

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 an emergency disaster situation. We have taken steps to mitigate the risk of localized flooding by regularly maintaining all drainage systems around our facilities, as well as the integrity of pipes and plumbing. We have taken proactive measures to minimize potential damage to critical systems. Should we be faced with a significant flood threat from external conditions we will attempt to protect our residents, staff and visitors through the following actions.
 - 1.1 The Lead staff at each facility will be responsible for ensuring all persons served are safe and accounted for. The Lead staff will be designated as the point person for communicating and coordinating the emergency response plan.
 - 1.1.1 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.
 - 1.1.2 The Lead staff will identify any safety hazards, assess damage to facility infrastructure, including the status of all utilities, ability to sustain operations, and report to the administrator in charge
 - 1.1.3 The Lead staff will assess the status of external sites including: exterior shelter sites, structures, fences and gates, external lighting, roadways, trees and water flow, debris, and sidewalks, if possible.
 - 1.1.4 The Lead staff will assess all onsite communications equipment for operational status; activate contingency plans as needed.
 - 1.1.5 The Lead staff will ensure that unsafe areas are restricted by signage or barrier tape, or by posting staff to monitor entry points.
 - 1.1.6 The Lead staff will gather emergency food supplies, water, equipment, emergency supplies, and medication to sustain operations.
 - 1.1.7 Inspect all onsite supplies and equipment for inventory and damage.
 - 1.1.8 Prepare for evacuation if needed. Follow evacuation plans if orders are given by authorities or the administrator in charge.

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- 1.2 The first administrator contacted (CEO, CFO, Program Director, or HR Director), will assume responsibility of coordinating response efforts and will resume efforts to contact the CEO.
- 1.3 The administrator in charge will coordinate the following:
 - 1.3.1 Activate search teams if needed; integrate efforts with local public safety personnel.
 - 1.3.2 Communicate with local emergency operations center, response officials, TCRC or the TCRC Officer of the Day, and CDPH or appropriate regulatory bodies as applicable to give info on the status of the facility and impact on internal infrastructure and services.
 - 1.3.3 Gather external situational status (weather, impact to roads, utilities, scope of damage, evacuation routes) and infrastructure status through local officials and other channels for reliable information.
 - 1.3.4 Activate the communication plan and brief staff, persons served and families on the situation and plan as soon as possible.
 - 1.3.5 As indicated by the initial assessment of the situation, activate Power Outage, Evacuation and/or Shelter in Place procedures as outlined in the COOP plan.
 - 1.3.5.1 Coordinate with OPTIONS' internal programs to determine the status of all sites in the event of an evacuation.
 - 1.3.5.2 Coordinate with local shelters and evacuation sites as needed.
 - 1.3.5.3 Contact agencies with reciprocal agreements to coordinate re-location if necessary.
 - 1.3.6 Initiate requests for inspection of the building's integrity, if damage is evident.
 - 1.3.7 Coordinate the response-specific resident care plans including any medical treatment needed to treat injuries to persons served, visitors, and staff.

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- 1.3.8 Coordinate the transportation services (ambulance, air medical services, and other transportation) to ensure safe relocation, if necessary. See Transportation Plan 400.4
 - 1.3.9 Coordinate the monitoring of staff and volunteer usage, track time. If needed, screen volunteers.
- 2 **RECOVERY:** When the flooding has subsided and officials determine the facility is safe, any damage to the facility infrastructure will be assessed, including the ability to sustain operations. Repairs will be completed, as necessary, in order to restore daily activities.
- 2.1 Residents, families/representatives, local response authorities, TCRC, CDPH, and other regulatory bodies as applicable, will be notified of the return to normal operations
 - 2.2 Staff will continue to assess residents for adverse impacts from the incident and will report any change in condition to the nurse to assess.
 - 2.3 The CEO will work with OPTIONS' Administrative Team to work with insurance, funding agencies, and local, state, and federal emergency management, to begin reimbursement procedures for resident billing and cost expenditures related to the event.
- 2 Depending on the flood situation, which will be monitored through coordination with local response authorities, the Administrator in charge may initiate the Evacuation or Shelter in Place as needed.

Adopted: January 2018
Reviewed: October 2018
Reviewed: November 2019
Reviewed: February 2021
Revised: May 2023

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Policy No. 400.18

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