

Center for Life Resources

POLICY AND PROCEDURE MANUAL

SECTION: ADMINISTRATION

SUBJECT: Emergency Preparedness Plan

TOPIC: Disaster Plan

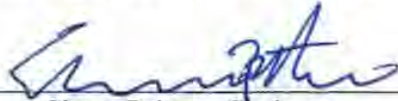
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POLICY:

The Center for Life Resources (Center) shall provide plans for both internal and external disasters. This plan shall include natural disasters such as fire, equipment failure, a pandemic, or terrorism.

Reference: Attachment W, Department of Aging and Disability Services (DADS) Contract; Form T, Department of State Health Services (DSHS) Contract

Board Approval:


Shane Britton, Chairman

Date:

2/23/15

PROCEDURE:

This plan applies to all Center sites and has been approved by the Center Executive Director (ED) and its Board of Directors. The ED is authorized by the Board to declare an emergency in appropriate circumstances. When the ED has declared an emergency the Center's Emergency Management Team (EMT) is immediately alerted and shall remain on twenty-four hour call until the emergency has subsided. For the sake of this document, an emergency is defined as an event, the effects of which may include loss of life, human suffering, property damage, and/or severe economic or social disruption, as well as accidents which require response by local emergency response organizations.

1. **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, straight-forward manner who does what, when, where, and how, in order to mitigate, prepare for, respond to, and/or recover from an emergency situation.
2. **Communication:**
 - A. Once an emergency alert has been declared, the Safety Officer and EMT are immediately notified by the ED, and the appropriate emergency preparedness plan is activated.
 - B. The Center Public Information Officer (PIO) is the designated communications person and is responsible for liaison with all news media.
 - C. In the event of an evacuation emergency, all designated EMT 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 EMT.
 - D. Emergency declarations will be issued through local radio and television stations.

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E. Individual programs may develop and designate program call lists, as appropriate to each unit. These individual call lists will be managed by the associated EMT member.

3. **Consumer Evacuation Procedures for Residential Facilities**

A. Home Community/Based Services (HCS) Group Homes

- 1) Reference HCS Group Home Client Individual Emergency Preparedness Plan Form
- 2) The Direct Care Staff on duty shall be responsible for the security and transporting of all medications. In some cases the Maintenance Department will assist with clinical record transportation.
- 3) Once all consumers have been released and/or transported to safety, the Program Supervisor 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.
- 4) All staff shall report directly to their immediate supervisor for further instructions.
- 5) Staff shall return to work upon the instruction of the ED and/or their immediate supervisor.
- 6) HCS Site Locations are as follows:
 - a) 1908 Southside Drive, Brownwood, TX [Roselawn HCS Group Home]
 - b) 1703 Woodridge, Brownwood, TX [Woodridge HCS Group Home]

B. Intermediate Care Facility for Individuals with an Intellectual Disability (ICF/IID) Group Homes

- 1) Reference ICF-IID Group Home Client Individual Emergency Preparedness Plan Form.
- 2) The Direct Care Staff on duty shall be responsible for the security and transporting of all medications. In some cases the Maintenance Department will assist with clinical record transportation.
- 3) Once all consumers have been released and/or transported to safety, the Program Supervisor 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.
- 4) All staff shall report directly to their immediate supervisor for further instructions.
- 5) Staff shall return to work upon the instruction of the ED and/or their immediate supervisor.
- 6) ICF Site Locations are as follows:
 - a) 1600 Stewart Street, Brownwood, TX [Watson House ODC #1]
 - b) 2209 11th Street, Brownwood, TX [Wesson House]

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- c) 403 Mulberry Street, Brownwood, TX [Mulberry House ODC #2]
- C. Foster Care/HCS/Texas Home Living Community Clients. Consumers/Foster Care providers will comply with the Red Cross guidelines and directives for community evacuation.
- 1) Reference Foster Care/HCS/Texas Home Living Community Clients Individual Emergency Preparedness Plan Form.
 - 2) Consumers/Foster Care providers will comply with the Red Cross guidelines and directives for community evacuation.
 - 3) The Direct Care Staff on duty shall be responsible for the security and transporting of all medications. In some cases the Maintenance Department will assist with clinical record transportation.
 - 4) Once all consumers have been released and/or transported to safety, the Program Supervisor 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.
 - 5) All staff shall report directly to their immediate supervisor for further instructions.
 - 6) Staff shall return to work upon the instruction of the ED and/or their immediate supervisor.
 - 7) Site Locations varies and will be directed by appropriate member of the EMT.
4. **Transportation**
- A. If advance notice is 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.
- B. 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 ED. Likewise, the decision to return to a normal status will be made by the ED. When this occurs, the previously described process (evacuation and transportation) will be reversed.
- C. Alternative Care Sites may be designated, depending on the declaration of emergency.
5. **Unit Evacuation Procedures for all Non-Residential Facilities:** 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 ED or his designee, or the threat has passed. The following steps for each department will be followed to prepare for an evacuation.

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- A. Each employee 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.
 - B. If time permits and if the emergency includes the possibility of high winds, loose objects should be moved away from breakable windows.
 - C. If time allows, all scheduled appointments will be cancelled and patients notified.
 - D. In case of a fire, flood, or tornado, each department will evacuate to their designated evacuation site.
 - E. In case of a terrorism event, the Center evacuation procedure will be at the direction of the governmental authorities in control of the emergency.
 - F. The ED will contact appropriate state authorities in a timely manner with details of the emergency, actions taken, and any future plans (i.e., a plan to evacuate consumers to another location).
 - G. Management Information Systems will provide, on a daily basis, a secure off-premise copy of all electronic client and Center data necessary to resume daily operations.
 - H. Site Location for these facilities are as follows:
 - 1) 408 Mulberry, Brownwood, TX [Administration - Medication Clinic, - MH Case Management - MH Crisis - Child & Adolescent Services - HCS Provider Services]
 - 2) 408½ Mulberry, Brownwood, TX [IDD Service Coordination - Substance Abuse Group Room]
 - 3) 101 7th Street, Brownwood, TX [ECI (Early Childhood Intervention)]
 - 4) 201-209 South Bridge, Brady, TX
 - 5) 1009 South Austin, Comanche TX
 - 6) 111 North Cherokee, San Saba TX
 - 7) 100 East Live Oak, Coleman TX
 - 8) 1207 Reynolds Street, Goldthwaite TX
 - 9) 301 Pogue Ave., Eastland, TX
 - 10) 2005 West Wallace, San Saba, TX [San Saba Co. Telemedicine Office]
 - 11) 1219 Parker Street, Goldthwaite, TX [Mills Co. Telemedicine Office]
6. **Special Assignments for Medication Clinic and Clinical Information Services** include the following:
- A. Medication will be removed from facility and kept in a secure location
 - B. Protected Health Information (PHI) will be removed from facility and kept in a secure location
 - C. All appointments will be cancelled, and on-site consumers sent home.
 - D. When the ED/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.

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- E. Site Location for this facility is as follows: 408 Mulberry, Brownwood, TX
7. **Special Assignments for Workshops**
- A. Consumers will be provided transportation to their home, if circumstances permit.
 - B. 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.
 - C. When the ED/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.
 - D. Workshop Site Location are as follows:
 - 1) 3401 Milam Drive, Brownwood, TX [JCI (Janie Clements Industries)]
 - 2) 201-209 South Bridge, Brady, TX
 - 3) 1009 South Austin, Comanche TX
 - 4) 111 North Cherokee, San Saba TX
 - 5) 100 East Live Oak, Coleman TX
 - 6) 207 Reynolds Street, Goldthwaite TX
 - 7) 301 Pogue Ave., Eastland, TX
8. **Special Assignments for Mobile Crisis Outreach Team (MCOT)**
- A. When an emergency threat has been issued for our service area, all MCOT staff will be on stand-by until the ED has approved an emergency evacuation, or until the threat has passed.
 - B. MCOT will be responsible for Mobile Crisis Assessment requests.
 - C. MCOT will interact with local law enforcement, hospital and community emergency resources as needed.
 - D. MCOT will operate out of the following location unless directed otherwise: 408 Mulberry, Brownwood, TX
9. **Special Assignments for Crisis Respite**
- A. When an emergency threat has been issued for our service area, all Crisis Respite staff will be on stand-by until the ED has approved an emergency evacuation, or until the threat has passed.
 - B. Respite staff will continue to provide adequate care to consumers being served.
 - C. Respite staff will continue to ensure consumer's safety and will relocate only if directive is given from ED or appropriate member of the EMT.
 - D. Crisis Respite will operate out of the following location unless directed otherwise: 1200 3rd Street, Brownwood, TX.

Executive Director: _____


Dion White

Date: _____

3-26-15

Effective Date: 02/23/2015
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