

## Emergency Planning Policy

- 1 When there is an identified emergency or disaster in the community, staff will implement the Emergency Medication Plan.
- 2 If staff must evacuate the home during an emergency, they will transport all available medications, the current Physician's Orders, and medication log/MARS binder.
  - 2.1 All medications will be stored at the house, in containers, for easy access and transport when needed.
  - 2.2 Each OPTIONS program has a backpack "go kit" to take in the event of an emergency. The binder contains medical and emergency information for each person served.
  - 2.3 All measures possible will be taken to secure the medication and medical information, given the unique circumstances of the emergency. During an emergency evacuation, medication and medical information will be stored in a container equipped with a lock or in a locked vehicle, to which only staff has access.
  - 2.4 Medication and medical information may be shared with emergency personnel members and volunteers, on a "need to know" basis, in order to ensure the privacy, health and safety of the person served.
  - 2.5 A copy of the physician's orders will be kept in the emergency binder. In the event that medication is not available, lost or damaged during an emergency, the physician's orders may be presented to a non-affected pharmacy, for an emergency fill.

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