

HIDALGO COUNTY EMERGENCY MANAGEMENT PLANNING CRITERIA FOR ADULT DAY CARE FACILITIES

Please use the following format for the development of your Comprehensive Emergency Management Plan (CEMP) for Adult Day Care (ADC). The criteria will serve as the compliance review document for Hidalgo County Emergency Management, pursuant to §98.42 of the Health Services Requirement Handbook for Adult Day Care and Day Activity Facilities. These criteria satisfy the basic emergency management plan requirements for Adult Day Care facilities. A copy of the handbook can be downloaded at <http://www.dads.state.tx.us/handbooks/adc-dahsr/>.

It is recommended that staff take the National Incident Management System (NIMS) training class IS-700. The course can be taken at no cost at <http://www.training.fema.gov/EMIWeb/IS/is700.asp>.
“On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.”

This form must be attached to your center’s Comprehensive Emergency Management Plan upon submission for approval to Hidalgo County Emergency Management. Use the following format to provide the information required. This will ensure accurate review of your center’s plan by Hidalgo County Emergency Management.

I. INTRODUCTION

- A. Provide basic information concerning the center to include:
 - 1. Name of center, address, telephone number, emergency contact telephone number, pager number (if available), fax number, type of center, and license.
 - 2. Owner of center, address, telephone (private or corporate ownership).
 - 3. Year center was built, type of construction and date of any subsequent construction.
 - 4. Name of Administrator, address, work/home telephone, number of his/her alternate.
 - 5. Name, address, work and home telephone number of person implementing the provisions of this plan, if different from the Administrator.
 - 6. Name, work and home telephone number of person(s) who developed this plan.
 - 7. Organizational chart, identifying phone numbers, with key management positions.

- B. Provide an introduction to the Plan which describes its purpose, time of implementation, and the desired outcome that will be achieved through the planning process. Also provide

any other information concerning the center that has bearing on the implementation of this plan.

II. AUTHORITIES AND REFERENCES

- A. Identify the legal basis for plan development and implementation to include statutes, rules and local ordinances, etc.
- B. Identify reference materials used in the development of the plan.
- C. Identify the hierarchy of authority in place during emergencies. Provide an organizational chart, if different from the previous chart required.

III. HAZARD ANALYSIS

- A. Describe the potential hazards that the center is vulnerable to. For example; hurricanes, tornados, flooding, fires, hazardous materials, transportation accidents, power outages during severe cold or hot weather, gas leaks, etc. Indicate past history and lessons learned.
- B. Provide site specific information concerning the center to include:
 - 1. Licensed capacity.
 - 2. Maximum number of staff on site.
 - 3. Identify types of clients served by the
 - a. Clients requiring special equipment or other special care, such as oxygen or dialysis
 - b. Clients with dementia
 - c. Clients who are non-ambulatory
 - d. Clients who require assistance
 - e. Clients who do not require assistance
 - f. Other - list types
 - 4. Identify hurricane evacuation zone. (See Resources 1-B)
 - 5. Identify which flood zone the center is located in, as identified on a Flood Insurance Rate Map. Please include a copy of FIRMETTE (See Resources 1-B)
 - 6. Number of miles center is located from a major transportation artery.

IV CONCEPT OF OPERATIONS

This section of the plan defines the policies, procedures, responsibilities and actions that the center will take before, during and after any emergency situation. At a minimum, the center plan needs to address: direction and control; notification; and evacuation and sheltering.

A. **Direction and Control**

Define the management function for emergency operations. Direction and control provides a basis for decision- making and identify who has the authority to make decisions for the center.

- ___ 1. Identify by title who is in charge during an emergency and one alternate, should that person be unable to serve in that capacity.
- ___ 2. Identify the chain of command to ensure continuous leadership and authority in key positions.
- ___ 3. State the procedures that ensure timely activation and staffing of the center during emergency incidents.
- ___ 4. State the operational and support roles for all staff at center.
- ___ 5. State the procedures to ensure the following needs are supplied:
 - ___ a. Emergency power and, if applicable, natural gas or diesel. If natural gas, identify alternate means should loss of power occur (which would effect the natural gas system). What is the capacity of the fuel tank for the emergency power system?
 - ___ b. Transportation (may be covered in the evacuation section)
 - ___ c. Food and water
 - ___ d. Oxygen, if required for clients

B. **Notification**

Procedures must be in place for the center to receive timely information on impending threats and the alerting of the center's decision- makers, staff and clients of potential emergency conditions.

- ___ 1. Describe how the center will receive warnings.
- ___ 2. Describe how staff will be alerted.
- ___ 3. Describe the procedures and policy for staff reporting to work.
- ___ 4. Describe how clients will be alerted and the precautionary measures that will be taken.
- ___ 5. Identify alternative means of notification should the primary system fail.
- ___ 6. Identify procedures for notifying those facilities (for which mutual aid agreements are in place) to which clients will be evacuated.

- __ 7. Identify procedures for notifying families of clients that the center is being evacuated or closed.

C. Evacuation

Describe the policies, roles, responsibilities and procedures for the evacuation of clients from the center.

- __ 1. Identify the staff position responsible for determining if and when evacuation is required.
- __ 2. Identify the staff position responsible for implementing center evacuation procedures.
- __ 3. Identify all arrangements made through mutual aid agreements, memorandums of agreement or understandings that will be used to evacuate clients (copies of the agreements must be updated annually and attached in the appendix). Specify at what point the mutual aid agreements and the notification of alternate facilities will begin. Provide a copy of the mutual aid agreement that has been entered into with a facility to receive clients (current, signed annually).
- __ 4. Describe transportation arrangements for logistical support to ensure essential records, medications, treatments, and medical equipment remain with the client at all times. (See Resources 1-B)
- __ 5. Identify the pre-determined locations to which clients will be evacuated.
- __ 6. Identify evacuation routes that will be used and secondary routes that would be used should the primary route be impassable.
- __ 7. Specify the amount of time it will take to successfully evacuate all clients to the receiving facility.
- __ 8. Describe the procedures to ensure that the center's staff will accompany evacuating clients.
- __ 9. Identify procedures that will be used to keep track of clients once they have been evacuated (to include a log system).
- __ 10. Establish procedures for responding to family inquiries about clients who have been evacuated.
- __ 11. Establish procedures for ensuring that all clients are accounted for.

D. Re-Entry

Once a center has been evacuated, procedures need to be in place for allowing clients to re-enter the center.

- __1. Identify who is the responsible person(s) for authorizing re-entry to occur.
- __ 2. Identify procedures for inspection of the center to ensure it is structurally sound.

V. INFORMATION, TRAINING AND EXERCISES

This section identifies the procedures for increasing employee and client awareness of possible emergency situations and providing training on their emergency roles before, during and after a disaster.

- __ A. Identify how and when staff will be trained in their emergency roles during non-emergency times.
- __ B. Identify a training schedule for all employees and identify the provider of the training.
- __ C. Identify the provisions for training new employees regarding their disaster related role(s).
- __ D. Identify a schedule for exercising all or portions of the disaster plan on an annual basis.
- __ E. Establish procedures for correcting deficiencies noted during training exercises.
- __ F. Describe the method by which family members of clients will be made aware of the center's emergency plan prior to a disaster.

APPENDIX

The following information is required, yet placement in an APPENDIX is optional, if the material is included in the body of the plan.

- __A. Roster of employees and companies with key disaster related roles.
 - __ 1. List the names, addresses, telephone numbers of all staff.
 - __ 2. List the name of the company, agency, organization, contact person, telephone number and address of emergency service providers such as transportation, emergency power, fuel, water, police, fire, rescue, Red Cross, emergency management, etc.

- __ B. Agreements and Understandings

Provide copies of any mutual aid agreements, memorandums of agreement or any other understandings entered into pursuant to the fulfillment of this plan. This is to include reciprocal host center agreements, transportation agreements, current vendor agreements or any other agreement needed to ensure the operational integrity of this plan.

- __ C. Evacuation Route Map (See Resources 3-B)

A map of the primary and secondary evacuation routes and description of how to travel to receiving facility(ies).

__ D. Support Material

- __ 1. Any additional material needed to support the information provided in the plan.
- __ 2. Copy of the center's fire safety plan that is approved annually by the local fire marshal, or an annual letter of approval from the fire department.

RESOURCES

- 1-B Texas online Evacuation zone maps: <http://www.state.tx.us/emergency/eng/evacuating.html>
- 2-B FEMA's website to print a copy of Flood Insurance Rate Map for your area: <http://msc.fema.gov>
- 3-B Anyone of the following websites can be used to generate an Evacuation Route Map; www.google.com/maps, www.yahoo.com/maps, www.mapquest.com