

# Disaster Planning and Response



*Living in California, we must constantly be prepared for any number of disasters. It is our policy to protect our residents, staff and others during emergency events. To accomplish this, we have developed procedures for a number of emergency events and have strategies to provide continuity of care during a disaster.*



**Our Plan:** Our Continuation of Operations Plan (COOP) details the many steps we will take in order to provide safety for the persons we support during an emergency or natural disaster. We plan for staffing, emergency provisions, communication, transportation and so much more. Our complete plan can be found on our website at : [www.optionsfs.org](http://www.optionsfs.org). A copy of the plan is available upon request. You can speak with a supervisor if you have any questions.

**Preparation:** Being prepared and planning ahead are key. We ask all staff and families to prepare a simple plan in the event of an emergency. We practice disaster drills every month and even practice evacuating our homes. We have policies and procedures in place to help guide us. These policies are also available on our website for review. We also help each person create a "go kit" to help prepare if we have to leave home.



**Communication Plan:** During an emergency we may have to either shelter in place or relocate to another site. During this time we will rely on phones, texts, email or may use Hamm radio to coordinate services. Each person served at OPTIONS has an emergency information sheet. This sheet includes information on a contact person to be notified in case of emergency. During a disaster event, you can leave a message at our main office at **805-772-6066**. However, that line may be down and staff will be busy coordinating services. An administrator will make phone calls to families as soon as possible. Please keep the information up to date. If a site must be evacuated, staff will leave a note of the relocation destination on the door or mailbox if possible. We will also provide emergency updates on our website if possible. During an emergency we will keep in close contact with TCRC and they may have the most current information on our situation.