

## 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 minimize the stresses our residents may experience from exposure to extreme temperatures. In the event of extreme weather we will initiate the following actions.

*Note: Due to the mild climate on the Central Coast of California, not all homes have air conditioning units.*

- 2 During times of extreme weather (over 100 degrees or under 29 degrees) OPTIONS' CEO or designee will monitor and obtain updates on weather conditions and assess the conditions in each home
  - 2.1 The CEO or designee will assign staff to regularly check internal temperatures in resident areas.
    - 2.1.1 If the extreme weather reaches 100 degrees or falls below 29 degrees the hot weather and cold weather protocols will be followed.
    - 2.1.2 If the extreme weather exceeds 100 degrees for 4 hours or below 29 degrees for 8 hours persons served will be re-located to an alternative OPTIONS site that is not directly impacted by the weather event. See COOP.
    - 2.1.3 If an evacuation order is issued, staff, residents, and families/representatives will be apprised of the situation and provided updates as needed or available
  - 2.2 The CEO or designee will monitor the situation in coordination with local response authorities and will communicate with local emergency management, TCRC or the TCRC Officer of the Day, and CDPH or appropriate regulatory bodies as applicable regarding any critical issues and resource requests.
    - 2.2.1 In the event of the loss of electricity the CEO or designee will contact the utility company to determine the restoration of power and/or vendors for needed equipment such as heaters or coolers. If the electricity is out for more than four hours the fire watch policy will be implemented.
    - 2.2.2 The CEO or designee will obtain additional equipment such as portable coolers for use during emergency.

## Emergency Planning Policy

- 3 During the duration of the extreme weather event, staff will assess the persons served frequently for comfort and any change of condition.
- 4 Staff will identify any person served whose condition may be fragile and require transfer and inform the CEO or designee
- 5 Ensure continuation of resident care and essential services.
- 6 Distribute appropriate comfort equipment throughout the home (e.g., portable fans and blankets), as needed.
- 7 Provide increase hydration and implement cooling or warming measures as indicated.
- 8 If unable to maintain safe temperatures in all resident areas, gather the persons served into a room where temperatures may be maintained within an acceptable range.

**RECOVERY:** When the extreme weather passes, the CEO, Program Director or designee 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. .

- 9 Residents, families/representatives, local response authorities, TCRC and CDPH or other regulatory bodies as applicable will be notified of the return to normal operations
- 10 Staff will continue to assess residents for adverse impacts from the incident and will report any change in condition for the nurse to assess
- 11 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.

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