

Emergency Planning Policy

- 1 It is the policy of OPTIONS to protect our residents, staff and others from harm during emergency events. To accomplish this, we have developed procedures for specific hazards, which build on the strategies in our *Continuity of Operations Plan (COOP)*. The priority is to ensure the safety of residents, staff or visitors, in the event of a bomb threat, through the immediate activation of the following actions.
- 2 Any bomb threat shall be taken seriously. Upon receiving a threatening call, staff will attempt to gather information from the caller and will initiate a fire drill to evacuate all persons from the site.
 - 2.1 Staff will take a mobile or cell phone with them to immediately report the threat to law enforcement.
 - 2.2 Staff shall follow the directions of the law enforcement.
 - 2.3 Staff will contact the main office at 805-772-6066 or if after hours, the on-call supervisor or manager, or another an administrator, using the emergency/disaster phone tree.
 - 2.4 Staff shall coordinate an action plan with the administrator in charge.
 - 2.4.1 The first administrator contacted will ensure the CEO is informed of the threat.
 - 2.4.2 If the threat is determined by the authorities to be credible, persons served may be evacuated to the nearest OPTIONS location, not impacted by the threat. (See *COOP*)
 - 2.4.3 The Administrator in charge will monitor the situation and will communicate with TCRC or the TCRC Officer of the Day, the local contact of the California Health Alert Network (CAHAN), CDPH or appropriate regulatory bodies as applicable and family members, to apprise them of the situation and provide updates as needed and available
 - 2.5 Staff shall ensure all persons served are safe and accounted for.
- 3 Once the initial threat has been resolved, staff will cooperate with the law enforcement officials to provide information and preserve evidence.
 - 3.1 Staff will provide law enforcement with a copy of the call details if the threat was made by phone.

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- 3.2 Each person served, staff, and visitors will be assessed for potential impacts from the incident and care will be provided as indicated by the assessment findings.
- 3.2 OPTIONS will assist any person impacted in locating psychological first aid if needed.
- 4 **RECOVERY:** With approval of local response authorities and CDPH or appropriate regulatory bodies as applicable, OPTIONS will resume normal operations. If there were evacuations, persons served will be able to return to the home.
 - 4.1 Notify residents, staff, visitors, and families/representatives and external stakeholders of the return to normal operations.
 - 4.2 Resume clinical care, therapy, and activities per pre-incident plan of care for specific residents.

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