

Emergency Planning Policy

- 1 When there is an identified emergency or disaster in the community staff will adhere to the transportation plan.
- 2 Refer to Administrative Policy Vehicle Transportation 200.1.5
- 3 Each program site has a pre-planned evacuation route, alternative route and planned meeting area.
 - 3.1 Refer to evacuation routes and evacuation plan identified in the Continuity of Operations Plan (COOP) for out of the area evacuations.
 - 3.1.1 OPTIONS has a reciprocal agreement with other providers if out of area relocation is required.
 - 3.2 Refer to individual program evacuation plan in the on-site emergency packets, for local evacuation routes.
- 4 When a person or persons are transported away from their place of residence, staff will leave a note on the door indicating their evacuation plan, location and a phone number of how to reach them.
- 5 OPTIONS' Administrator/Command Lead will notify TCRC or the TCRC Officer of the Day, the local contact of the California Health Alert Network (CAHAN) and CDPH or appropriate regulatory bodies as applicable.

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