



Emergency Planning for Day Service Providers

Presented by the:

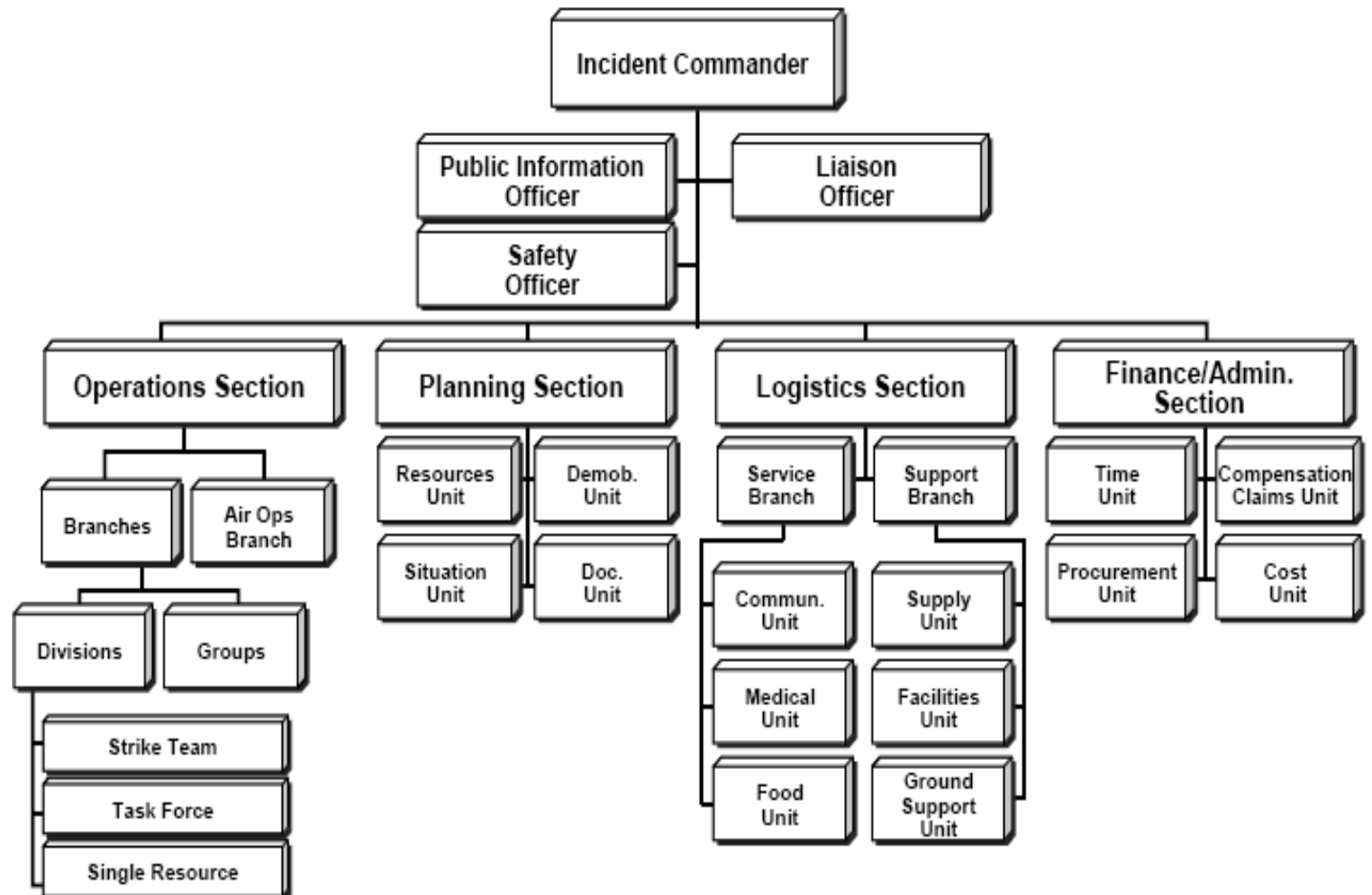
Division of Developmental Disabilities
Services

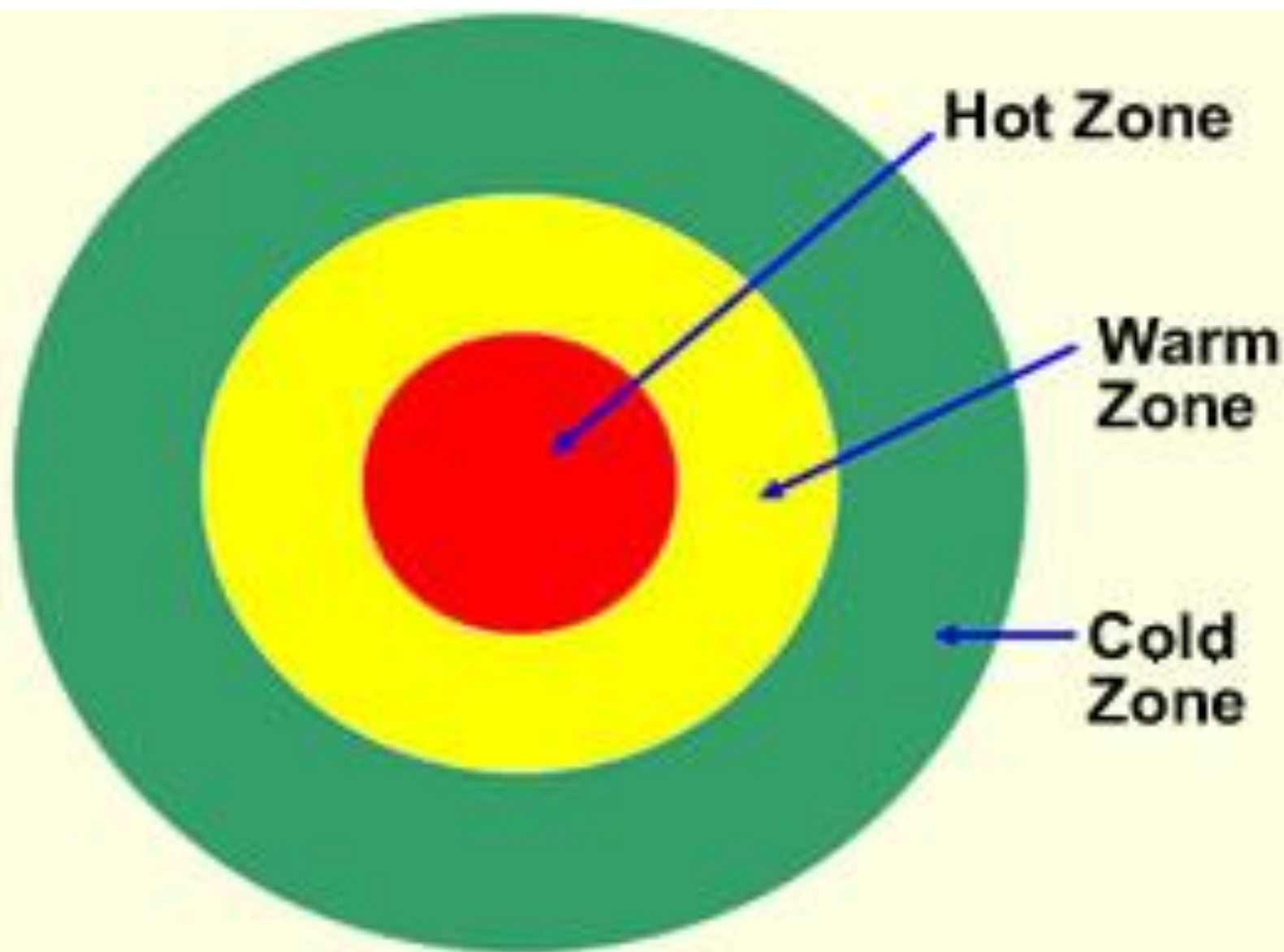


Is it good enough for you and your Family?

1. How do we start the planning process?
2. What should we plan for?
3. Does everyone know what to do?
4. Who is responsible for what action?
5. When do we know the plan will work?

Incident Command System





Hot, Warm and Cold Zones - What does it mean?

Hot Zone:

The Point of Impact

Warm Zone:

Emergency Responders and
Decontamination

Cold Zone:

Command Zone

Day Service Preparations

Facility Based Employment

1. One Site Relocation Plan
2. Staff Responsibilities and Site and Person Specific Information
3. Communication and Coordination with Residential Providers
4. Transportation Supports Included.

Community Based/Supported Employment

1. Multiple Individualized Relocation Plans.
2. Staff and Natural Supports Responsibilities, Agreements, and Person Specific Information.
3. Communication With Multiple Staff and Natural Supports to Ensure Transportation and Relocation Plans are Being Met.

Preparedness

Facility Based Services:

1. Identify Hazards that are potential risks in your area.
2. Develop Site Specific Plans to provide direction for the people you support and your staff. (Evacuate or Shelter-in-Place)
3. Identify Relocation Sites and inform the People you Support, Families, and Providers of your plans.
4. Talk to Local Fire Chiefs to identify and discuss risks for your facility. (i.e. transportation, medications, and durable medical equipment that you use)
5. Incorporate these Plans into Agreements with the People you Support, Their Families, or into the Person's ELP.

Preparedness

Supported and community based employment:

When staff are on-site:

1. Where will you relocate to if an event occurs?
2. Are People, Families, and Providers aware, and have these been incorporated into Agreements or the Person's ELP?
3. Are you helping the Person/Families/Providers to develop natural supports during this time? So that as support services diminish there are plans in place that are incorporated into Agreements or the Person's ELP?

Where supports are Drop-in Services:

1. Are the Preparedness Supports that were put in place still viable?
2. If no, what has changed? And what is being done to re-develop those Natural/Family/Provider Supports?
3. Once new supports are established, are People, Families, and Providers aware? Have these been incorporated into Agreements, or the Person's ELP?

Site Specific vs. Administrative Plans

Site Specific Plans

1. Are specific to the building.
2. Are specific to those who work there.
3. Includes information that only applies to that site.
4. Provides clear direction as to what to do in any specific event.

Administrative Plans:

1. Includes information that covers many different settings.
2. Are not specific to who works at a site.
3. Provides clear administrative directions as to what needs to be done before, during, and after an event.

Site Specific Plans

1. Specific Building Safety Concerns?
2. Individual and staff specific support needs?
3. Exits?
4. Fire extinguishers?
5. Meeting Place?
6. Power Supply Shut-off?
7. Gas Shut-off?
8. Water Shut-off?

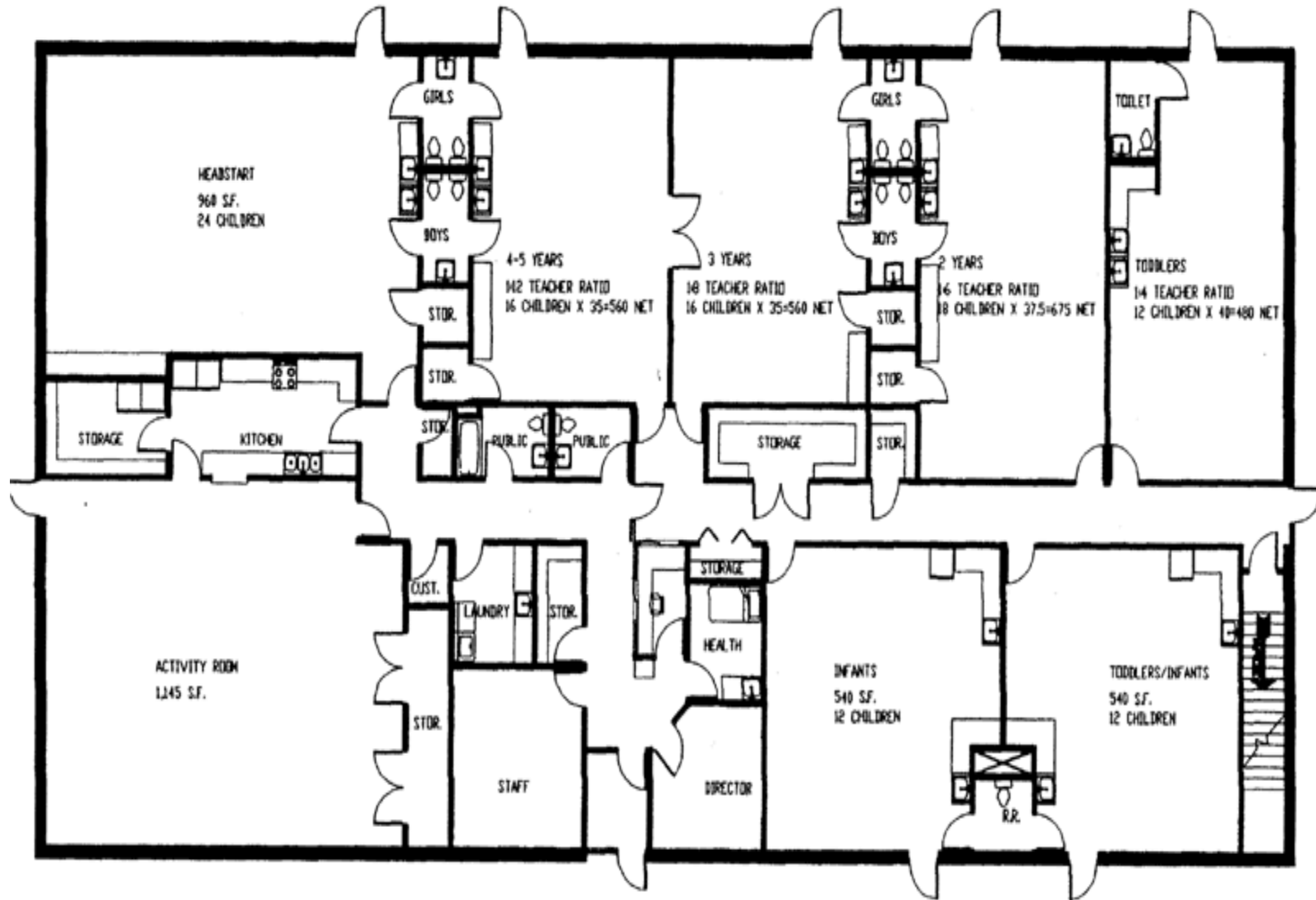
Site Specific Plans (cont'd)

1. Staff's responsibilities in regards to the event.
2. Shelter-in-place expectations or evacuation expectations.
3. Practice, Revise, Practice, Revise. Practice until everyone is comfortable and knowledgeable of their roles and responsibilities.

Administrative Plans

1. What role does your “Administrative staff” play in emergency response/preparedness?
2. Specific task assignments.
3. Notification expectations.
4. Oversight of assignments.
5. Pre-notification and follow-up responses.
6. “After Action” reports and reviews.
7. Implementing changes based on the After Action Reports.

Site Specific Plans



Questions or Concerns?

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