

## 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 OD, 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 member 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 location of all person served and staff.
      - 2.1.5.1 Tracking will be utilized for sheltering in place and or relocation to alternative sites as needed.
      - 2.1.5.2 Tracking will be documented on emergency tracking sheets and information be relayed to all pertinent parties.

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- 2.2 Staff will maintain contact with the designated administrator and monitor emergency broadcasts.
  - 2.2.1 Staff will utilize landlines, cell phones, texts or ham radio facilities in each county at the local shelter or police department
- 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, Licensing 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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