

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. OPTIONS minimizes the risk of an internal hazardous materials incident through staff training on the proper storage and use of hazardous materials. If we are threatened by an internal or external hazardous materials event, we will protect our residents, staff, and visitors by implementing 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 all onsite communications equipment for operational status; activate contingency plans as needed.
 - 1.1.4 The Lead staff will ensure that unsafe areas are restricted by signage or barrier tape, or by posting staff to monitor entry points.
 - 1.1.5 The Lead staff will gather emergency food supplies, water, equipment, emergency supplies, and medication to sustain operations.
 - 1.1.6 Inspect all onsite supplies and equipment for inventory and damage.
 - 1.1.7 Prepare for evacuation if needed. Follow evacuation plans if orders are given by authorities or the administrator in charge.
 - 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:

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- 1.3.1 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 services.
 - 1.3.2 Activate the communication plan and brief staff, persons served and families on the situation and plan as soon as possible.
 - 1.3.3 As indicated by the initial assessment of the situation, activate Evacuation and/or Shelter in Place procedures as outlined in the COOP plan.
 - 1.3.3.1 Coordinate with OPTIONS' internal programs to determine the status of all sites in the event of an evacuation.
 - 1.3.3.2 Coordinate with local shelters and evacuation sites as needed.
 - 1.3.3.3 Contact agencies with reciprocal agreements to coordinate re-location if necessary.
 - 1.3.4 Initiate requests for internal inspection of the building's integrity, if damage is evident.
 - 1.3.5 Coordinate the response-specific resident care plans including any medical treatment needed to treat injuries to persons served, visitors, and staff.
 - 1.3.6 Coordinate the transportation services (ambulance, air medical services, and other transportation) to ensure safe relocation, if necessary. See Transportation Plan 400.4
 - 1.3.7 Coordinate the monitoring of staff and volunteer usage, track time. If needed, screen volunteers.
- 2 **RECOVERY:** When officials determine the facility is safe and/or the hazardous materials removed, any damage to the facility 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

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- 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.

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