PERMIACARE LOCAL INTELLECTUAL AND DEVELOPMENTAL DISABILITY EMERGENCY PREPAREDNESS PLAN

DIRECTION AND CONTROL

ALWAYS SECURE THE SAFETY OF THE PERSON SERVEDS AND STAFF FIRST!! Then call the IDD Emergency Preparedness Coordinator for emergency support.

IDD Emergency Preparedness Coordinator:	**Pam Shurley, IDD Director/QIDP** **400 N. Carver, Midland, TX 79701** **432-570-3385 (office)/432-559-1359 (cell)**
Alternate IDD Emergency Preparedness Coordinator:	**Michael Black** **3128 Kermit Highway, Odessa, TX 79764** **432-580-2646 (office)/432-664-1564**
PermiaCare Emergency Coordinator:	**Jill Stephens, Human Resources Director** **401 E. Illinois** **Midland, TX 79701** **(432)570-3333 (office)/(432)553-2280**

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EMERGENCY PREPAREDNESS/CONTINGENCY PLAN

All units of PermiaCare will follow procedures outlined in the Emergency Preparedness Plan (EPP) that follows.

A. PURPOSE

The purpose of this plan is to assist PermiaCare in carrying out its role of responsibility to individual's served in the event of an emergency or disaster. This plan will enhance the organization's level of preparedness for emergencies and disasters by establishing a program of emergency drills and exercises. Plans will be reviewed for effectiveness at least annually and within 30 days of an emergency, disaster or remodeling to the facility, maintaining records of the review. Any revisions will be updated within 30 days. This plan is integrated with state and local emergency management agencies during a disaster or emergency situation. A copy is posted on the LIDDA website.

The EPC or designee will ensure training and testing of DSP's upon contract and no less than annually on this plan. DSP's will also receive training on the use of fire extinguishers. Monthly fire drills and quarterly disaster drills will be conducted by DSP's.

B. PERSONNEL ORGANIZATION

The Center's organizational chart for IDD will dictate chain of command in reporting and controlling emergencies and disasters. Each EPC, alternate EPC or Site Supervisor will be responsible for emergencies that arise at his/her Site, and will make provisions for the management of DSP's, individuals served, space, supplies, communications, and security. Each Direct Support Professional (DSP) member is responsible for the well-being of the individuals served in his/her care at any given time. The Emergency Preparedness Coordinator (EPC), or alternate EPC, will remain in contact with Site Supervisors and/or DSP's when emergencies for disasters occur. A current list of DSP's with their address and telephone numbers shall be maintained by the Site Supervisor. A current list of individuals served, the names and numbers of their emergency contacts, the level of assistance needed by individuals, any special needs (e.g., types of medication), and durable medical equipment or assistive devices will be maintained by each Site Supervisor. Site Supervisors will receive a monthly Outlook reminder to update each list.

Nursing – Health and Medical Needs

Nursing personnel will remain in constant contact with the EPC, assure that medical needs of individuals served are met in a timely manner and sharing documentation with other health providers to maintain continuity of care. Nursing will assure that any medications, emergency medical information, and MARS is secured. Nursing will also ensure that medications are stored at the proper temperatures.

Direct Support Professionals

Direct Support Professionals will perform all duties of care during an emergency; follow all protocols in this document and stay in constant contact with the Site Supervisor and/or EPC. DSPs are mandated by law as a healthcare professional to secure individuals served and maintain their care in an emergency and may not leave their shift as regularly scheduled.

Volunteers/First Responders

During a disaster, neighbors, strangers, FEMA officials, State officials and first responders offering assistance should be identified in case vital information is needed from them at a later date. DSP's should take a picture of their driver's license or other ID or use the attached Volunteer/First Responder's Checklist to note the information from their ID.

Roles Under a Waiver Signed by Secretary

During a disaster in which there are mass casualties the Secretary may waive licensure of doctors and other health care professionals from other states. DSP's should always err on the side of ensuring medical care for the client. DSP's may be unable to secure normal, routine (ambulance, hospital) medical services. Alternate care Sites may be set up to treat individuals served with health care professionals unknown to this area. DSP's should make decisions with the aid of the EPC and local officials as to the most prudent course of action.

Warning of Disaster

General Instructions for DSP's

- Call 911 immediately if medical attention is required and implement CPR and/or first aid as needed.
- Notify the IDD EPC (EPC) or alternate EPC.
- Attach identification bracelets or name tags from Disaster/Evacuation Kit to each individual served.

- Pack each individual served's medications in medication rolling cart if evacuating to ensure preservation, confidentiality, security and maintenance of individual served records and information.
- DSP's will log all communication on attached Communication Log.
- EPC and/or Alternate EPC will notify additional local officials, HHSC representative, as necessary. DSP's will be trained no less than annually on the EPP.
- DSP's will, as they transport to an alternate location and while at receiving location(s), record communication on the attached Communication Log, ensuring adequate medications, emergency medical information (including physician's name and phone numbers), food, water, equipment and other supplies.

C1. COMMUNICATION

Primary Mode of Communication:

- Cell phones and/or land lines will be the primary mode of communication. DSP's will access numbers above for the IDD Emergency Coordinators and will notify the IDD EPC as soon as possible of any impending disaster. Key IDD Management Staff as noted on the attached organizational chart will be registered for disaster phone and/or email alerts from local officials (Midland – Citizen Alert System; Odessa – Civic Ready Alert System; Ft. Stockton – HyperReach Alert System). All are connected to IPAWS (FEMA/National Integrated Public Alert & Warning System). Texting and/or email will be implemented if phones are unavailable.
- The CEO or designee will ensure responsibility for communication to the public regarding the status of the disaster.

DSP's Phone Numbers

- The Site Supervisor and or EPC maintains a list of current DSP's and their phone numbers and will ensure contact of DSP's for emergency situations.

Emergency Contact Numbers For Individuals Served

- Each Site will maintain emergency contact name numbers for each individual served, along with special needs including level of assistance needed, types of medication, durable medical equipment or assistive devices.

Transportation

This facility has an 8-person van assigned to this location. Units are equipped with a fire extinguisher, first aid kit and flashlight. Additional PBCC vehicles are available nearby should they be required for DSPs, DSPs families and pets or others. These include 12 passenger vans, SUVs and automobiles that could be utilized at the Day Hab locations. Multiple vehicles are also available at other agency locations.

If an emergency takes place during transportation, DSP's should call 911 immediately and then follow emergency protocols as outlined in this document; DSP's should ensure individuals served are in a safe area and perform CPR and first aid as trained. As soon as possible, DSPs should call the emergency preparedness coordinator.

Records

Electronic records are backed up each night. Hard copy records should be secured by each site supervisor, EPC and/or DSP's as soon as possible to ensure continuity of care and ensure HIPAA compliance.

C2. EMERGENCY

An emergency is any situation that cannot be handled by the ordinary or assigned personnel on duty. It is important that DSP's be thoroughly oriented, trained, and prepared to function calmly and effectively under emergency conditions, and to make rapid, prudent decisions. Emergencies will include the following: loss of telephone, power, water, heat, or air conditioning, and sudden illness or incapacitation of DSP's and/or individuals served. Any emergency can develop into a disaster. During an emergency, DSP's are to remain calm, and to alert and assist individuals served of the need to evacuate.

D. CONCEPT OF OPERATION (OBJECTIVE)

The objective of our fire/disaster drills and emergency exercises is to test our emergency plan and procedures and to train and prepare our DSP's and individuals served for emergencies.

Terms – A DRILL is an exercise in which predetermined response actions are implemented.

An EXERCISE is a scenario-based event to train and prepare DSP's for

implementing emergency actions and the organization's preparedness plan.

E. EVACUATION IS NOT REQUIRED – Type 1

Procedures to follow in the event of a disaster where evacuation is NOT required: The Site Supervisor, EPC or alternate EPC will consult with the Fire Department 9-1-1 or Administration on various options specific to the situation. When it is deemed unnecessary to evacuate or better to stay inside the following will apply:

1. **Temperatures to Protect the Health and safety of Individuals served**
   DSP's should ensure is appropriate to the conditions. If there is a prolonged power failure, the EPC, alternate or Site Supervisor will ensure drinking water, blankets, etc. as necessary. DSP's should soak towels or bandanas in water to cool individuals served.

2. **Fire Detection and Alarm Systems**
   Should fire and alarm systems fail, Site Supervisor's and/or DSP's will conduct 15-minute checks for fire/smoke on individuals served served and each room in the facility, on a 24 hour/7-day schedule until systems are restored. DSP's will document checks on the attached.

3. **Sewage and Waste Disposal**
   In the event that sewage and waste disposal systems are compromised, Site Supervisor's and/or DSP's will consider other types of portable sewage system. Portable sewage systems include chemical toilets, bucket latrines and trench latrines. All sewage wound need to be buried in soil for continued use of the system and to prevent disease.

4. **Resources**
   Individual programs have access to 50-watt re-chargeable battery packs at their Site. The charger has both an AC outlet and USB ports. The battery pack is also equipped with a flashlight, battery cables and air hose for tires. The battery pack will function for up to 4 hours. If electricity is unavailable, there will be no electric lights, stove current, microwave, heat, A/C, use of cordless phones or computer/internet. Cell phones might be available depending upon usage or availability of towers. A corded landline phone is available at each Site. Site Managers receive email alerts every 6 months to change batteries in all emergency equipment.

5. A battery-operated radio or weather band/alert radio is available in the event power stays off for so long that the backup power systems fail. This can be used for up-to-date broadcasts if power is disconnected. The battery-operated radio should be tuned to the local weather station. Each Site manager is responsible for maintaining the weather band/alert radio. Site managers will receive an email alert to change batteries every 6 months.

6. A three-day supply of canned, non-perishable or dehydrated food and bottled water for individuals served is maintained at each individual servedial Site.

7. The Site Supervisor and or EPC will ensure adequate supplies, including medication, food, and water are maintained at the Site or evacuation Site. The EPC may be contacted for assistance.

8. Individuals served may be discharged to their legal guardians/families if the circumstances warrant evacuation. LAR/family would need to sign individual served out. Site Supervisors and/or DSP's would follow normal operational procedures for ensuring medications and other healthcare supplies are provided to the LAR/family.

F. EVACUATE THE SITE TO ANOTHER LOCATION – Type II

This is the procedure to follow in the event of a disaster that will require evacuation of the Site to another location in the community. If evacuation over 72 hours is required, the Site Supervisor, EPC and/or DSP's will ensure additional food, water and medications are supplied. If local authorities determine evacuation locations, DSP's must continue to provide care no matter the location or determining authority. EPC should be contacted for assistance. SITE SUPERVISOR, EPC AND/OR DSP'S should inform EPC of evacuation and keep updated.

Evacuation Routes are posted prominently throughout our facilities.

During any emergency or disaster, DSP's should be utilizing media and frequent contact with EPC as needed to determine the best course of action, such as evacuation to another location and or return to the facility. Each home is recommended to be equipped with a television, back-up battery pack, weather radio, computer with internet, and land line. Before returning to the home, DSP's will follow these same procedures.

- DSP's will accompany individuals served to all evacuation Sites. SITE SUPERVISOR, EPC AND/OR DSP'Ss will ensure that all individuals served are evacuated, counting them as they exit the facility and again before leaving the facility. Once arriving at the evacuation Site, DSP's will again count to assure all individuals served are accounted for. DSP's are recommended to use the "Individual served Trip Roster" form attached to this plan.

- Individuals served absent from the facility at the time of the evacuation: DSP's will secure that individual served(s) and transport to the evacuation Site. If unable to secure the individual, DSP's will remain in contact and aware of the location of the individual.

- Release of client information as allowed by state and federal law in an emergency to promote continuity of care of individuals served is permitted; if individual care is not an issue the agency's current policy on "release of records" should be maintained. Medications and MARS and any other information should be kept in a secure container to prevent HIPAA violations.

    1. Within 1 hour or as soon as the situation allows, the DSP's on duty will contact their EPC or alternate EPC (if not already contacted by the coordinator).

    2. The EPC will notify the agency CEO or designee, Client Rights Advocate, and nursing DSP's. Additionally, the coordinator will notify off-duty personnel, assigning specific tasks and responsibilities as needed; notify receiving facilities of an impending or actual evacuation; notify residents, LARs, and other persons of an impending or actual evacuation; ensure notification of the Ector County Emergency Management Coordinator; ensure shelter of family members and pets of DSP's responding to an emergency situation, if necessary to ensure DSP'sing; and notify the HHSC ICF Regional Office (within 1 hour or as soon as possible) and upon return (within 48 hours) to facility:

    3. DSP's will gather medications and medication folders with emergency medical information, emergency contact numbers and names of physicians for each individual served; for each individual served; first

aid and disaster kits, weather band radio and 50-watt back-up battery pack.

4. If time permits, DSP's will secure the Site, turning off utilities and locking doors.

5. If it is unsafe to return to the program site within the following day, the EPC or alternate will decide where the program(s) will temporarily operate and when it is safe to return to the site.

6. The EPC will determine which PermiaCare site is most appropriate, including, 3128 Kermit Hwy, Odessa, TX; 400 N. Carver, Midland, TX, 1403 E. Front, Midland, TX or 401 E. Illinois, Midland, TX. If any of these locations are compromised, the EPC Team will alert Site Supervisor's and DSP's via the chain of command of the new temporary location. Maps to these locations are attached.

G. COMMUNITY-WIDE DISASTER AND EVACUATION – Type III

Procedures to follow in the event of a community-wide disaster and evacuation are required from the community where program Site is located:

1. The city/county local Emergency Management or PermiaCare EPC will notify DSP's in the event there is a community-wide evacuation through personal phone call or text, or via local news or weather band radio and/or in person. Information will also be provided on where to go and an approximate time of return if situation allows.

2. Within 1 hour or as soon as the situation allows, the DSP's on duty will contact their EPC or alternate EPC (if not already contacted by the EPC).

3. Site Supervisors, DSP's and EPC will follow instructions for evacuation as noted on pages 8-10.

4. Residents discharged to their family/LAR will be picked up from a designated point of safety by their family/LAR

H. BOMB THREAT

If a bomb threat is received, the following response should be as follows:

- **CALMLY EVACUATE INDIVIDUALS SERVED. DO NOT CALL 911 FROM A CELL PHONE ON SITE. EITHER USE THE LAND LINE OR WAIT UNTIL YOU ARE EVACUATED. DO NOT USE THE VEHICLE TO EVACUATE, THE STARTER MAY TRIGGER THE BOMB**
- ***_____ HOUSE BOMB THREAT EVACUATION SITE: _____Location_____.**

- **CALL 911 NOTE THE EXACT TIME** you received the threat. This is important since most bombs are activated by a timer which restricts the bomb to a twelve-hour period or less.

- **GET AS MUCH INFORMATION AS YOU CAN.** If the caller specifies a time, ask him/her to repeat the exact time. Note whether or not the caller used the twenty-four (24) hour clock.

- Ask the caller whether he or she has used Center services or providers. If so, try to determine which services or providers were involved. This could make it possible to obtain immediate access to information on the caller.
- Ask all questions that could be helpful in locating the bomb or that would be helpful in case it is a hoax.

- Ask for location of bomb by saying, "Did you say the bomb is on the front porch?" (Storage room, hall closet, etc.).

- Inform the caller that the Site is occupied with people with disabilities and DSP's and a bomb could result in death or injury to innocent people.

- Prolong the conversation as long as possible while noting background noises such as motors/traffic, music, and other sounds which may give a clue as to where the call is being made from.

- If the caller indicates a bomb is located in another location, the information will be recorded as instructed above, and DSP's members at the second location notified immediately.

- Report threat to the local police, fire department and F.B.I. immediately.

- As soon as the local police are contacted, report the above information to the EPC or alternate. Emergency Coordinator. The EPC will notify the agency CEO or designee, Client Rights Advocate, and nursing DSP's. Additionally, the coordinator will notify off-duty personnel, assigning specific tasks and responsibilities as needed; notify receiving facilities of an impending or actual evacuation; notify individuals served, LARs, and other persons of an impending or actual evacuation; ensure notification of the Ector County Emergency Management Coordinator; ensure shelter of family members and pets of DSP's responding to an emergency situation, if necessary to ensure DSP'sing; and notify the HHSC Hotline on page 1 (within 1 hour or as soon as possible) and upon return (within 48 hours) to facility.

- Re-entry to the building should occur only after the all clear signal has been issued by the appropriate law enforcement authority to the, EPC.

I. DISASTERS

A disaster is any situation which seriously overtaxes or threatens to overtax the capabilities of a health care facility. Common disasters include earthquakes, flooding, tornadoes, wildfires, industrial accidents (chemical leaks/explosions), civil disturbances, fires, utility failure, arson attempts, bomb threats, etc.

Local Disasters:

- A LOCAL DISASTER is any event which threatens the well being (life or property) of citizens in one municipality.
- A LOCAL DISASTER is manageable by local officials without a need for outside resources.
- RESPONSE is by local government, such as police, fire chief, mayor or county judge and/or other legal authority of local government.
- The Local Authority MAY choose to respond if a request is made by local officials.

State Declared Disasters:

- A STATE DISASTER is any event which threatens the well being of citizens in multiple cities, counties, regions, and/or overwhelms a local jurisdiction's ability to respond or affects a state-owned property or interest.

- A STATE DECLARED EMERGENCY can only be designated by the Governor or his/her alternate EPC. Response and recovery is the responsibility of the Governor's Division of Emergency Management.
- A RESPONSE MAY BE required depending upon the magnitude, nature and duration of the emergency or disastrous event. HHSC may also supplement local resources with State Facility or neighboring Center DSP's.
- The DURATION OF RESPONSE for this category of disaster is generally for the duration of the event or until it is jointly determined by HHSC and the Governor's Division of Emergency Management, that a response is no longer necessary.

Federally Declared Disasters:

- A FEDERALLY DECLARED disaster is any event, real and/or perceived, which threatens the well being of citizens, overwhelms the local and state ability to respond and/or recover, or the event affects federally owned property or interests.
- A FEDERALLY DECLARED disaster can only be declared by the President of the United States. The Governor of a state must first declare a state of emergency and request a declaration.
- A RESPONSE by the community mental health and intellectual and developmental disability center will be required and the level of response will be according to actual or perceived need.
- The DURATION OF RESPONSE for this type of disaster will be for the duration of the event or until it is jointly determined by HHSC and the Governor's Division of Emergency Management, that a response is no longer necessary.

J. INTERNAL DISASTERS

Internal disaster is an event which causes or threatens to cause physical damage and injury to the personnel, individuals served, or occupants within the facility. Examples include fires, explosions, bomb threats, etc.

K. PLANS FOR INTERNAL DISASTERS

The EPC, alternate EPC or Site Supervisor will be responsible for handling emergencies and disasters that arise at his/her Site. Internal coordination is necessary to assure that each employee of the unit is aware of his/her individual

role under the facility disaster plan and to assure that all available resources are most efficiently and effectively utilized.

L. EXTERNAL DISASTERS

An event which requires expansion of a facility to receive and care for a large number of casualties or requires that PermiaCare DSP's assist the community in providing emergency care for a large number of casualties resulting from a disaster which produces no damage to the PermiaCare facility or DSP's. Examples of external disasters include transportation accidents with mass casualties, mass food poisoning in the community, a tornado occurring near the facility, critical incidents at schools, chemical spills, large fires, etc.

M. PLANS FOR EXTERNAL DISASTERS

PermiaCare DSP's and facilities are available should a disaster occur in their area. Local government, CEO, EPC and site supervisor should be involved in any plans that are made including the availability of the facility as a shelter. DSP's will be trained to report any emerging critical incident to the EPC, alternate or Site Supervisor. *_EPC will consult with CEO if HHSC requests use of site.

N. DISASTER (Evacuation/Fire/Tornado) DRILLS

Disaster drills shall be held at least once per year in all facilities, in addition to the one emergency drill. IDD/ICF is required to have one unannounced emergency drill annually. Fire drills shall be held according to the frequency listed below. Drills are to be documented using Form 4719, Fire Drill Report.

The following is the frequency of fire/evacuation, disaster drills and emergency exercises for individual served facilities, CBI/Day Habilitation, Behavioral Health and Foster Companion Care providers.

PermiaCare uses the following Quarterly Periods:
1st Quarter – (January-March)
2nd Quarter – (April-June)
3rd Quarter – (July-September)
4th Quarter – (October-December)

Note: IDD PROVIDER SERVICES

Fire Inspections:
The facility alarm/suppression system shall be inspected bi-annually (every 6 months) by Absolute Fire Protection or another licensed provider to ensure proper functioning of the system. Fire extinguishers should be tested at this time as well for reliability and suitability for their intended use. In addition, a local Fire Marshall shall inspect the facility annually to ensure compliance with local and state fire code. The Fire Marshall should document compliance with Life & Safety codes and the specific chapter.

Fire Drill for Day Habs

- New and/or relief DSP's must participate in a fire drill on their shift within 10 working days.

Fire Drills for **Day Hab**

- 1 per quarter

Disaster Drills for **Day Habilitation,**

- Annually

The alarm used to signify tornado/severe weather threat is: 3 short rings from the internal alarm system, or 3 short blasts from an air horn for Severe Weather Warning/Tornado Sighting. Code **CLEAR** should be given when the situation is cleared.

The alarm used to signify fire/evacuation threat is: 1 long ring from the internal alarm system, entering the code for a drill on the fire alarm panel or 1 long blast from an air horn or pushing the button on a smoke detector with location of fire. DSP's should check with their supervisor or the safety liaison for that Site to verify the appropriate signal used for evacuation.

When there is a fire in the area, perform the **RACE** procedures:

1. **R**escue anyone in immediate danger of the fire.
2. **A**ctivate the nearest fire alarm pull station (in buildings not equipped with interior fire alarm, give verbal warning to occupants) and call 911.

3. **C**onfine the fire by closing doors to the fire (do not lock). As people are notified to evacuate, ensure that all doors are closed.
4. **E**vacuate to an area of refuge. When a fire is reported on the floor everyone is required to evacuate the area either through a set of fire doors on the floor or via the stairs downward at least two floors to a safe area or to the outside. Never go up (unless below grade) or down to an area below grade. Do not use elevators!

DSP's should know:

- ☐ Location of alarm boxes and nearest fire exit.
- ☐ Location of fire extinguishers and their use.

O. EQUIPMENT AND SUPPLIES

What is the difference between a fire extinguisher inspection and fire extinguisher maintenance?

Inspection:

An inspection is a "quick check" to give reasonable assurance that a fire extinguisher is available, fully charged and operable. The value of an inspection lies in the frequency, regularity, and thoroughness with which it is conducted. The frequency will vary from hourly to monthly, based on the needs of the situation. Inspections should always be conducted when extinguishers are initially placed in service and thereafter at approximately 30-day intervals. The safety liaison or Site/alternate EPC shall document the date (mm/dd/yy) of the inspection on the tag or label affixed to the fire extinguisher and their initials by the 15th day of each month.

Please ensure that:

- The extinguisher is not blocked by equipment, coats or other objects that could interfere with access in an emergency.
- The pressure is at the recommended level. On extinguishers equipped with a gauge, the needle should be in the green zone – not too high and not too low.
- The nozzle or other parts are not hindered in any way.
- The pin and tamper seal (if it has one) are intact.
- There are no dents, leaks, rust, chemical deposits and/or other signs of abuse/wear. Wipe off any corrosive chemicals, oil, gunk etc., that may have deposited on the extinguisher.

- The month and year punched out on the tag is current. Example: if the month of September is punched out and the year punched out is 2020, the extinguisher should be inspected by a certified fire extinguisher service company prior to October 1, 2021.

Maintenance:
Fire extinguishers should be maintained at regular intervals (at least once a year), or when specifically indicated by an inspection. The Center's fire extinguishers are serviced by external vendor Absolute Fire Protection, Inc. to give maximum assurance that an extinguisher will operate effectively and safely. It includes a thorough examination and any necessary repair, recharging or replacement. It will normally reveal the need for hydrostatic testing of an extinguisher. Fire extinguishers should be pressure tested (a process called hydrostatic testing) after a number of years to ensure that the cylinder is safe to use. Consult the owner's manual, extinguisher label or the manufacturer to see when the extinguisher may need such testing.

Fire extinguisher maintenance is important for everyone's safety. If the extinguisher is damaged or needs recharging, replace it immediately!

IMPORTANT: Recharge all extinguishers immediately after use regardless of how much they were used.

<u>Fire Extinguishers</u>:

Type of Fire	**Designation Code**	**Extinguishing Agent**
Common Combustibles (wood, paper, cloth, trash, plastics and other organic materials). The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.	A	water, dry chemical, chemical foam

Flammable Liquids (gasoline, turpentine, oil base paints, oils and grease, lacquers) The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable fire that a non-expert person can expect to extinguish.	B	dry chemical, C02, halon** Aqueous film forming foam (AFFF)
Electrical (live electrical equipment fires) This class of fire extinguisher does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.	C	dry chemical, C02, halon**
Kitchen **(involves cooking appliances)** This standard also establishes a maximum travel distance between the extinguisher and the appliance to not exceed 30 feet and for an instructional placard to be posted at the extinguisher location. Class "K" fire hazards are specifically identified as those involving cooking appliances using combustible cooking media. NFPA-10 requires class "K" listed and labeled fire extinguishers for the protection of cooking appliance hazards.	K	dry chemical, powder, baking soda or other agents.

** Halon extinguishers are no longer made but some may still be in use. Dangerous gases are formed when Halon is used to put out fires. Wear proper respiratory equipment, particularly in enclosed spaces. After use, do not allow anyone to enter the area until it has been well ventilated.

Fire extinguishers are located near exits and also mounted in brackets in all Center vehicles.

Which Extinguisher To Use?

There are two common types of fire extinguishers. Type ABC extinguishers fight wood, paper & cloth fires, flammable liquids and are suitable for use on electrical fires. Type BC extinguishers are for flammable liquids and are safe to use on electrical fires. To determine which class or classes of fire the extinguisher is designed to fight, locate the blue use code symbols on the front extinguisher label. Using the wrong extinguisher on a fire could do more harm than good. Be sure to understand which extinguisher is appropriate for each class of fire. For protection against ALL COMMON CLASSES OF FIRES, choose a type ABC extinguisher.

When selecting the appropriate type of fire extinguisher, it is important to think about extinguishing agents. Each class of fire is best fought by a specific extinguishing agent. Find the color-coded box on the fire extinguisher identifying which classes of fire it can be used for, and the type of fire extinguishing agent it contains.

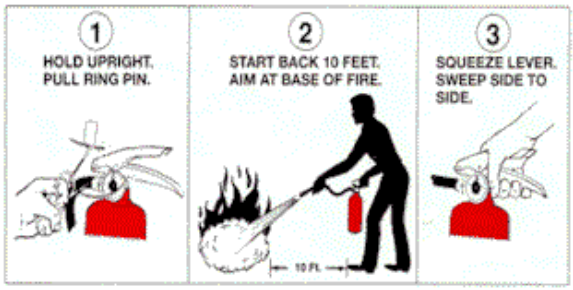
The following is a list of commonly used fire extinguishing systems and their corresponding classes of fire. The classes are indicated in parentheses such as (A, B, C):

- **Multi-Purpose Dry Chemical (A, B, C)** – A dry chemical agent called mono ammonium phosphate. The chemical is non-conductive and can be mildly corrosive if moisture is present. In order to avoid corrosion, it is necessary to scrub and thoroughly cleanup the contacted area once the fire is out. A dry chemical fire extinguisher is usually used in schools, general offices, hospitals, homes, etc. (These are the only type in the home).
- **Regular Dry Chemical (B, C) –** A dry chemical agent called sodium bicarbonate. It is non-toxic, non-conductive and non-corrosive. It is easy to cleanup, requiring only vacuuming, sweeping or flushing with water. Extinguishers with sodium bicarbonate are usually used in individual servedial kitchens, laboratories, garages, etc.
- **Carbon Dioxide (B, C)** – Carbon dioxide removes oxygen to stop a fire but has limited range. It is environmentally friendly and leaves no residue, so cleanup is unnecessary. Extinguishers with carbon dioxide are usually used

in contamination-sensitive places such as computer rooms, labs, food storage areas, processing plants, etc.

- **Halotron (A, B, C) –** A vaporizing liquid that is ozone friendly and leaves no residue. Because it requires no cleanup, fire extinguishers with halotron are ideal for computer rooms, telecommunication areas, theaters, etc.
- **Foam (A, B) –** Foam floats on flammable liquids to tame the fire and helps prevent reflashes. To cleanup the affected area, it must be washed away and left to evaporate. Fire extinguishers with foam are usually used in garages, homes, vehicles, workshops, etc.
- **Purple K Dry Chemical (B, C)** – A dry chemical called potassium bicarbonate. It is non-conductive and non-corrosive. Clean up requires vacuuming, sweeping or flushing with water. Extinguishers with potassium bicarbonate are usually used in military facilities, oil companies, vehicles, etc.
- **Water (A) –** The most common agent is water; however, it cannot be used for class B or C fires because it is conductive. Water-based fire extinguishers are usually used in stockrooms, schools, offices, etc.
- **Kitchen (K) Extinguishers –** The chemical agent in a Kitchen extinguisher could contain dry chemical powder, baking soda or other agents. If the extinguisher contains dry chemical powder, then the following steps are to be used:
  1. After the fire is out, clean up dry chemical powder immediately to avoid corrosion.
  2. **CAUTION:** Avoid inhaling the dry chemical agent. The agent contained in this extinguisher is not toxic but may cause skin irritation. In case of contact, flush affected area with clean, cool water. If irritation persists, contact a doctor immediately. Chemical name of agent is printed on extinguisher label.
  3. **CAUTION:** Under certain fire and heat conditions, the dry chemical in this extinguisher (and similar units) will cause damage or prove extremely difficult to remove from oven surfaces, including self-cleaning models. Do not use the self-cleaning feature to remove BC Powder. Vacuum or sweep up the powder promptly after the extinguisher is used. After the bulk of the powder has been removed, wipe the area carefully with a dampened cloth or sponge to complete the job without scratching the surface being cleaned.

There are four basic operating steps. Think of the word **"PASS"** to remember the steps.



1. **Pull the pin.** Holding the extinguisher with the nozzle pointing away, pull out the pin located below the trigger.
2. **Note:** Lifting the extinguisher by the handle will not activate the extinguisher.
3. **Aim low**. Stand at a safe distance from the fire (the water stream will reach at least 30 feet). Point the extinguisher nozzle at the front edge at the base of the fire (the lowest point of the fire nearest you). Remember – extinguishers are designed to be operated in an upright position. Always hold the extinguisher vertically. Never cradle it horizontally or at an angle in arms. If it is too heavy to hold properly, place on floor to operate.
4. **Squeeze the trigger**. Squeeze slowly and evenly. This action will release the water and expel it through the discharge nozzle. Frequently, it is more effective to create a water spray by putting a finger over the end of the nozzle (as with a garden hose).
5. **Sweep from side to side**. As the pressurized water is expelled, sweep the nozzle from side to side at the base of the fire. As the fire closest goes out, may move closer to the fire and continue the sweeping motion until the fire is extinguished. Remember, hold the extinguisher upright. **If the fire does not diminish immediately, get out of the building**.

The horizontal range of the pressurized water stream will reach a distance from 30 to 40 feet. The approximate time to discharge the 2 gallons of water is one minute.

Class ABC, multi-purpose, dry chemical fire extinguisher:
Steps 1 through 4 are the same as listed above for Class A, water extinguisher. The approximate discharge time for 10 to 20 pounds of dry chemical ranges from 10 to 25 seconds. The horizontal range of the dry chemical stream will reach a distance from 5 to 20 feet.

Do not fight the fire without adequate equipment (correct type or large enough extinguisher) or if toxic smoke is inhaled or instincts indicate not t. The final rule is to always be in a position with an exit or means of escape in back before attempting to use an extinguisher to put out a fire.

Operation of Kitchen (K) Extinguishers:
Read the manual and the label on the fire extinguisher prior to use.

Types of Fires:

Solvent Fires – can usually be extinguished by the proper use of dry chemical or carbon dioxide extinguishers. Fires in small containers of solvents can often be snuffed out by placing the lid on the container tightly enough to exclude air. If a lid is not available, a piece of sheet metal, or other similar non-combustible materials will suffice. G**rease fire** occurs when oil or greasy foods are heated and ignite. The simplest way to fight a grease fire is to carefully slide a lid over the pan. Turn off the burner, don't move the pan, and keep the lid on until the pan cools completely. Baking Soda may also be used to suffocate the fire. **NEVER PUT WATER ON A GREASE FIRE**. Water causes the grease to splatter and the fire to spread. Also, NEVER attempt to take a grease fire outdoors. It will be too hot to carry and will be dropped, causing a major house fire.

Electrical Fires – turn off the power to the motor or other electrical equipment. Use carbon dioxide or dry chemical on electrical equipment, never water. Electrical equipment involved in fires should not be returned to operation until inspected or repaired. If there is a microwave fire, keep the door closed and unplug the microwave. Make sure to have the microwave oven is serviced before using it again. If there is an oven fire, keep the door closed and turn off the heat. If the fire doesn't go out immediately, call the fire department.

Chemical Fires – can be many different sorts, and often special methods of fire fighting must be used. For example, a metal fire (sodium, titanium, magnesium, potassium, lithium) should be smothered with dry sand, graphite, salt or inert gas in confined areas, never use water.

Disaster/Emergency Supply Kit:

Maintaining a Disaster Supply Kit – it is very important to keep supplies safe. Keep supplies ready and in good condition. Keep canned foods in a dry place where the temperature is cool. Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life. Throw out any canned good that becomes swollen, dented, or corroded. Use foods before the expiration date and replace them with fresh supplies. Check the expiration date on the item. Place new items at the back of the storage area and older ones in the front. Change stored food and water supplies *every six months*. Be sure to write the date you

store it on all containers. Keep items in airtight plastic bags and put the entire disaster supplies kit in a rolling storage cart. Site managers are responsible for replacement items for disaster/emergency supply kits and will receive an Outlook Reminder every 6 months from the IDD Director.

Emergency Supply Kit (contents may include):

- Flashlight and batteries
- Battery powered radio and extra batteries
- Plastic garbage bags and ties for personal sanitation
- Toilet paper (moist towelettes) for sanitation
- Wrench or pliers to turn off utilities
- Maps for evacuation and for locating shelters
- A whistle to signal for help
- Face masks
- 3 days supply of water (one gallon of water per person, per day)
- Non-perishable or dehydrated food (ready to eat canned meats, fruits, vegetables, canned juices, milk, soup (if powdered, store extra water), stapes like sugar, salt, pepper, high energy foods—peanut butter, jelly, no salt crackers, granola bars, trail mix, vitamins, hard candy, instant coffee, tea bags, cookies
- Blankets and sheets
- Towels-enough to block the bottoms of each door in the room (shelter in-place)
- Plastic sheeting
- Duct tape
- First aid kit and manual
- Matches and waterproof container
- Manual can opener
- Emergency/disaster emergency contact information

Storage of Water- to prepare the safest and most reliable emergency supply of water, it is recommended you purchase commercially bottled water. Keep bottled water in its original container and do not open it until you need to use it. Observe the expiration or "use by" date.

Medication Cart – Individual medication boxes and MARS (medication administration records with emergency medical information) should be packed into the rolling medication cart for each individual served when evacuating.

P. CONDITIONS THAT WOULD NECESSITATE EVACUATIONS

1. Fire drill or actual suspected fire – the EPC or alternate EPC will supervise the evacuation. All personnel will be evacuated to a designated area and remain there until the person in authority issues further orders.
2. Chemical Contamination – it may be necessary to evacuate the facility because of chemicals (toxic spills) in the area. The EPC or alternate EPC, will make the necessary decision, and the procedures in this plan will be followed.
3. Power failure (extended time without electricity in extreme hot or cold). Site Supervisor and/or DSP's in charge will make decisions regarding evacuation. Management will be notified of evacuation from facility as soon as all individuals served are safe and accounted for.
4. Other – the EPC or alternate EPC, may order an evacuation for other occurrences at his/her discretion.

Q. EVACUATION PROCEDURE

The EPC or alternate EPC, of each unit shall be responsible for ensuring that all full-time and part-time DSP's assigned to that unit are trained and fully aware of the evacuation diagram and of proper evacuation procedures for that facility no less than annually.

In case of fire or any situation that is, or could become, a disaster, the proper authorities shall be notified immediately. When calling 9-1-1, stay calm and talk slowly. Give name and the address of the building from which the call is made. Listen carefully to 9-1-1 personnel and answer questions completely.

If a small fire should occur, such as a grease fire, or one that starts in a wastebasket, it will be up to the judgment of the Site Supervisor and/or DSP's whether or not the fire may be safely contained with the use of an appropriate extinguisher. Nevertheless, the building shall be evacuated upon the discovery of the fire and a DSP's person shall ensure that 9-1-1 services are notified. In a fire drill or actual fire, the person in charge shall see that all doors and windows are closed and rooms checked to be certain that all individuals served have been evacuated (never open a door that is warm or hot to the touch), and once outside the building, count or conduct roll call to be sure everyone is present. The individuals served and DSP's shall move to a designated safe area away from the building and remain there until further orders are given.

PRIMARY EXIT: (e.g., front door)_____
Meeting Spot: (e.g., mailbox by curb)_____

SECONDARY EXIT:
Meeting Spot:

_____

If a Site Supervisor, EPC AND/OR DSP'S suspects the smell of natural gas, the building shall be evacuated immediately. **DO NOT TURN ON OR OFF ANY ELECTRICAL APPLIANCE. DO NOT PLUG IN OR UNPLUG ANY EQUIPMENT/ APPLIANCE. DO NOT CLOSE OR OPEN ANY DOORS OR WINDOWS. DO NOT DRIVE AWAY FROM THE BUILDING IN A VEHICLE. DO NOT LIGHT A CIGARETTE**. All persons should go to the designated safe area. After all persons are evacuated DSP's should call 911 and then the EPC or alternate EPC. The EPC will call the gas company.

R. SHELTER AREAS WITHIN THE FACILITY

When a thunderstorm warning or a tornado warning is in effect, Site Supervisor, EPC AND/OR DSP'S will proceed to move individuals served into designated safe areas within the facility (hallways), closing any doors with access to the hallway. The designated safe areas for thunderstorms or tornadoes should be in such areas as hallways, restrooms, or other areas away from windows. Areas that should be avoided are large, open rooms. After all individuals served and DSP's have moved to the designated safe areas, they should take a sitting position on the floor, heads against the wall and cover their heads with their arms. DSP's and individuals served should remain in designated safe areas until conditions are deemed safe by the appropriate authority. The SITE SUPERVISOR, EPC AND/OR DSP'S will give an all clear for individuals served to return to programming.

When the alert sounds for a biological, chemical, nuclear blast, radiation threat or explosions, SITE SUPERVISOR, EPC AND/OR DSP'S will take the following actions:

1. Bring individuals served inside.
2. Secure face masks on each individual served or place a towel to their face.
3. Lock the doors, close the windows, air vents, and fireplace dampers.
4. Turn off fans, air conditioning and forced air heating systems.
5. Take emergency supply kit unless it has been contaminated and individual served medications.

6. Go to a predetermined shelter room: an interior room with few windows.
7. Seal all windows, doors, and air vents with plastic sheeting and duct tape. Place wet towels at the bottom of the door. Leave sealed for a minimum of 3 hours (the length of time it takes for chemicals to dissipate).
8. Watch TV or weather band radio or internet (if electricity is available) and/or listen to the battery-operated radio for information from local authorities for instructions as they become available.
9. When the All clear is announced, open windows and doors and turn on ventilation systems. Go outside until the building's air has been exchanged with the now clean outdoor air. Evaluation of the need of external movement of medically fragile individuals served must be made with external first responders.

Shelter Safety for Sealed Rooms – ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours, assuming a normal breathing rate while resting. However, local officials are unlikely to recommend the public shelter in a sealed room for more than 2-3 hours because the effectiveness of such sheltering diminishes with time as the contaminated outside air gradually seeps into the shelter. At this point, evacuation from the area is the better protective action to take. Ventilate the shelter when the emergency has passed to avoid breathing contaminated air still inside the shelter.

S. EMERGENCY RESOURCES

The Facility shall also attach a list of community emergency resources specific to their city/county. In addition, the Disaster/Emergency Contact List may be used to contact the appropriate supervisor in case of an emergency.

T. EMERGENCY DISASTER PLANNING

Biological Threat – a biological attack is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can cause contagious diseases, others do not. A biological attack may or may not be immediately obvious. While it is possible that signs of a biological attack may be seen it is perhaps more likely that local health care workers will report a pattern of unusual illness. The danger of an attack will probably be learned through an emergency radio or TV broadcast. When aware of an unusual or suspicious release of an unknown substance nearby, it doesn't hurt to protect oneself. Get away from the substance as quickly as

possible. Cover mouth and nose with layers of fabric that can filter the air but still allow breathing. Wash with soap and water and contact authorities. In the event of a biological attack, public health officials may not immediately be able to provide information on what to do. However, watch TV, listen to the radio, or check the Internet for official news as it becomes available. At the time of a declared biological emergency be suspicious, but do not automatically assume that any illness is the result of the attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

Major Chemical Emergencies – a major chemical emergency is an accident that releases a hazardous amount of a chemical into the environment. Accidents can happen underground, on railroad tracks or highways, and at manufacturing plants. These accidents sometimes result in a fire or explosion, but many times you cannot see or smell anything unusual.

In the event of a major chemical emergency, affected areas will be notified by the authorities. A siren could sound, receive a telephone call, or emergency personnel may drive by and give instructions over a loud-speaker. Site Supervisor, EPC AND/OR DSP'Seaker. Officials could even come to the door. Listen carefully to radio or television emergency alert stations (EAS) and strictly follow instructions.

Those affected will be told:

- The type of health hazard
- The area affected
- How to protect oneself
- Evacuation routes (if necessary)
- Shelter locations
- Type and location of medical facilities
- And the phone numbers to call if extra help is needed.

Do not call the telephone company, and do not call EMS, 9-1-1, or the operator for information. Dial these numbers only for a possible life-threatening emergency. One of the basic instructions which may be given in a chemical emergency is to "shelter in place". This is a precaution aimed to keep everyone safe while remaining in the building. Refer to pages 8-10 on how to *shelter in place*.

If the order is given to evacuate, listen to the radio or television to make sure that the evacuation order applies to affected area and to understand if it is necessary to evacuate immediately or if there is time to pack some essentials.

If the authorities advise evacuation because of possible chemical emergency, take the following *items*:

- A complete change of clothing (if available) for individuals served. The set should be placed in a plastic sealed box or bag and maintained in an easily accessible storage Site.
- Medications and copies of all prescriptions, including a list of the prescription name, dosage, frequency, doctor and pharmacist. Also consider if medications need to be refrigerated and if so, bring a cooler with an ice pack or other coolant system.
- Medical equipment and assistive devices (eyeglasses, hearing aids, wheelchairs, walker, drinking straws, feeding supplies, cane, or dentures). Be sure to have extra batteries and chargers.
- Hygiene supplies including absorbent pads and urinal as needed and personal grooming items such as toothbrush, toothpaste, deodorant, soap, towel, washcloth, comb, brush.
- Phone numbers and names of physicians or other health care providers, health insurance information, emergency contact information including support network members.
- Phone numbers, addresses and names of family/guardians/LAR
- Books, puzzles or card games for entertainment

If the authorities advise evacuation because of possible chemical emergency, take the following *actions*:

- Shut off all vents
- Close and lock windows
- Lock the doors
- Move quickly and calmly
- Use plastic sheeting and duct tape from disaster kit to seal off doors, windows and vents.

Signs and Symptoms of Toxic Poisoning:

- Difficulty breathing
- Irritation of the eyes, skin, throat or respiratory tract

- Changes in skin color
- Headache or blurred vision
- Dizziness
- Clumsiness or lack of coordination
- Cramps or diarrhea

If someone is experiencing toxic poisoning symptoms or has been exposed to a household chemical, find any containers of the substance that are readily available in order to provide requested information. Call the national Poison Control Center at 1(800) 222-1222. Follow the emergency operator or dispatcher's first aid instructions carefully. The first aid advice found on containers may be out of date or inappropriate. Do not give anything by mouth unless advised to do so by a medical professional. Discard medications that may have been contaminated. Some chemicals may not wash out completely.

Types and Categories of Hazardous Chemicals – defined by the Centers for Disease Control and Prevention:

- Biotoxins – poisons that come from plants or animals
- Blister agents/vesicants-chemicals that severely blister the eyes, respiratory tract, and skin on contact.
- Caustics (acids) – chemicals that burn or corrode people's skin, eyes, and mucus membranes (lining of the nose, mouth, throat and lungs) on contact.
- Choking/lung/pulmonary agents-chemicals that cause severe irritation or swelling of the respiratory tract (lining of the nose and throat, lungs).
- Incapacitating agents – drugs that make people unable to think clearly or that cause an altered state of consciousness (possibly unconsciousness).
- Long-acting anticoagulants – poisons that prevent blood from clotting properly, which can lead to uncontrolled bleeding.
- Metals – agents that consist of metallic poisons.
- Organic solvents – agents that damage the tissues of living things by dissolving fats and oils
- Nerve agents – lightly poisonous chemicals that work by preventing the nervous system from working properly.
- Riot control agents/tear gas – highly irritating agents normally used by law enforcement for crowd control or by individual for protection.

Earthquake – Choose a safe place in every room—under a sturdy table or desk or against an inside wall where nothing can fall. Practice **DROP, COVER, AND**

HOLD ON. Drop under a sturdy desk or table, hold on, and protect eyes by pressing face against arm. If there's no table or desk nearby, sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you. If the building is equipped with fire alarm and sprinkler systems, expect them to go off during a quake. If in bed, hold on and stay there, protecting head with a pillow. If outdoors, find a clear spot away from the buildings, trees and power lines and drop to the ground. If in a vehicle slow down and drive to a clear place, stay in the vehicle until the shaking stops.

Electricity Shut-off and Safety – electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible or designated DSP's where and how to shut off the electricity. Locate the electricity circuit boxes. Teach all responsible DSP's how to shut off the electricity to the entire house/building Site. CAUTION – Always shut off the individual circuits before shutting off the main circuit breaker.

Explosions – if there is an explosion on Site or in the vicinity of the Site, take shelter against a sturdy table or other counter or furniture item. Exit the Site as quickly as possible if explosion is on Site. Check for fire and other hazards. Take emergency kit if time allows. Exit the building as quickly as possible. Crawl low in smoke. Use a wet cloth to cover nose and mouth. Use the back of hand and to feel the lower, middle, and upper parts of closed doors. If the door is not hot, brace oneself against the door and open it slowly. Do not open the door if it is hot. Look for another way out. Use appropriate fire exits. If on fire, do not run. **STOP, DROP and ROLL**. Go to the designated safe area. Account for all occupants in the building. Do not go back into a burning building and carefully supervise individuals served. Call the fire department.

If trapped in debris, if possible, use a flashlight to signal location. Avoid unnecessary movement so that dust doesn't kick up. Cover mouth and nose with anything on hand. Dense weave cotton material can create a good filter. Try to breathe through the material. Tap on a pipe or wall so that rescuers can hear location. Use a whistle if one is available. Shout only as a last resort – shouting can cause a person to inhale dangerous amounts of dust.

Fire – can be very dangerous and should always be certain to not endanger oneself or others when attempting to put out a fire. For this reason, when a fire is discovered:

- Assist any person in immediate danger to safety, if it can be accomplished without risk to oneself.
- Activate the building fire alarm system or notify the fire department by dialing 9-1-1 (or designating someone else to notify them).
- Only after having done these two things, if the fire is small, attempt to use an extinguisher to put it out.

However, before deciding to fight the fire, keep these rules in mind: **know what is burning.** If it is not known what is burning, one would not know what type of extinguisher to use. Even if an ABC extinguisher is available, there may be something in the fire that is going to explode or produce highly toxic smoke. Chances are, it will be known what's burning, or at least have a pretty good idea, but if not, let the fire department handle it.

The fire is spreading rapidly beyond the spot where it started. The time to use an extinguisher is in the beginning stages of a fire. If the fire is already spreading quickly, it is best to simply evacuate the building, close doors and windows behind you as you leave. Do not fight the fire if adequate or appropriate equipment is not available. If the correct type or a large enough extinguisher is not on hand, it is best not to try to fight the fire. If the fire is producing large amounts of smoke that would be inhaled, it is best not to try. Any sort of combustion will produce some amount of carbon monoxide, but when synthetic materials, such as the nylon in carpeting or foam padding in a sofa burn, they can produce highly toxic gases such as hydrogen cyanide, acrolein, and ammonia in addition to carbon monoxide. These gases can be fatal in very small amounts.

If uncomfortable with the situation for any reason, just let the fire department do their job. The final rule is to always position oneself with an exit or means of escape at back before attempting to use an extinguisher to put out a fire. In case the extinguisher malfunctions, or something unexpected happens, get out quickly, and don't become trapped. Just remember, always keep an exit at the back.

Flood and Flash Flood – A flood *watch* means a flood is possible in the area. Be alert to signs of flash flooding and be ready to evacuate on a moment's notice. Flash flooding occurs when the ground becomes saturated with water having fallen too quickly to have been absorbed. The runoff collects in low-lying areas and rapidly flows downhill.

A flood *warning* means flooding is already occurring or will occur soon in the area. Listen to local radio and TV stations for information. If told to evacuate, do so as soon as possible.

Avoid areas already flooded, especially if the water is flowing fast. **Do not** attempt to cross flowing streams, turn around. Roads may be washed out under flood waters. Never drive through flooded roadways. If flooding occurs, get to higher grounds. Be especially cautious at night when it is harder to recognize flood dangers. If your vehicle stalls in rapidly rising waters, abandon it immediately and climb to higher ground. During periods of heavy rain, stay away from streambeds, drainage ditches and culverts.

Nuclear Blast – take cover immediately, below ground if possible, though any shield or shelter will help protect from the immediate effects of the blast and the pressure wave. Consider if able to get out of the area; or if it would be better to go inside a building and follow the plan to "shelter in place". *Shielding* – if a thick shield between oneself and radioactive materials more of the radiation will be absorbed, and there will be less exposure. *Distance* – the farther away from the blast and the fallout the lower exposure. *Time* – minimize time spent exposed will also reduce the risk.

Pandemic Influenza – a pandemic occurs when a new influenza virus emerges and starts spreading as easily as normal influenza – by coughing and sneezing. Because the virus is new, the human immune system will have no pre-existing immunity. This makes it likely that people who contract pandemic influenza will experience more serious disease than that caused by normal influenza. Even though an influenza pandemic will be caused by a new influenza virus and might have severe and sustained consequences in a community; it will be transmitted in the same manner as seasonal influenza.

In the event of a pandemic or possible pandemic, INFECTION CONTROL PROCEDURES, already in place, should be ensured and enhanced.

- SITE SUPERVISOR, EPC AND/OR DSP'Ss and individuals served should wash their hands:
    - after toileting
    - before and after eating
    - upon entering the home from outside
- Ensure SITE SUPERVISOR, EPC AND/OR DSP'Ss and individuals served are using bleach or other antibacterial wipes to wipe down doorknobs,

phones, chairs, solid services such as tables and counters. Allow surfaces to air dry before touching again.

- Ensure vehicles are wiped down daily with bleach wipes, including doorknobs and handles, seating if vinyl.
- Ensure emergency/disaster kits have bleach wipes, gloves and masks.
- Ensure SITE SUPERVISOR, EPC AND/OR DSP'Ss:
    - Follow the advice of local emergency officials.
    - Listen to your radio or television for news and instructions.
    - Stay in contact with management for news and instructions.
- Individuals served and SITE SUPERVISOR, EPC AND/OR DSP'Ss are encouraged not to engage or participate in community outings or gatherings based on advice of local emergency officials and management instructions.

The CDC has recommended that a solution of one part bleach to ten parts water be used to clean blood or body fluid spills. Household bleach will destroy most viruses carried by blood and body fluids, including the AIDS virus and Hepatitis B virus. Therefore, this solution, or equivalent, will be used for cleaning and disinfecting purposes at all community-based services service Sites.

A. Bathrooms/restrooms

1. Hand washing areas will have paper towels, unless a mechanical dryer is in place, or individual towels as in facility residences.
2. Antibacterial soap will be used in all bathrooms.
3. Bar or liquid soap will be used for bathing by clients in the residence. If bar soap is used it should be kept in individually marked containers.
4. All toilet tissue will be maintained on the proper roller and will not be left on the floor or on the back of the commode.
5. Hard surface floors will be thoroughly swept prior to wet mopping on a daily basis. Only one designated mop will be used for facility restrooms. All mops are to be washed and dried after every use. The disinfectant agent to be used for cleaning and disinfecting will be bleach or its equivalent. The bleach solution is to be 1/4 cup bleach to one gallon warm water.
6. All bathroom surfaces such as commodes, lavatories, door handles, paper towel dispensers, soap dispensers, and all other touch surfaces shall be cleaned daily with the bleach solution or equivalent. All other surfaces, such as walls and woodwork, should be cleaned as part of general maintenance.
7. Each restroom will have hot and cold running water.

During a Pandemic, visitors may be limited to essential workers only. Phone calls, virtual visits and skype will be utilized for all non-essential visitors. The following will be posted on the door if visitors are limited:

- Non-essential visitors will not be allowed entrance. Essential visitors are persons the individual served has selected as a personal essential visitor, SITE SUPERVISOR, EPC AND/OR DSP'Ss, nurses, contract doctors, contract nurses, persons with legal authority to enter, such as surveyors, service coordinators, investigators, home health and hospice workers, EMS, and individuals served operating under the authority of a local intellectual and developmental disability authority (LIDDA).
- All persons will be screened prior to entrance for the following symptoms:
    - Have symptoms of a respiratory infection
    - Have a fever defined by the CDC at or above 100.4 Fahrenheit or 38 degrees Celsius
    - Cough
    - Shortness of breath
    - Sore throat
    - Have been exposed to COVID-19
    - Have been outside the US in the last 30 days

- Hand hygiene must be performed before entrance, either hand washing or using an alcohol hand sanitizer of 60% or higher.
- Visitors must keep 6 feet of distance from client and other persons if possible.
- All visitors/SITE SUPERVISOR, EPC AND/OR DSP'Ss must wear a mask and gloves. Notify supervisor or nurse if PPE is not available.
- Visitors must stay in the room of the individual served they are visiting.
- The room where a visitor has been must be disinfected when they leave, using the above CDC guidelines.
- Hand hygiene with soap and water or alcohol-based hand sanitizer or 60% or higher must be completed at the end of the visit.

<u>PPE Supplies</u>

PermiaCare will supply SITE SUPERVISOR, EPC AND/OR DSP'Ss with PPE (personal protective equipment), including at a minimum, face mask and gloves. Infection control supplies, such as bleach will also be provided. SITE SUPERVISOR, EPC AND/OR DSP'Ss should notify their supervisor or Emergency Preparedness Coordinator immediately if supplies are lacking.

Daily Monitoring/Surveillance of Individuals served

- Individuals served should be monitored a minimum of twice daily for symptoms, fever, cough, shortness of breath or difficulty breathing.

Quarantine

Quarantine refers to practices that limit the movement of persons who have been exposed to infection for a period of time to see if they become sick. Any SITE SUPERVISOR, EPC AND/OR DSP'Ss or individual served who has of may have been exposed must quarantine for 14 days. Individuals served will quarantine in the facility or other facility listed below. SITE SUPERVISOR, EPC AND/OR DSP'Ss must quarantine at home for 14 days and have had no temperature for 72 hours.

Isolation

Isolation refers to practices that separate persons who are sick to protect those who are not sick. Individuals served will be isolated away from individuals served who are not sick if exhibiting signs and symptoms of illness, including fever, cough, shortness of breath, sore throat, symptoms of a respiratory infection or have been exposed to COVID-19. Health care personnel will determine if the individual served needs hospital care. The individual served will be isolated from other individuals served while in the facility and additional 14 days after signs and symptoms disappear. SITE SUPERVISOR, EPC AND/OR DSP'Ss will isolate outside the facility and quarantine an additional 14 days after signs and symptoms disappear before returning to work.

Remember:

1. Social Distance
2. avoid crowds
3. Limit travel
4. Stay at home from work, school, etc., when ill.
5. Encourage everyone to take a seasonal flu vaccination

Power Failure/Blackout – Individual programs have access to 50-watt re-chargeable battery packs at their Site. The charger has both an AC outlet and USB ports. The battery pack is also equipped with a flashlight, battery cables and air hose for tires. The battery pack will function for up to 4 hours. Additional battery packs are located at the Day Hab Sites. If electricity is unavailable, there will be no electric lights, stove current, microwave, heat, A/C, use of cordless phones or computer/internet. Cell phones might be available depending upon usage or

availability of towers. Individual served Sites should have a corded landline phone. Site Managers receive email alerts every 6 months to change batteries in all emergency equipment from the IDD Director.

Persons in facilities experiencing a power failure may use only flashlights. Matches and candles are prohibited in individual served units. Facilities should contact their local utilities regarding their priority for restoration of service when power failure occurs. Turn off electrical equipment that was in use when the power went out. Leave one light turned on so one will know when the power returns.

Leave the doors of refrigerators and freezers closed to keep the food as fresh as possible. If it is necessary to eat food that was refrigerated or frozen, check it carefully for signs of spoilage.

Look for alternate storage space for storage of perishable food. Use dry or block ice to keep the refrigerator as cold as possible. A full freezer will hold the temperature for approximately 48 hours (24 hours if it is half full) if the door remains closed. Fifty pounds of dry ice should hold an 18 cubic foot full freezer for 2 days. Use care when handling dry ice, and wear dry, heavy gloves to avoid injury. Plan ahead and know where dry ice and block ice can be purchased. Digital, dial, or instant-read thermometers and appliance thermometers will help you know if the food is at safe temperatures. Keep appliance thermometers in the refrigerator and freezer at all times. When the power is out, an appliance thermometer will always indicate the temperature in the refrigerator and freezer no matter how long the power has been out. The refrigerator temperature should be 35°- 41°F or below; the freezer, 0° F or lower. If unsure a particular food is cold enough, check its temperature with a food thermometer.

Use the phone for emergencies only. Listen to a portable radio for the latest information. Do not call 9-1-1 for information—only for life-threatening emergency.

Eliminate unnecessary travel, especially by vehicle. Traffic signals will stop working during an outage creating traffic congestion. Keep each vehicle's fuel tank at least half to ¾ full because gas stations rely on electricity to power their pumps. Remember that equipment such as automated teller machines (ATMs) and elevators may not work during a power outage.

Radiation Threat – a radiation threat or "dirty bomb" is the use of common explosives to spread radioactive materials. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. In order to limit the amount of exposure to radiation, think about shielding, distance and time. *Shielding* – if there is a thick shield between oneself and radioactive materials more of the radiation will be absorbed, and there will be less exposure. *Distance* – the farther away from the blast and the fallout the lower the exposure. *Time* – minimizing time spent exposed will also reduce the risk. Local authorities may not be able to immediately provide information on what is happening and what should be done. However, watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.

INDIVIDUAL SERVED AWOL

In order to create an environment that discourages individuals served from running away, positive relationships will be encouraged, and activities will be ongoing. Use of structural barriers or mechanical/chemical restraints will not be used. Physical restraint will be used ONLY in urgent situations where danger is eminent or in those situations where a individual served is obviously unaware of the ramifications of running away (psychotic episodes, etc.).

If an individual served leaves without the facility's knowledge, the following should be implemented:

a) If staff is alone, call 911 immediately, followed by the EPC, nurse, Team Leader, and/or IDD Director. If there are 2 staff, 1 staff should remain at the facility with the individuals served and the other staff should perform a cursory search of the home's grounds and areas within a one block range.
b) If the individual served is not found within 15 minutes, staff should call 911 followed by the EPC, Administrator On-Call, nurse, Team Leader, and/or IDD Director.
c) The EPC or designee will call the individual served's LAR.
d) If the individual served is not found within 1 hour, the EPC or designee will call the DFPS hotline, Client Rights Officer and IDD Director.

Terrorism – is the use of force or violence against persons or property in violations of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to

try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism range from threats of terrorism, assassinations, kidnapping, hijacking, bomb scares and bombings, cyber attacks (computer-based), to the use of chemical, biological and nuclear weapons.

In the immediate area of a terrorist event, rely on police, fire and other officials for instructions. However, preparation is much the same way as for other crisis events.

- Wherever located, be aware of the surroundings. The very nature of terrorism suggests there may be little or no warning.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to the police or security personnel.
- Do not be afraid to move or leave if you feel uncomfortable of it something does not seem right.
- Learn where emergency exits are located in buildings frequently viSited. Notice where exits are when entering unfamiliar buildings. Plan how to get out of a building or congested public area or traffic. Note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
- Be familiar with different types of fire extinguishers and how to locate them.

Threatening/Severe Weather – All thunderstorms are dangerous. Every thunderstorm produces lightning. Lightning's unpredictability increases the risk to individuals served and property. Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall. Telephone lines and metal pipes can conduct electricity. Unplug appliances. Avoid using the telephone or any electrical appliance. Avoid taking a bath or shower or running water for any other purpose (individual served). Draw blinds and shades over windows. If window breaks due to objects blown by the wind, the shades will prevent glass from shattering into the building.

Tornado Categories

F-0: 40-72 mph	Chimney damage, tree branches broken
F-1: 73-112 mph	Mobile homes pushed off foundations or overturned

F-2: 113-157 mph	Considerable damage, mobile homes demolished, trees uprooted
F-3: 158-206 mph	Roofs/walls torn down, trains overturned, cars thrown
F-4: 207-260 mph	Well-constructed walls leveled
F-5: 261-318 mph	Homes lifted off foundation, carried distances, autos thrown as far as 100 meters

Tornado Warning – A tornado *warning* is issued when an actual tornado has been sighted or detected by radar and may be headed for the area. If a tornado warning has been issued for all or any part of the Center's area, all DSP's and individuals served should take cover immediately to the interior of the facility in an area away from windows and exterior walls. Be prepared to take the following action if the situation becomes worse. Keep all windows closed in each room and stay away from them. If the situation becomes very severe, relocate everyone to an interior hallway and lie on the floor. Keep as many walls possible between oneself and the outside. Mattresses from beds (if available) and cushions from chairs and/or couches can be removed and placed over each individual.

Do not shelter in a vehicle. Get out immediately and lie flat in a nearby ditch or depression and cover head with hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. It is safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a vehicle. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

After the tornado passes, watch out for fallen power lines and stay out of the damaged area. Listen to the radio for information and instructions. Use a flashlight to inspect the building for damage and do not use candles at any time.

Tornado Watch – A tornado *watch* means that a tornado is possible in the area. A tornado watch is the first alerting message from the National Severe Storm Forecast Center to areas where tornados may occur during the next several hours. If a tornado watch has been issued, DSP's should keep tuned to the radio or television for the latest news and instructions. The size of the area covered by the average watch is approximately 100 miles wide. The purpose of the watch is to alert people in the potentially threatened area(s) that conditions are favorable for tornados to develop and advise them to get ready for immediate action if a tornado is actually sighted.

Haboob - dust storms and Haboobs can occur anywhere in the United States but are most common in the Southwest. Haboobs occur as a result of thunderstorm outflow winds. Strong thunderstorm winds can start a dust storm that can drastically reduce visibility. Your NWS Forecast Office will issue a Dust Storm Warning if one is happening in your area.

Motorists Beware!

A dust storm usually arrives suddenly in the form of an advancing wall of dust and debris which may be miles long and several thousand feet high. They strike with little warning, making driving conditions hazardous. Blinding, choking dust can quickly reduce visibility, causing accidents that may involve chain collisions, creating massive pileups. Dust storms usually last only a few minutes, but the actions a motorist takes during the storm may be the most important of his or her life.

Dust Storm Safety Tips

- If dense dust is observed blowing across or approaching a roadway, pull your vehicle off the pavement as far as possible, stop, turn off lights, set the emergency brake, take your foot off of the brake pedal to be sure the tail lights are not illuminated.
- Don't enter the dust storm area if you can avoid it.
- If you can't pull off the roadway, proceed at a speed suitable for visibility, turn on lights and sound horn occasionally. Use the painted center line to help guide you. Look for a safe place to pull off the roadway.
- Never stop on the traveled portion of the roadway.

Lights Out!

In the past, motorists driving in dust storms have pulled off the roadway, leaving lights on. Vehicles approaching from the rear and using the advance car's lights as a guide have inadvertently left the roadway and in some instances collided with the parked vehicle. Make sure all of your lights are off when you park off the roadway.

Utility Shut-off and Safety – In the event of a disaster, DSP's may be instructed to shut off the utility service at the Site. Below are some general guidance for shutting off utility service:

- Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all DSP's know how to shut off natural gas.
- Because there are different gas shut-offs for different gas meter configurations, it is important to contact the local gas company for guidance

on preparation and response regarding gas appliances and gas service to the building.

- When one person learns the proper shut-off procedure for the meter, share the information with everyone working at the individual served Site or with the Unit Safety Liaison. Be sure not to actually turn off the gas when practicing the proper gas shut-off procedure.
- If gas is smelled or a blowing or hissing noise is heard, open a window and get everyone out quickly. Turn off the gas, using the outside main valve if able, and call the gas company from a neighbor's home or business. CAUTION – If the gas is turned off for any reason, a qualified professional must turn it back on. *NEVER* attempt to turn the gas back on oneself.

Safety after the Storm

Safety does not stop after the storm has passed. Everyone should be aware of the many dangers that might exist after bad weather has moved out of the area.

- Remain calm and try to deal with immediate problems such as care for injured people until professional help can arrive.
- Do not light matches or turn on electrical switches if damage is suspected at facility or Site.
- Carefully check for damage around the business or Site. If gas is smelled or a leak suspected, turn off the main gas valve, open windows, and get everyone out of the structure quickly.
- Stay away from downed lines. Do not attempt to touch or move them. Report downed wires to the local power company.
- Know where to find the main electrical fuse or breaker box, water service main, and natural gas meters. Learn how and when to turn these utilities of. Have a professional turn utility service back on.
- Trees and tree limbs may be weakened and could fall unexpectedly, so use caution when walking through tree areas where high wind or tornadoes have gone.
- Avoid using candles. While inexpensive, candles are open flames that can start fires.

Water Shut-off and Safety – water quickly becomes a precious resource following many disasters. It is vital that all individual served DSP's learn how to shut off the water at the main house valve or main shut off valve. Cracked lines may pollute the water supply to the home or building Site. It is wise to shut off water supply until you hear from authorities that it is safe for drinking. The effects

of gravity may drain the water in the hot water heater and toilet tanks unless it is trapped in the house/building by shutting off the main house/building valve (not the street valve in the cement box at the curb – this valve is extremely difficult to turn and requires a special tool).
To *shut-off water* – locate the shut-off valve for the water line that enters the home/building. Make sure this valve can be completely shut off. The valve may be rusted open, or it may only partially close. Replace it if necessary. Label this valve with a tag for easy identification, and make sure all individual served DSP's know where it is located.

Active Shooter Event – An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals served must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

Armed Intruders

- Alert – call 911, pull fire alarm, set off security system
- Lockdown –
    - Move individuals served to a room and barricade the room
    - Prepare to evacuate if needed
- Inform – Communicate intruder's location in real time
- Counter – take every step to gain control of the situation
- Evacuate – when safe to do so, remove yourself from the danger zone

CALL 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals served from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location

• If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

• Acting as aggressively as possible against him/her
• Throwing items and improvising weapons
• Yelling
• Committing to your actions

U. REOPENING IN THE AFTERMATH OF DISASTER

The EPC should consult with the County Emergency Management Coordinator prior to reopening in the wake of a tornado or destruction to existing building(s);

1. **Structural safety** – a qualified professional (licensed contractor, architect or structural engineer) should validate the structural integrity of the building or facility before anyone reenters. Items to check: roof, foundation, chimney cracks, windows, support beams, doors.

2. **Safe Entry** – contact proper local building officials to get approval to resume occupancy of the building before anyone reenters. If gas is smelled or a hissing or blowing sound is heard, open a window and leave immediately. Turn off the main gas valve from the outside, if able. Call the gas company from a neighbor's residence or business. If the gas supply at the main valve is shut off, a professional will need to turn it back on. Do not smoke or use oil, gas lanterns, candles or torches for lighting inside a damaged building until sure there is no leaking gas or other flammable materials present.

3. **Cleanup Safety** – secure a company to cleanup the debris. If DSP's are utilized to remove debris, provide training in proper selection and use of personal protective equipment (PPE) such as eye wear, gloves, and dust masks/respirators during cleaning and where appropriate in other operations.

4. **Electrical Safety** – check appliances, electrical systems, computer cables and telecommunication equipment to ensure that they are safe and there is no danger of exposure to electricity. Wiring inspections should be

conducted from the outside in to ensure that all wiring and connections are not in danger of shorting out due to water damage from rain or fire-fighting efforts. Have appliances checked by a professional before using them again. Also, have the electrical system checked by an electrician before turning the power back on.

5. **Solid and Hazardous Waste Removal** – Broken glass, debris, or other materials with cutting edges should be safely gathered and disposed. Ensure that such materials can be disposed of before collection to avoid creating an even bigger hazard for SITE SUPERVISOR, EPC AND/OR DSP'S, individuals served and the public. Solid waste disposal will be an issue, especially if hazardous waste is involved. Clean up household chemical spills. Disinfect items that may have been contaminated by raw sewage, bacteria or chemicals. Also clean salvageable items.

6. **Food and Other Supplies** – Throw out all food and other supplies that you suspect may have become contaminated or come in to contact with floodwater. Open cabinets very slowly being alert for objects that may fall. Throw out cosmetics and medicines that may have come into contact with flood water, air-borne chemicals, etc. Check with the local authorities before using water; it could be contaminated.

V. COPING WITH DISASTER

The emotional toll that disaster brings can sometimes be even more devastating that the financial strains of damage and loss of home, business or personal property. Everyone who sees or experiences a disaster is affected by it in some way. It is normal to feel anxious about personal safety and that of family and close friends. Profound sadness, grief and anger are normal reactions to an abnormal event. Acknowledging feelings helps recovery. Focusing on strengths and abilities helps healing. Accepting help from community programs and resources is healthy. Everyone has different needs and different ways of coping. It is common to want to strike back at people who have caused great pain.

Children and older adults are of special concern in the aftermath of disasters. Even individuals served who experience a disaster "second hand" through exposure to extensive media coverage can be affected. Employees can use the CHC Employee Assistance Program (EAP) for counseling, local faith-based organizations, voluntary agencies, or community professional counselors for counseling.

Recognize Signs of Disaster Related Stress – when adults have the following signs, they might need crisis counseling or stress management assistance:

- Difficulty communicating thoughts
- Difficulty sleeping
- Difficulty maintaining balance in their lives
- Low threshold of frustration
- Increased use of drugs/alcohol
- Limited attention span
- Poor work performance
- Headaches/stomach problems
- Tunnel vision/muffled hearing
- Colds or flu-like symptoms
- Disorientation or confusion
- Difficulty concentrating
- Reluctance to leave home
- Depression, sadness
- Feelings of hopelessness
- Mood-swings and easy bouts of crying
- Overwhelming guilt and self-doubt
- Fear of crows, strangers or being alone

Easing Disaster-Related Stress – the following are ways to ease disaster-related stress:

- Talk with someone about feelings – anger, sorrow, and other emotions – even though it may be difficult.
- Seek help from professional counselors who deal with post-disaster stress.
- Do not assume responsibility for the disastrous event or be frustrated because of inability to help directly in the rescue work.
- Take steps to promote physical and emotional healing by healthy eating, rest, exercise, relaxation and meditation.
- Maintain a normal family and daily routine, limiting demanding responsibilities.
- Spend time with family and friends.
- Participate in memorials.
- Use existing support groups of family, friends, and religious institutions.

- Ensure readiness for future events by restocking disaster supplies kits and updating emergency disaster plan.

W. PROGRAM/EVACUATION SITES

PROGRAM SITES PROVIDING GR FUNDED SERVICES

1. PermiaCare Day Habilitation/Vocational Site
   3128 Kermit Hwy.
   Odessa, TX 79764
   432-580-2646, X3216
2. PermiaCare Day Habilitation/Vocational Site
   1403 E. Front
   Midland, TX 79701
   432-570-3411
3. PermiaCare Day Habilitation/Vocational Site
   1123 N. Main
   Ft. Stockton, TX 79735
   432-366-6606

ALTERNATIVE EVACUATION SITES

1. PERMIACARE IDD Administrative/Day Habilitation Facility
   3128 Kermit Hwy,
   Odessa, TX 79764 – map attached
2. PERMIACARE Respite Facility
   400 N. Carver,
   Midland, TX 79701 – map attached
3. PERMIACARE Day Habilitation site
   1403 E. Front
   Midland, TX 79701 – map attached
4. Pecos County Bank basement – map attached
   500 N. Main
   Ft. Stockton, TX 79735
   432-336-3331
5. Pecos County Civic Center
   1674 Airport Dr.
   Ft. Stockton, TX 79735
   432-336-6261

X. COMMUNITY RESOURCE LIST

American Red Cross
9601 Wright Dr.
Midland, TX 79711
432-563-2267

West Texas Food Bank
411 S. Pagewood Ave.
Odessa, TX 79761
432-580-6333

West Texas Food Bank
1601 Westcliff Dr.
Midland, TX 79703
432-570-1084

Midland County Health Dept.
3303 W. Illinois Ave.
Midland, TX 79703
432-681-7613

Center for Children and Families Counseling
835 Tower Dr., Suite 1
Odessa, TX 79761
432-357-7006

Center for Children and Families Counseling
3701 Andrews Hwy
Midland, TX 79703
432-570-1084

Ector County Health Dept.
312 N. Texas
Odessa, TX 79761
432-498-4141

Family Resiliency Center of the Permian Basin
4682 E. University Blvd., Suite D
Odessa, TX 79762
432-848-6944

TX Dept. of Family and Protective Services – 1-800-647-7416

PERMIACARE IDD ORGANIZATIONAL CHART

Chris Barnhill
CEO
432-570-3333

Jill Stephens
HR Director
432-570-3333

Joshua Alaniz
Chief of DSP's
432-570-3333

Pam Shurley
IDD Director
432-570-3385, X3106

LIDDA		PROVIDER	
Kristi Conatser, **Service Coordinator** **Team Lead/ECC** **432-580-2646, X3214**	**Amanda Morphew** **Service Coordinator** **TL/Div Coord** **432-570-3385, X3114**	**Michael Black** **Provider Manager** **432-570-3385, X3107**	
Katheleen Chaney **COC/Autism Mgr.** **432-570-3385, X3115**	**Luizama Botello** **Intake Specialist** **432-580-2646, X3228**	**Lela Ross** **Host Home Supv.** **432-570-3385, X3102**	**Sabrina Kelly** **Day Hab Supervisor** **432-570-3311**
Kathy Merritt **Secretary** **432-570-3385, X3108**	**LaQuavia Bowie** **Hab Coord** **432-580-2646, X3219**	**Velia Carillo** **HCS Home TL** **432-570-3385, X3105**	**Ana Villa** **Day Hab Team Lead** **432-580-2646, X3216**

PERMIACARE FIRE WATCH DOCUMENT											
Date: _____				Date: _____				Date: _____			
AM	SITE SUPER	PM	SITE SUPER	AM	SITE SUPER	PM	SITE SUPER	AM	SITE SUPER	PM	SITE SUPER
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11:00 AM		11:00 PM		11:00 AM		11:00 PM		11:00 AM		11:00 PM	
11:15 AM		11:15 PM		11:15 AM		11:15 PM		11:15 AM		11:15 PM	
11:30 AM		11:30 PM		11:30 AM		11:30 PM		11:30 AM		11:30 PM	
11:45 AM		11:45 PM		11:45 AM		11:45 PM		11:45 AM		11:45 PM	
12:00 AM		12:00 PM		12:00 AM		12:00 PM		12:00 AM		12:00 PM	

PERMIAN BASIN COMMUNITY CENTERS

INDIVIDUAL SERVED TRIP ROSTER

DATE: _____ LOCATION: _____

	Client Name	Sign-In	Sign-out	DSP's Assigned	Signature of non-DSP's if not returning with PBCC
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Notes:					

EMERGENCY COMMUNICATION LOG

DATE	CALL TO OR FROM	NATURE OF CALL	RESPONSE	COMMENTS

PERMIACARE EMERGENCY DISASTER VOLUNTEER/FIRST RESPONDER IDENTIFICATION
TAKE PICTURE OF ID IF POSSIBLE

NAME	ADDRESS	TELEPHONE #	DRIVER'S LICENSE #

DISASTER SUPPLY KIT REORDER LOG

YOUR DISASTER KIT MAY CONTAIN THE FOLLOWING SUPPLIES. IF YOU FIND YOU ARE LOW ON ITEMS OR NEED ADDITIONAL ITEMS LET THE EPC KNOW ASAP.

***_____House Disaster Kit is stored in the *_____.**

STEP 1 FOOD AND WATER

☐3-day supply of food that needs no cooking
☐1 gallon of water per day for each person = to four, 40 packs of 16 oz water bottles for 6 people, additional packs for DSP's
☐Manual can opener
☐Pet Supplies (listed on next page) if needed

STEP 2 FIRST AID, MEDICATION, HYGIENE

☐First-aid kit (listed on next page)
☐Prescriptions and backup medications, MARS
☐Hand sanitizer, wipes, bleach (To purify water, mix 1/8 teaspoon per gallon. Stir and let stand for 30 minutes.)
☐Toilet paper, paper towels, garbage bags
☐Dental care, hearing aids, and vision products
☐Soaps, personal supplies, diapers
☐Sunscreen, insect repellent
☐Face masks to filter air (N-95 rating)

STEP 3 COMMUNICATION, LIGHTING, DOCUMENT BAG ITEMS

☐Battery back-up power pack\
☐Battery-powered radio with extra batteries or crank radio (emergency alert radio is best)
☐Extra cell phone battery and car charger
☐Flashlights and extra batteries
☐Matches and lighter
☐Whistle
☐Reading glasses and sunglasses
☐Document bag items (listed on next page)
You may have to leave in a hurry to get to a safe place. Keep these supplies maintained. When it's time, grab them and go.

STEP 4 ADD THESE ITEMS FOR EVACUATING BY CAR

☐Road maps, attached to this plan
☐Car repair items (spare tire, flashlight)
☐More food and water
☐Plastic plates, cups and utensils
☐Tent, blankets and pillows
☐Clothes and sturdy shoes
☐Rain gear and towels
☐Books, games and toys
☐**KEEP YOUR GAS TANK FILLED, YOU NEVER KNOW WHEN A DISASTER MAY HIT**
☐check your spare tire
☐Cash, checkbook and credit cards (if in home take)
☐Charge your mobile phone AND BACK UP BATTERY PACK – TAKE BOTH WITH YOU

Get a map of your route (ATTACHED)
When staying home is your safest choice, add these items to your kit and stay tuned to the news.

STEP 5 ADD THESE ITEMS FOR SHELTERING IN PLACE

☐Smoke detectors with extra batteries
☐Carbon monoxide detector (if using generators, charcoal grills or camp stoves)
☐Fire extinguisher
☐Land line phone with extra long cord
☐Plastic sheeting and duct tape (to seal doors, windows and air vents from contaminated air or to build an emergency shelter)**TexasPrepares.org**

Site: _____

SPECIAL NEEDS

*** # of INDIVIDUALS SERVED**

***__#__ FEMALE/*___#___MALE**

(copy and paste table for additional individuals)

Name:		**CR#**		
Emergency Contact		Phone #		
Medications				
Level of Assistance to Evacuate/Drills		Prompts: Verbal, Physical, etc		
Assistive Devices, wheel chair, walker, etc				
Adaptive Aids Hearing aids/briefs, etc.				

Name:		**CR#**		
Emergency Contact		Phone #		
Medications				
Level of Assistance to Evacuate/Drills		Prompts: Verbal, Physical, etc		
Assistive Devices, wheel chair, walker, etc				
Adaptive Aids Hearing aids/briefs, etc.				

Name:		**CR#**		
Emergency Contact		Phone #		
Medications				
Level of Assistance to Evacuate/Drills		Prompts: Verbal, Physical, etc		
Assistive Devices, wheel chair, walker, etc				
Adaptive Aids Hearing aids/briefs, etc.				
Name:		**CR#**		
Emergency Contact		Phone #		
Medications				
Level of Assistance to Evacuate/Drills		Prompts: Verbal, Physical, etc		
Assistive Devices, wheel chair, walker, etc				
Adaptive Aids Hearing aids/briefs, etc.				

Name:		**CR#**		
Emergency Contact		Phone #		
Medications				
Level of Assistance to Evacuate/Drills		Prompts: Verbal, Physical, etc		
Assistive Devices, wheel chair, walker, etc				
Adaptive Aids Hearing aids/briefs, etc.				
Name:		**CR#**		
Emergency Contact		Phone #		
Medications				
Level of Assistance to Evacuate/Drills		Prompts: Verbal, Physical, etc		
Assistive Devices, wheel chair, walker, etc				
Adaptive Aids Hearing aids/briefs, etc.				

ODESSA DAY HAB TO MIDLAND DAY HAB
(REVERSE TO GO FROM MIDLAND DAY HAB TO ODESSA DAY HAB)

From: 3128 Kermit Hwy, Odessa, (Ector), TX.

To: 1403 E Front St, Midland, (Midland), TX.

Total Distance: 24.91 miles

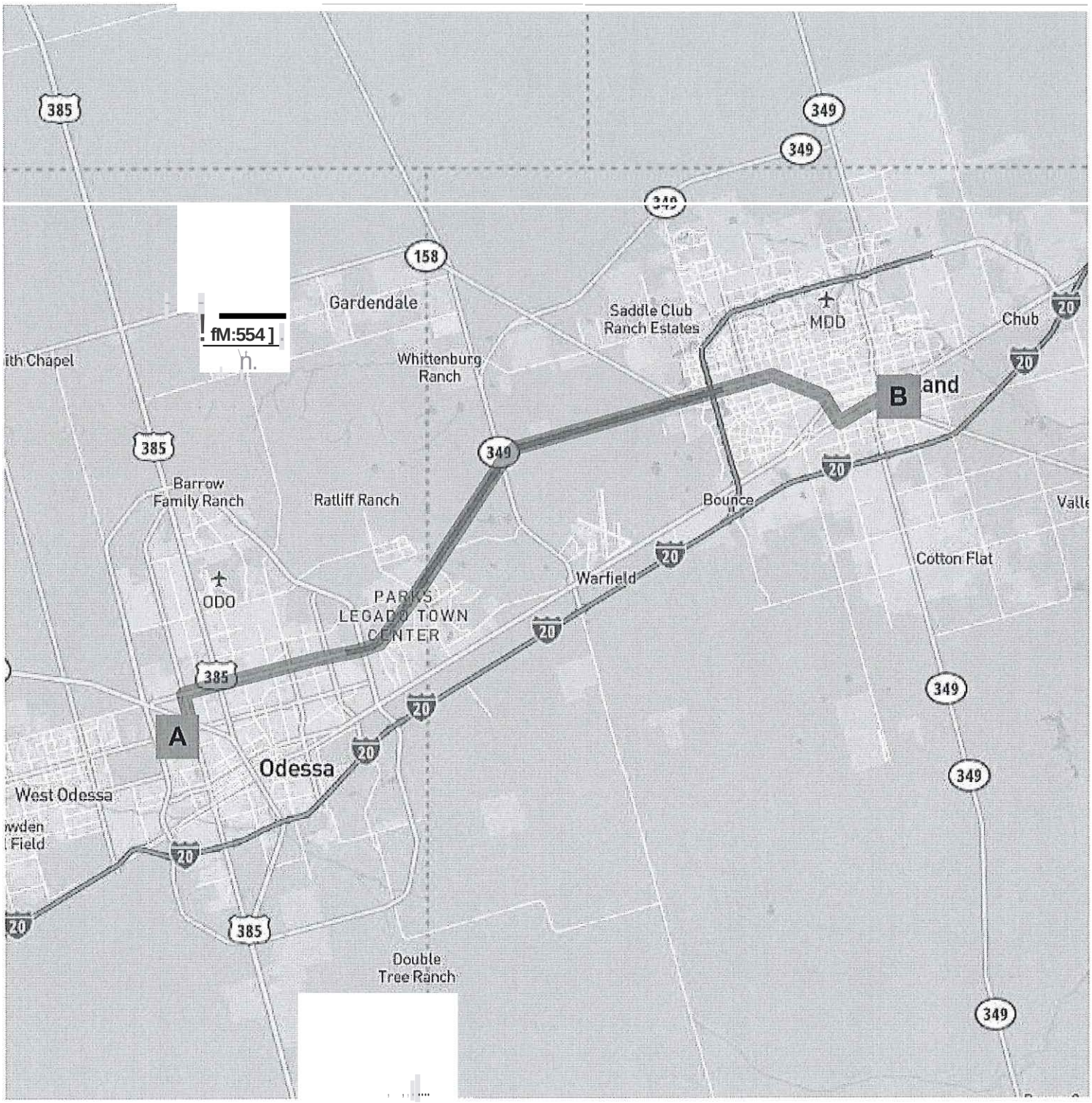
Total Time: 31 min

A

3128 Kermit Hwy, Odessa, (Ector), TX.

Distance: 24.907 miles
Time: 31 min

	Directions	Distance	Total Distance	
1.	Start out going east on Spur 450/Kermit Hwy toward FM 1882/ N County Rd W.	0.09 miles	0.09 miles	Show Step Map
2.	Turn left onto FM 1882/N County Rd W.	0.79 miles	0.88 miles	Show Step Map
3.	Turn right onto TX-191/W 42nd St. Continue to follow TX-191 E.	17.15 miles	18.03 miles	Show Step Map
4.	TX-191 E becomes TX-158-B Business E.	0.85 miles	18.88 miles	Show Step Map
5.	Take the TX-158-B Business exit.	0.03 miles	18.91 miles	Show Step Map
6.	Stay straight to go onto TX-158-B Business/ Andrews Hwy. Continue to follow TX-158-B Business.	3.79 miles	22.7 miles	Show Step Map
7.	Turn left onto I-20-E Business/W Front St. Continue to follow I-20-E Business.	2.21 miles	24.91 miles	Show Step Map



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ODESSA DAY HAB TO MIDLAND RESPITE

From: 3128 Kermit Hwy, Odessa, (Ector), TX.

To: 400 N Carver St, Midland, (Midland), TX.

Total Distance: 25 miles

Total Time: 32 min

A

3128 Kermit Hwy, Odessa, (Ector), TX.

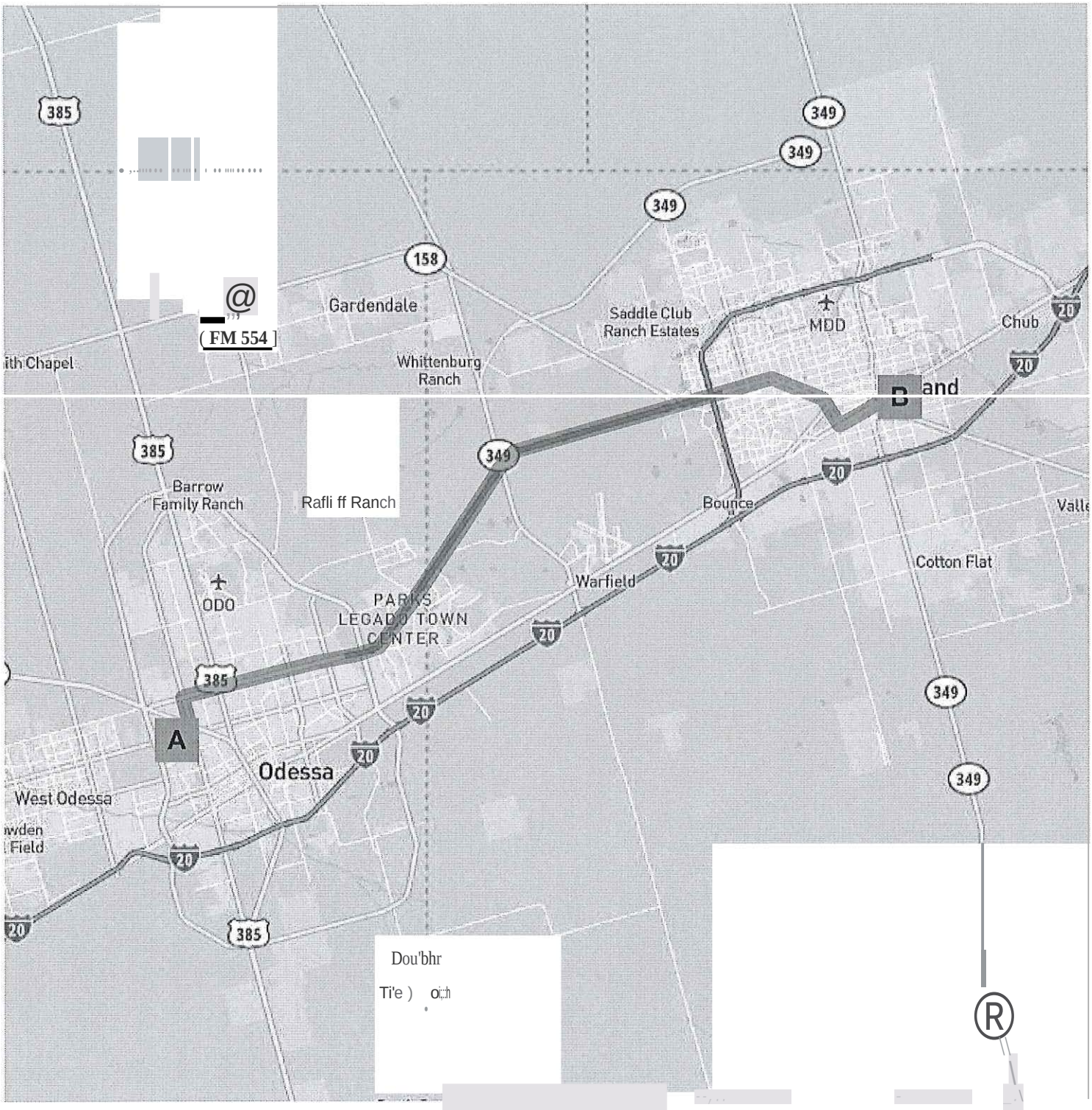
Distance: 25.002 miles
Time: 32min

	Directions	Distance	Total Distance	
1.	Start out going east on Spur 450/Kermit Hwy toward FM 1882/N County Rd W.	0.09 miles	0.09 miles	Show Step Map
2.	Turn left onto FM 1882/N County Rd W.	0.79 miles	0.88 miles	Show Step Map
3.	Turn right onto TX-191/W 42nd St. Continue to follow TX-191 E.	17.15 miles	18.03 miles	Show Step Map
4.	TX-191 E becomes TX-158-B Business E.	0.85 miles	18.88 miles	Show Step Map
5.	Take the TX-158-B Business exit.	0.03 miles	18.91 miles	Show Step Map
6.	Stay straight to go onto TX-158-B Business/ Andrews Hwy. Continue to follow TX-158-B Business.	3.79 miles	22.7 miles	Show Step Map
7.	Turn left onto I-20 -E Business/W Front St. Continue to follow I-20-E Business.	2.25 miles	24.95 miles	Show Step Map

	Directions	Distance	Total Distance	
8.	Turn left onto N Carver St.	0.05 miles	25 miles	Show Step Map

B

400 N Carver St, Midland, (Midland), TX.



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ODESSA DAYHAB TO PERMIACARE ADMINISTRATION

From: 3128 Kermit Hwy, Odessa, {Ector), TX.

To: 401 E Illinois Ave, Midland , {Midland), TX.

Total Distance: 24.62 miles

Total Time: 32 min

A

3128 Kermit Hwy, Odessa, (Ector), TX.

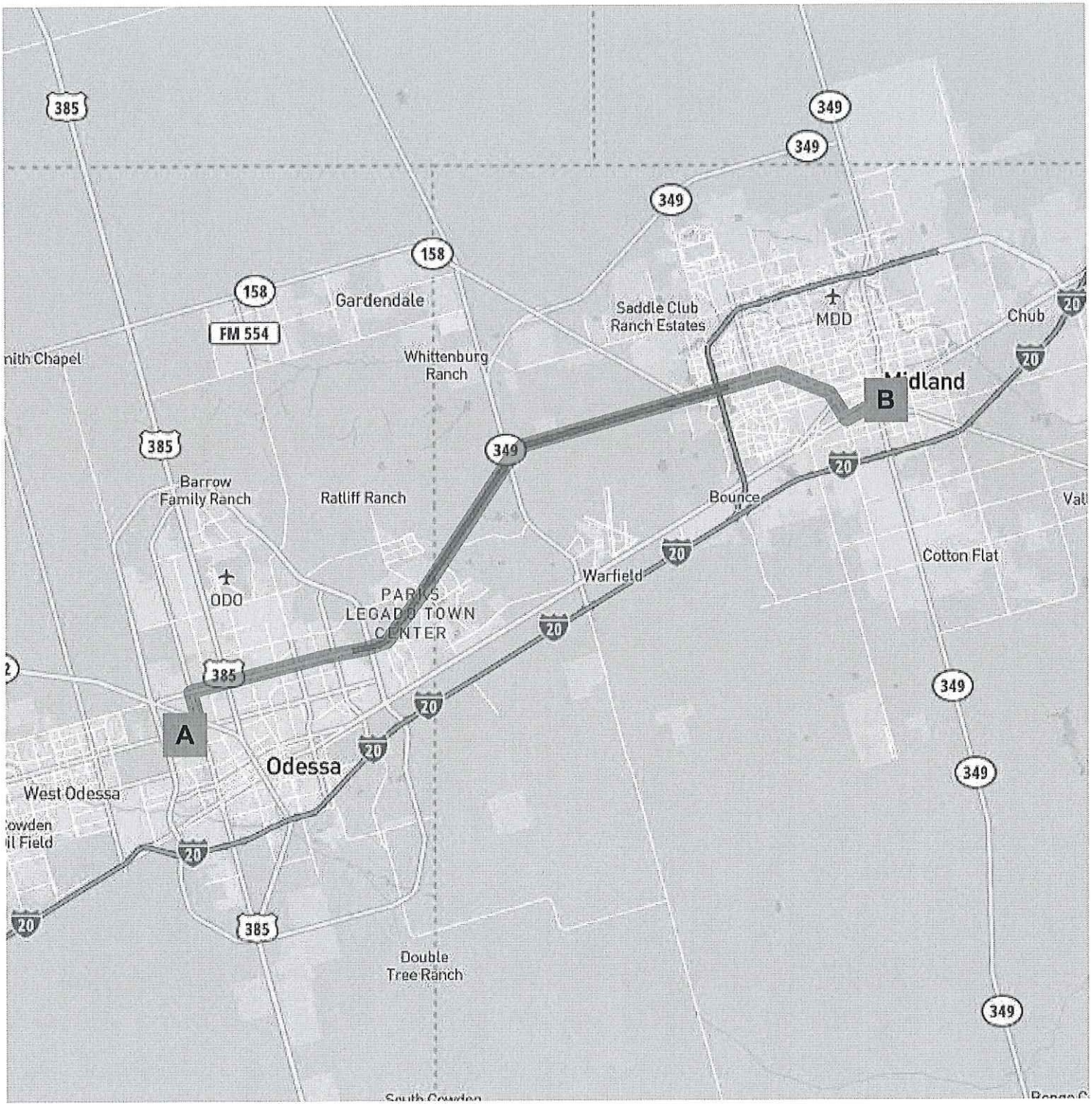
Distance: 24.624 miles
Time: 32 min

	Directions	Distance	Total Distance	
1.	Start out going east on Spur 450/Kermit Hwy toward FM 1882/N County Rd W.	0.09 miles	0.09 miles	Show Step Map
2.	Turn left onto FM 1882/N County Rd W.	0.79 miles	0.88 miles	Show Step Map
3.	Turn right onto TX-191 /W 42nd St. Continue to follow TX-191 E.	17.15 miles	18.03 miles	Show Step Map
4.	TX-191 E becomes TX-158-B Business E.	0.85 miles	18.88 miles	Show Step Map
5.	Take the TX-158-B Business exit.	0.03 miles	18.91 miles	Show Step Map
6.	Stay straight to go onto TX-158-B Business/ Andrews Hwy. Continue to follow TX-158-B Business.	3.79 miles	22.7 miles	Show Step Map
7.	Turn left onto I-20 -E Business/ W Front St. Continue to follow I-20-E Business.	1.75 miles	24.45 miles	Show Step Map

	Directions	Distance	Total Distance	
8.	Turn left onto N Terrell St.	0.05 miles	24.5 miles	Show Step Map
9.	Turn left onto E Illinois Ave.	0.12 miles	24.62 miles	Show Step Map

B

401 E Illinois Ave, Midland, (Midland), TX.



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MIDLAND DAY HAB TO PERMIACARE ADMINISTRATION

From: 1403 E Front St, Midland, (Midland), TX.

To: 401 EIllinois Ave, Midland, (Midland), TX.

Total Distance: 0.57 miles

Total Time: 1 min

A

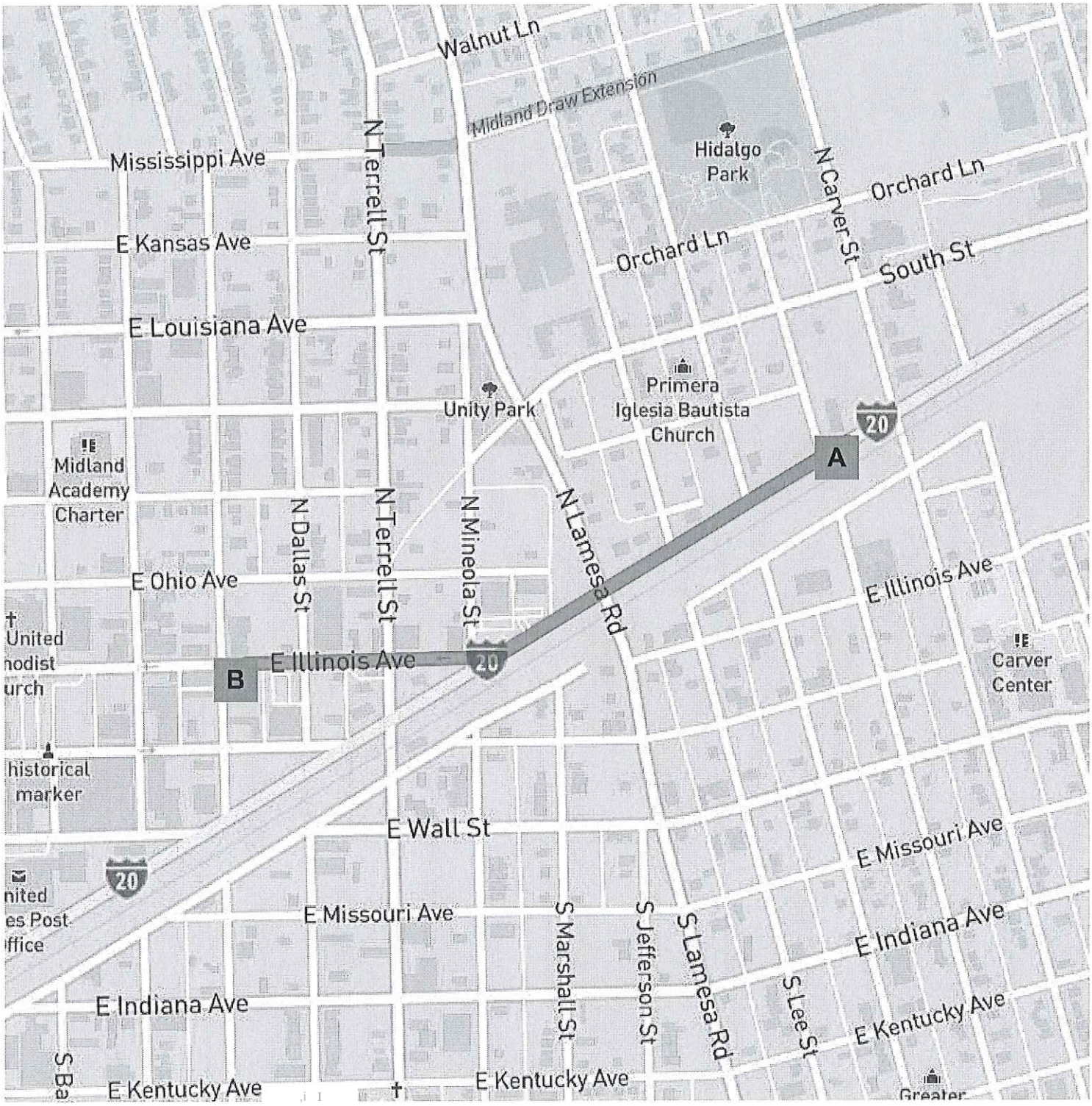
1403 E Front St, Midland, (Midland), TX.

Distance: 0.567 miles
Time: 1 min

	Directions	Distance	Total Distance	
1.	Start out going southwest on 1-20-E Business/ E Front St toward N Madison St.	0.35 miles	0.35 miles	Show Step Map
2.	Turn slight right onto E Illinois Ave.	0.21 miles	0.56 miles	Show Step Map

B

401 E Illinois Ave, Midland, (Midland), TX.



FT. STOCKTON DAY HAB TO PECOS COUN TY BANK BASEMENT

From: 1123 N Main Ave, Fort Stockton, (Pecos), TX.

To: 500 **N** Main St, Fort Stockton, (Pecos), TX.

Total Distance: 0.67 miles

Total Time: 1 min

A

1123 N Main Ave, Fort Stockton, (Pecos), TX.

Distance: 0.669 miles
Time: 1 min

	Directions	Distance	Total Distance	
1.	Start out going south on TX-18/N Front St toward W 11th St.	0.08 miles	0.08 miles	Show Step Map
2.	Turn left onto I-10 Business/US-285/W Dickinson Blvd.	0.33 miles	0.41 miles	Show Step Map
3.	Turn right onto FM 1053/N Main St.	0.25 miles	0.66 miles	Show Step Map

B

500 N Main St, Fort Stockton, (Pecos), TX.

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FT. STOCKTON DAY HAB TO PECOS COUNTY CIVIC CENTER

From: 1123 N Main Ave, Fort Stockton, (Pecos), TX.

To: 1674 Airport Dr, Fort Stockton, (Pecos), TX.

Total Distance: 2.25 miles

Total Time: 3 min

A

1123 N Main Ave, Fort Stockton, (Pecos), TX.

Distance: 2.247 miles
Time: 3 min

	Directions	Distance	Total Distance	
1.	Start out going south on TX-18/N Front St toward W 11th St.	0.08 miles	0.08 miles	Show Step Map
2.	Turn right onto I-10 Business/US-285/W Dickinson Blvd.	0.65 miles	0.73 miles	Show Step Map
3.	Turn slight right onto US-285.	1.48 miles	2.21 miles	Show Step Map
4.	Turn right.	0.03 miles	2.24 miles	Show Step Map

B

1674 Airport Dr, Fort Stockton, (Pecos), TX.