

**TITLE: DISASTER PREPAREDNESS**

**PURPOSE:** To establish the governing principles in order to respond to all disasters through the coordination and utilization of available resources to protect the lives of our consumers and staff, to mitigate injury and national or local disaster such as flooding, emergency weather, terrorism, bomb threats, etc. as declared by the local emergency management officials.

[Key Words: Disaster, Emergency Management Response Plans]

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**POLICY STATEMENT:**

It is the policy and practice of The Center for Health Care Services (Center) to be responsive with local emergency management officials and to follow the Center's established Disaster Plan to ensure the safety of consumers and occupants of Center facilities.

**POLICY ELABORATION:**

**DISASTER RESPONSIBILITIES**

- A. The Center's Disaster Plan, containing standard operating procedures, will be followed in order to respond to all disasters and will contain all elements needed to ensure the safety of all personnel. The Disaster Plan will contain the following elements:
  - 1. Purpose
  - 2. Objective
  - 3. Plan Overview

4. Recall Roster
  5. Roles and Responsibilities of Staff positions
  6. Responsibilities and Procedures
    - a. Reporting a Disaster
    - b. Communication Procedures
    - c. Determining and Reporting Resources
    - d. Attendance Reporting
    - e. Continuity of Care
    - f. Physical Control of Hazardous Materials
    - g. Decontamination
    - h. Evacuation
    - i. Post Evacuation
    - j. Security Issues
    - k. Damage Assessment
    - l. Disaster Related Demands
    - m. Assessing Personal/Family Preparedness & Support Staff Issues
    - n. Emergency Response Plans/Codes
      1. Severe Weather
      2. Medical Emergency
      3. Infant/Child Abduction
      4. Fire
      5. Bomb Threat/Terrorism
      6. Work Place Violence
      7. Utility Failure
  7. Specific Program/Contracting Requirements
    - a. Substance Abuse Services
    - b. Long Term Care Services
    - c. Resiliency & Disease Management Services
    - d. Early Childhood Intervention Services
- B. The Center's Disaster Plan will be reviewed and approved by the Board of Trustees on an annual basis.

**REFERENCES/BIBLIOGRAPHY:**

Performance Contract with the Texas Department of State Health Services  
Texas Department of Assistive and Rehabilitative Services  
Texas Department of Aging and Disability Services

**OFFICE OF PRIMARY RESPONSIBILITY:**

President/Chief Executive Officer