacuation then the staff will be evacuated from the Center. The Maintenance Department or assigned staff will secure the building.

- **Crisis/Intake Evacuation Procedures**

When an emergency threat has been issued for our service area all staff at Crisis/Intake will be on stand-by until the CEO/Designee has approved an emergency evacuation, or the threat has passed. Special assignment for specific task and responsibilities will include the following:

1. Crisis Response
2. Interaction with local law enforcement, hospital and community emergency resources

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All consumers, if any are in the facility, will be sent home and all scheduled appointments will be canceled. When the CEO/Designee has officially declared an evacuation then the staff will be evacuated from the Center. The Maintenance Department or assigned staff will secure the building.

- **Community Support Services Evacuation Procedures**
 - **Community Support Services**
 - Alternative Day Program
 - Child/Adolescent
 - Consumer Support Eligibility
 - Supported Employment
 - Supported Housing

If time permits all scheduled appointments will be cancelled for the above-mentioned department and the buildings will be closed by the authority of the CEO/Designee. All electrical equipment will be turned off and unplugged. All lights will be turned off and all doors closed and locked.

- **Comanche County Evacuation Procedures**

Office

If time permits all scheduled appointments will be cancelled and the building will be closed by the authority of the CEO/Designee. All electrical equipment will be turned off and unplugged. All lights will be turned off and all doors closed and locked.

Workshop

Consumers will be provided transportation to their home, if circumstances permit. If the emergency situation prevents this action responsible staff will assist consumers to comply with the RED CROSS guidelines and directives for community evacuations, and provide transportation as needed.

- **Coleman County Evacuation Procedures**

Office

If time permits all scheduled appointments will be cancelled and the building will be closed by the authority of the CEO/Designee. All electrical equipment will be turned off and unplugged. All lights will be turned off and all doors closed and locked.

Workshop

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Consumers will be provided transportation to their homes, if circumstances permit. If the emergency situation prevents this action responsible staff will assist consumers to comply with the RED CROSS guidelines and directives for community evacuations and provide transportation as needed.

- **Eastland County Evacuation Procedures**

- Office

- If time permits all scheduled appointments will be cancelled and the building will be closed by the authority of the CEO/Designee. All electrical equipment will be turned off and unplugged. All lights will be turned off and all doors closed and locked.

- **Mills County Evacuation Procedures**

- Workshop

- Consumers will be provided transportation to their homes, if circumstances permit. If the emergency situation prevents this action responsible staff will assist consumers to comply with the RED CROSS guidelines and directives for community evacuations and provide transportation as needed.

- **McCulloch County Evacuation Procedures**

- Office

- If time permits all scheduled appointments will be cancelled and the building will be closed by the authority of the CEO/Designee. All electrical equipment will be turned off and unplugged. All lights will be turned off and all doors closed and locked.

- Workshop

- Consumers will be provided transportation to their homes, if circumstances permit. If the emergency situation prevents this action responsible staff will assist consumers to comply with the RED CROSS guidelines and directives for community evacuations and provide transportation as needed.

- **San Saba County Evacuation Procedures**

- Office

- If time permits all scheduled appointments will be cancelled and the building will be closed by the authority of the CEO/Designee. All electrical equipment will be turned off and unplugged. All lights will be turned off and all doors closed and locked.

- Workshop

- Consumers will be provided transportation to their homes, if circumstances permit. If the emergency situation prevents this action responsible staff will assist consumers to comply

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with the RED CROSS guidelines and directives for community evacuations and provide transportation as needed.

- **Administration Evacuation Plan**

In the event of a Center wide evacuation the following procedures will be followed by the Administration department:

The CEO/Designee, will make the decision to evacuate. The CEO/Designee will advise the Department Directors who will in turn advise each staff member. The following steps for each department in Administration will be followed to prepare for an evacuation.

1. **FISCAL:** The CFO will take care of any records that need to be stored off site, and see that those records are secured. Each employee in administration is responsible for turning off their electrical equipment (computers, calculators, radio, etc.) putting loose paperwork in a safe place, turning off the lights and locking their office doors. If time permits and if the emergency includes the possibility of high winds, loose objects should be moved away from the windows.
2. **MIS Dept:** The Information Services Director has a network Disaster Plan and he will follow the steps of that plan to insure that the network is backed up and secured in a safe place off site. The Information Services Disaster Plan provides a secure off-premise copy of all electronic Client and Center data on a daily basis that is necessary to resume daily operations.
3. **HR Dept:** The Human Resources Director will secure personnel files and other essential documents. If time permits records will be locked in file cabinets and, if deemed necessary, evacuated in a Center vehicle to a secure site. Clinical Information Services: The CIS Supervisor will take care of any confidential records to insure that they are secured. If time permits each employee is responsible for turning off all electrical equipment, putting loose paperwork in a safe place, turning lights and locking their office doors.

- **ECI Evacuation/Disaster Plan**

Upon notification that the CEO/Designee has declared an emergency and issued a directive to close programs and/or evacuate, the program director/designee will ensure staff members

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are notified via phone or pager. Staff in the field will be instructed to go home or return to the facility as appropriate. Each staff will be responsible for canceling their remaining appointments until further notice. Staff, onsite at the time, will secure all child binders in the binder storage room, shut down computers and turn them off if time permits. Program Director/Designee will ensure lights are off, all electrical equipment is turned off and the unit is locked before evacuating the premises or moving to an area in the facility designated by the Safety Officer.

XI. Terrorism

Events in the past several years have pointed out the fact that the United States is no longer immune to the threat of terrorism. In that light it is beneficial to know something about terrorism. And while the Center is not a likely direct target of terrorism there are possible targets in our area including the National Guard Armory, local industries, and the Dyess Air Force Base some 100 miles distant.

The goals of terrorist, foreign or domestic are fear, terror, chaos, a feeling of hopelessness, and a feeling of defeat. But that's not all. To further their ambitions and recruiting they also want, the maximum effect, the most people killed, the greatest amount of destruction and the largest amount of news coverage. And terrorists are willing to use any method available to them to achieve their goals.

The weapons of terrorists include bombs (car bombs, suicide bombers), dirty bombs (a conventional bomb laced with radioactive material), chemical or biological agents and nuclear weapons.

The bombs used by terrorists have, historically been relatively small in size. A so called dirty bomb is theoretical in nature and, according to our best intelligence has never been made. Chemical and biological agents are not that hard to obtain but are not efficient in causing mass death except in confined spaces. Nuclear weapons are difficult to obtain and nearly impossible to construct without huge sums of money, expensive and rare equipment and technical expertise.

Because of the distance of our facilities from the above-mentioned possible targets the threat to the Center from any of the known terrorist's tools is minimal. The typical terrorist bomb exploded at one of the possible area targets might cause damage to

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windows, but not structural damage. Radiation from a dirty bomb and chemical and biological agents would be vastly diluted by the time they reached any of our facilities, and not an immediate threat. In the event that any terrorist attack occurred in any of the areas where Center for Life Resources provides services, the Center evacuation procedure would be immediately put into effect and staff and consumers would be evacuated. A return to the evacuated area would be at the direction of the governmental authorities in control of the emergency.

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