Emergency Planning Policy

1   When there is an identified emergency or disaster in the community staff will adhere to a comprehensive communication plan.

2   One staff at the site will be designated as the staff in charge and will direct and implement the communication plan.

    2.1   The designated staff will contact the OPTIONS on-call supervisor or back up administrator and/or utilize the emergency phone tree.

        2.1.1 The Emergency Communication Response Team will consist of the Administrative Leadership as indicated on the emergency phone tree. The highest-level administrator available will be designated as the "command lead".

        2.1.2 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.

        2.1.3 OPTIONS' Administrator/Command Lead will initiate/delegate the staff members responsible to communicate with family members as appropriate.

            2.1.3.1 Emergency contact information sheets will be updated on an annual basis or as needed.

            2.1.3.2 Emergency contact information sheets will be made available only to authorized users.

        2.1.4 OPTIONS' Administrator/Command Lead or designee will be responsible for any communication with the media or social media including press conferences, phone interviews, live interviews or updates to the website.

        2.1.5 OPTIONS' Administrator/Command Lead or designee will be responsible for assuring tracking of the locations of all persons served and staff.

            2.1.5.1 Tracking will be utilized for sheltering in place and or relocation to alternative sites as needed.

2.2   Staff will maintain contact with OPTIONS' Administrator/Command Lead and monitor emergency broadcasts.

    2.2.1 Staff will utilize landlines, cell phones, texts or ham radio facilities in each county as available.

3   The Administrator/Command Lead will implement emergency staffing to ensure adequate staffing needs.

4   When emergency personnel indicate "all clear" the Administrator/Command Lead will ensure all stakeholders including the Regional Center, appropriate regulatory bodies and family members receive a status update.

5   The emergency communication plan will be re-evaluated and assessed after any incident in order to debrief and evaluate the effectiveness of the plan.

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