

**PERMIACARE
LOCAL INTELLECTUAL AND
DEVELOPMENTAL DISABILITIES
AUTHORITY**



**EMERGENCY CONTINUITY OF
OPERATIONS PLAN**

FY2026 - FY2027

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I. PURPOSE

This plan establishes procedures to ensure the safety of person's served and staff and to maintain essential operations during emergencies or disasters affecting PermianCare IDD programs.

PRIORITY:

ALWAYS SECURE THE SAFETY OF PERSON'S SERVED AND STAFF FIRST.

II. DIRECTION AND CONTROL

Emergency Contacts

IDD Emergency Preparedness Coordinator (EPC)

Pam Shurley, IDD Director/QIDP
400 N. Carver, Midland, TX 79701
Office: 432-570-3389 | Cell: 432-559-1359/432-631-3449

Alternate EPC

Michael Black
3128 Kermit Hwy, Odessa, TX 79764
Office: 432-580-3377 | Cell: 432-664-1564/432-806-729-8454

PermianCare Emergency Coordinator

Jill Stephens, HR Director
401 E. Illinois, Midland, TX 79701
Office: 432-570-3325 | Cell: 432-553-2280

County Emergency Management

- Midland County – Justin Bunch (432-688-4160) Email: jbunch@mcounty.com
- Ector County – Wes Carta (432-530-8333) Email: james,carta@ectorcountytexas.gov
- Pecos County – Jesse Dominguez (432-290-0489) Email: jessie.dominguez@co.pecos.tx.us

State of Texas DPS District Coordinator

Dudley Speed – (432-498-2175/432-416-0063)

HHSC Notification (MANDATORY)

HHSC must be notified **within 12 hours or sooner** of any emergency.

Send details of:

- Nature of emergency
- Actions taken
- Current status
- Future plans (evacuation, sheltering, etc.)

To:

- IDDServicesACOffice@hhs.texas.gov
- IDDPerformance.Contracts@hhsc.state.tx.us
- HHSC LIDDA Contract Manager, marselena.hernandez@hhs.texas.gov

ROLES UNDER WAIVER SIGNED BY SECRETARY

- **Secretary may waive licensure of health care professionals from other states**
- **Use of Volunteers, FEMA, first responders – staff to use Volunteer/First Responder’s Checklist**

III. TRAINING

- All LIDDA staff trained within 30 days of hire
- Annual refresher training required
- Quarterly fire drills
- Minimum two disaster drills annually
- Post-drill documentation required

IV. COMMUNICATION PROTOCOL

Staff Responsibilities

Direct Care Staff

- Call 911 for life-threatening emergencies

- Notify EPC within 1 hour
- Maintain communication
- Log all communications on Emergency Communication Log
- Remain on-site as required by TAC

EPC Responsibilities (within 1 hour)

- Notify Executive Director
 - Notify Emergency Coordinator
 - Notify Client Rights Advocate
 - Notify HHSC
 - Notify County Emergency Management
 - Notify families/LARs
 - Coordinate transportation
 - Ensure medication, supplies, oxygen, records secured
 - If resident is away, arrange for pickup unless with family
 - Assign staff roles
 - Assure sewage and waste disposal
 - Ensure accommodations of staff family and pets to ensure proper staffing as possible.
-

Communication Methods

Primary: Cell phone / Landline

Secondary: Text / Email

Emergency contact lists updated monthly.

V. SHELTER-IN-PLACE PROCEDURES

When directed by authorities:

- Lock doors/windows
- Turn off HVAC if chemical threat
- Move to interior room above ground level
- Seal gaps (duct tape/sheets)
- Monitor media
- Inventory food, water, medications
- Report needs to EPC

Each site MUST maintains:

- 3-day supply of food/water

- First aid kit
- Blood Born Pathogens Protection/Clean Up Kit
- PPE
- Flashlights
- Battery radio
- Backup battery pack
- Disaster kit
- Land Line
- Internet

Use ATTACHED Disaster Supply Kit Checklist to monitor need for supplies.

VI. EVACUATION PROCEDURES

Evacuation routes are posted at all facilities.

Staff Must:

- Account for all person's served (count before exit, during transport, upon arrival)
- Use ATTACHED PermiaCare Trip Roster
- Use self-adhesive tags or bracelets to identify person's served
- Secure medications and MARS
- Protect confidential information
- Accompany person's served at all times

Transportation

PermiaCare vehicles available (vans, SUVs, autos). Additional vehicles are accessible if needed.

VII. MEDICAL AND NURSING

Nursing will:

- Maintain contact with EPC
- Secure medications and MARs
- Secure Emergency Medical Information
- Maintain proper medication storage temperatures
- Ensure emergency medical info is accessible

Electronic Health Records stored in the cloud are retrievable if site is inaccessible.

VIII. RESOURCE MANAGEMENT

Staff will:

- Use ATTACHED Disaster/Evacuation Checklist
- Inventory supplies
- Notify EPC of shortages

IX. SPECIFIC EMERGENCY PROCEDURES

A. FIRE (RACE)

R – Rescue

Evacuate immediately. Do not re-enter building.

A – Alarm

Call 911 once safely outside.

C – Contain

Close doors if safe to do so.

E – Extinguish

Only if small and safe. Lives first.

Fire systems inspected bi-annually. Annual Fire Marshal inspection required.

If Fire Detection and Alarm Systems fail, staff will conduct 15-minute checks of facility using attached Fire Watch Document

B. SEVERE WEATHER / TORNADO

Watch: Prepare, move supplies to shelter area.

Warning: Move to designated interior area away from windows.

Remain until official communicates all-clear.

C. SITE UNINHABITABLE

If facility cannot be occupied:

- Relocate to designated evacuation sites
 - Secure medications and documentation
 - Ensure HVAC accommodations (fans/heaters)
 - Provide food and sanitation
-

D. AWOL RESIDENT

- Immediate search (within one block)
- Call 911 if not located within 15 minutes
- Notify EPC
- Notify LAR
- Notify DFPS if not located within 1 hour

Restraints are prohibited except in imminent danger situations.

E. PANDEMIC / INFECTIOUS DISEASE

Follow CDC guidance.

Infection Control

- Handwashing enforced
- Surface disinfection daily
- PPE provided (mask, gloves minimum)
- Limit visitors to essential personnel
- Daily monitoring of person's served

Quarantine

14 days for exposure.

Isolation

Separate sick individuals immediately.

Virtual visitation encouraged.

F. POWER FAILURE

- Use flashlights only (no candles)
 - Keep refrigerator/freezer closed
 - Monitor food temperature
 - Use battery pack (up to 4 hours)
 - Minimize phone usage
 - Request blankets, fans/heaters as needed from EPC
-

G. CHEMICAL / BIOLOGICAL THREAT

- Shelter-in-place if directed
 - Evacuate if ordered
 - Bring medications, medical equipment, and emergency contacts
 - Follow Emergency Alert System (EPC's are registered)
 - Call Poison Control: 1-800-222-1222 if needed
-

H. ACTIVE SHOOTER / ARMED INTRUDER

RUN – Evacuate if safe

HIDE – Lock, barricade, silence phones

FIGHT – Last resort only

Call 911 when safe.

I. EARTHQUAKE

DROP – COVER – HOLD ON

Move away from windows.

Evacuate if unsafe.

J. EXPLOSION

Evacuate immediately.
Do not re-enter building.
Account for all person's served.

K. NUCLEAR EVENT

Seek shelter below ground if possible.
Follow shelter-in-place protocol.

L. DROUGHT

Maintain:

- 3-day water supply (residential)
- 24-hour supply (day programs)
- Flush toilets minimally
- Bathing – alternate off/even days

Follow CRMWD restrictions.

M. NATIONAL TERROR ALERT

- Monitor radio/tv/other communication devices
 - Stay in contact with EPC
 - Follow directives of state and national officials
-

X. ALTERNATIVE EVACUATION SITES

Primary evacuation sites include:

1. PermianCare IDD Admin – Odessa
2. PermianCare IDD Admin – Midland
3. PermianCare ISS & Day Hab – Midland
4. Ft. Stockton Mental Health Clinic
5. Pecos County Bank Basement

6. Pecos County Civic Center

(Full addresses maintained in appendix.)

XI. POST-EMERGENCY REVIEW

Within 30 days of any declared emergency:

- Convene review meeting
 - Evaluate response effectiveness
 - Identify improvement activities
 - Update plan as needed
-

XII. PLAN MAINTENANCE

- Reviewed annually
 - Contact lists updated monthly
 - Supply kits rotated every 6 months
-

XIII. PROGRAM SITES

1. Ft. Stockton ISS/Day Hab, 1123 N. Main, Ft. Stockton, TX 79735, 432-848-6931
 2. Odessa ISS/Day Hab, 3128 Kermit, Highway, Odessa, TX 79735, 432-848-6933
 3. Midland ISS/Day Hab, 1403 E. Front St., Midland, TX 79701. 432-848-5088
 4. Morris HCS House, 5256 Morris St. Odessa, TX 79764, 432-530-2267
 5. Gateway HCS Home, 1608 Golf Course, Midland, TX 79705, 432-570-6915
 6. Willowood HCS Home, 304 Willowood, Midland, TX 79706, 432-570-7899
-

XIV. EVACUATION SITES

1. PERMIACARE IDD Administrative Facility and ISS
3128 Kermit Hwy, Odessa, TX 79764 – map attached
432-580-2646; Fax: 432-580-2651
2. PERMIACARE IDD Administrative Facility
400 N. Carver, Midland, TX 79701 – map attached
432-570-3385; Fax: 432-570-3376
3. PERMIACARE ISS and Day Hab site
1308 E. Front, Midland, TX 79701 – map attached
432-848-5087; Fax: 432-570-3410
4. PermiaCare Mental Health Clinic
301 E. 5th Street, Ft. Stockton, TX 79735
432-940-4470;
5. Pecos County Bank Basement
500 N. Main Street
Pecos, TX 79735
(432) 336-3331
6. Pecos County Civic Center
1618 Airport Drive
Pecos, TX 79735
(432) 336-6261

Note: PermiaCare has 19 facilities that could all be utilized if needed, in addition to local shelters.

XVI. PERMIACARE IDD ORGANIZATIONAL CHART

Chris Barnhill
CEO
432-570-3333

Jill Stephens
HR Director
432-570-3333

Joshua Alaniz
Chief of Staff
432-570-3333

Pam Shurley
IDD Director
432-570-3385, X3106
Cell: 432-559-1359

LIDDA		PROVIDER	
Kristi Conatser, Service Coordinator Team Lead/ECC 432-580-2646, X3214	Amanda Morpew Service Coordinator TL/Div Coord 432-570-3385, X3114	Michael Black Provider Manager 432-570-3385, X3107 Cell: 432-664-1564	
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	Carie Cates 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
Lorina Urias ICF Supervisor 432-580-2646, X3203			

XVI. EMERGENCY FORMS

PERMIACARE FIRE WATCH DOCUMENT											
Date: _____			Date: _____			Date: _____					
AM	DSPs Initials	PM	DSPs Initials	AM	DSPs Initials	PM	DSPs Initials	AM	DSPs Initials	PM	DSPs Initials
12:00 AM		12:00 PM		12:00 AM		12:00 PM		12:00 AM		12:00 PM	
12:15 AM		12:15 PM		12:15 AM		12:15 PM		12:15 AM		12:15 PM	
12:30 AM		12:30 PM		12:30 AM		12:30 PM		12:30 AM		12:30 PM	
12:45 AM		12:45 PM		12:45 AM		12:45 PM		12:45 AM		12:45 PM	
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11:30 AM		11:30 PM		11:30 AM		11:30 PM		11:30 AM		11:30 PM	
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12:00 AM		12:00 PM		12:00 AM		12:00 PM		12:00 AM		12:00 PM	

**PERMIACARE
RESIDENT 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					

PERMIACARE 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.

Morris House Disaster Kit is stored in the laundry room.

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**

XVII. STEP BY STEP ROUTE TO EVACUATION SITES

PERMIACARE ODESSA ISS TO MIDLAND ISS

Here's a step-by-step driving route from **3128 Kermit Hwy, Odessa, TX** to **1403 E Front St, Midland, TX** (about **25 miles, ~30–35 minutes** under normal traffic conditions) based on standard mapping directions:

1. **Start at 3128 Kermit Hwy (Odessa), head east on Spur 450 / Kermit Hwy.**
2. **After about 0.8 miles, turn left onto FM 1882 / N County Rd W.**
3. **Turn right onto TX-191 E / W 42nd St** and continue south-east toward Midland.
4. **Stay on TX-191 E** (you'll pass through east Odessa and continue into rural parts toward Midland).
5. **TX-191 E turns into TX-158-B Business** as you approach Midland; keep following the signs for Midland.
6. **Continue straight onto TX-158-B Business / Andrews Hwy** for several miles.
7. **When you reach Interstate 20 Business/W Front Ave, turn left (east) onto E Front**

MIDLAND ISS TO PERMIACARE MAIN ADMIN

1403 E. Front to 401 E. Illinois, Midland

Here are step-by-step driving directions from 1403 E Front St, Midland, TX to 401 E Illinois Ave, Midland, TX:

- 1. Start at 1403 E Front St in Midland, TX.**
- 2. Head south-west on E Front St / Business I-20 toward N Madison St for about 0.35 miles.**
- 3. Turn slight right onto E Illinois Ave.**
- 4. Continue a short distance — your destination at 401 E Illinois Ave will be on the left or right depending on lane and exact address numbering.**

This is a very short drive — about 0.6 miles and roughly 1 minute in normal conditions.

Bridges Behavioral Health and other offices (like Permian Basin Community Centers) share the 401 E Illinois Ave location in Midland.

Ft. Stockton IDD Office to Pecos County Civic Center

Distance: ~2 miles

Drive time: ~4–6 minutes

Step-by-Step Directions

- 1. Start at 305 E 5th St in Fort Stockton.**
- 2. Head west on E 5th St toward N Main St (US-285).**
- 3. Turn right onto N Main St (US-285) and continue north.**
- 4. Drive about 1.2 miles on N Main St.**
- 5. Turn right onto Airport Dr.**
- 6. Continue about 0.4 miles.**
- 7. Arrive at 1618 Airport Dr, near the area of Fort Stockton–Pecos Coun**