

# **Emergency Plan for \_\_\_\_\_ Foster Home**

**Developed (date): \_\_\_\_\_**

*In a major emergency, such as a catastrophic earthquake, pandemic flu, chemical accident/explosion, fire, or major weather event, response systems like police, fire and ambulances will be overwhelmed. We have developed the following plan to prepare to meet the needs of our residents and staff.*

## **EMERGENCY CONTACT NUMBERS**

**Provider Name:**

**Address:**

**City/State/Zip:**

**Nearest cross streets:**

**House phone:**

**Emergency Contact Name:**

**Emergency Contact Information (24 hours a day 7 days/week):**

**Land Line Phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Alternate Emergency Contact Name:**

**Emergency Contact Information (24 hours a day 7 days/week):**

**Land Line Phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Out of State/Area Emergency Contact Name:**

**Emergency Contact Information (24 hours a day 7 days/week):**

**Land Line Phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Other Emergency Numbers:****To report a power outage (identify utility provider for home):**

PGE Emergency Outage:	1-800-544-1795
PGE Customer Service:	1-800-542-8818
PGE Power Outage Information Center:	1-800-743-5002
Forest Grove Light & Power:	503-992-3250
West Oregon Electric Co-op:	503-429-3021

Other:

**NW Natural/gas emergency #:****Sewer/water emergency #:****Local Red Cross #:**

National Weather Service:	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>
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ODOT contact #	Dial 511 or 1-800-977-ODOT
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ODOT Trip Check	<a href="http://www.tripcheck.com">www.tripcheck.com</a>
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**Pet Care Options (vet or other name) #:**

Washington County Developmental Disabilities:	503-846-3150
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Other:

Other:

Other:

**Other emergency information:**

Name and number of local HAM operators in our neighborhood who are willing to assist (not required). Licensed HAM operators may be located by going to <https://haminfo.tetranz.com/map> and searching by zipcode:

**Area emergency information is broadcast on local TV and radio stations**

Local Radio Stations:	AM	FM
Local TV news stations:		

# CAREGIVER AVAILABILITY

**1. Staff preparedness.** In an emergency, we are aware that staff will check on their homes and family as soon as possible. If they are confident that their family is safe, they will be able to contribute to the agency/home response and recovery effort. We have taken the following actions to encourage staff to prepare for emergencies at home:

**2. Lack of caregiver availability.** Should an emergency prevent regularly scheduled caregivers from being able to report for work, we will take the following actions to ensure residents are provided with necessary care (*tip: plan can include on-call staff, or a plan for individuals to stay with family as appropriate to individual residents currently being served in home; consider what might occur if disaster occurs during the day, evening or weekend*):

## **RESIDENT COMMUNITY PREPAREDNESS**

Individuals who access the community independently have received information on appropriate steps to take in an emergency (including emergency contact numbers, how and when to contact 911, and other strategies to obtain assistance.). This documentation may be found for each individual (as applicable) in the following location:

<b>Resident Name:</b>	<b>Documentation location (ISP, IEP, progress note, etc.)</b>	<b>Date completed</b>

# **COORDINATION WITH SCHOOL/EMPLOYMENT PROGRAMS**

Emergency plans are required to be coordinated with vocational programs for those residents participating in vocational services to address the possibility of an emergency during day program hours. We have coordinated with vocational services as follows:

<b>School/Employment Program</b>	<b>Names of Residents attending</b>	<b>Plan should emergency occur during day program hours</b>

# **PLAN FOR RELOCATION**

If our home is not safe or we are directed by a public safety official to evacuate some or all of our residents to a temporary alternate location, we will follow this plan for relocation:

## **1. Relocation sites:**

**If we have to leave the home we plan on going to:**

Name:	
Address:	
Phone:	
Cell phone:	
E-mail:	
Route to try first:	

**We have an agreement with this location that we may shelter here in an emergency situation**

## **Alternate location for evacuation:**

**If we have to leave the home we plan on going to:**

Name:	
Address:	
Phone:	
Cell phone:	
E-mail:	
Route to try first:	

**We have an agreement with this location that we may shelter here in an emergency situation**

**Alternate location for evacuation:**

**If we have to leave the home we plan on going to:**

Name:	
Address:	
Phone:	
Cell phone:	
E-mail:	
Route to try first:	

**We have an agreement with this location that we may shelter here in an emergency situation**

**2. Transportation:**

**Our plan for transporting individuals in case of evacuation is:**

**We have our own vehicles (describe):**

**We will contract for transport (list the transportation provider(s) and describe the number and types of vehicles):**

**Contract is current in place (contract date):**

### **3. Supplies**

If evacuation is necessary, we will bring the following personal items for staff and residents/clients with us to the relocation site (*consider individual medical, equipment, specialized food preparation, and other support needs*):

## **4. Identification of residents**

We have the following plan for ensuring each resident will have personal identification if relocated, including their name and location of home (*options could include ID bracelets available in emergency kit, marking pen to write identifying information on individual in emergency kit, or other methods*):

## 5. Communication

At a minimum, the County DD Program and guardians must be notified of relocation of individuals. We also need to notify other family members, and other individuals significant to our residents. We will notify the following people if we need to relocate individuals:

**7. If we have to leave the house, \_\_\_\_\_ will place a note on the door/part of the house, visible to the fire department or other first responders stating where we are going.**

## **PLAN FOR SHELTERING IN PLACE**

Many disasters do not require evacuation of the home, but may result in our being isolated in our home without basic services or emergency response services for several days. Examples may include extreme weather events, earthquakes, neighborhood chemical accidents or explosions, etc. in which our home remains intact. To ensure we are able to shelter in place for a minimum of 3 days, we have:

	At least 1 gallon of safe water for each resident, caregiver, and pets for 3 days. We have _____ gallons of water stored in the following locations
	Sufficient food for all residents and caregivers for at least 3 days. Emergency food supplies are located in the following locations:
	We have a manual can opener available for any canned good included in our emergency supplies. It's located in the following location:
	We have at least a 3 days supply of essential medications, medical supplies and equipment on hand at all times.
	Adequate sanitary supplies for all residents and caregivers (incontinence supplies, hand soap/hand sanitizer, bathroom tissues, personal care items). Emergency sanitary supplies are located in the following locations:

**We have the following infection control supplies:**

Bleach	Location:
Gloves	Location:
Plastic bags	Location:
Sharps containers	Location:
Other:	Location:

**Bathrooms:**

If our bathrooms are not functional (cannot flush toilets) we will manage toileting needs and human waste as follows:

**Extreme Cold:**

**If we have no utilities (electricity or gas) we have the following plan for maintaining temperature control of residents in extreme cold weather**

Residents will be supported to dress to save body heat by:

- Wearing a hat, even while sleeping
- Wear loose layers of clothing to trap body heat
- Use blankets

We will call 911 if residents exhibit signs of hypothermia

Other instructions:

## **Extreme Heat:**

**If we have no utilities (electricity or gas) we have the following plan for maintaining temperature control of residents in extreme hot weather**

Residents will be supported to dress to support body heat by:

- Dressing in loose, lightweight, light colored clothing to help maintain body temperature
- Staying in the coolest available place (not necessarily indoors).
- Staff will ensure that residents are receiving adequate fluids
- Staff will call 911 if residents exhibits signs of heat stroke (high body temperature and altered level of consciousness).

	Staff will call 911 if residents exhibits signs of heat stroke (high body temperature and altered level of consciousness).
	Nearby locations that may provide cool environments (library, mall, movie theaters, etc.)
	Other instructions

## **Power outage/loss**

**In the event of a power outage we have working flashlights or alternate light sources.**

Flashlights or alternate light sources are kept in the following locations:

In case of power loss we have battery operated or hand crank radio to enable us to listen got radio broadcasts for emergency

The radio is located in the following location(s):

Providers and Caregivers know how to:	Yes	No	N/A
• Turn off the gas in the home			
• Where the circuit breaker is in the home			
• How to turn off the water in the home			

**Other sheltering in place instructions specific to our home and/or residents:**

# SPECIFIC INSTRUCTIONS FOR EVENTS LIKELY TO HAPPEN IN OUR AREA:

## I. EARTHQUAKE

### During an earthquake:

- Should an earthquake occur while staff is indoors with residents, we will take immediate action to assist residents to “drop, cover, and hold on.”
- When you begin to feel an earthquake, everyone should **DROP** to the floor and get under a sturdy piece of furniture like a desk or table. Stay away from windows, bookcases, pictures and mirrors, hanging plants, and other heavy objects that may fall. Be aware of falling materials such as plaster, ceiling tiles, and bricks that may come loose during the quake. Stay under **COVER** until the shaking stops. **HOLD ON** to the desk or table that you’re under and if it moves, move with it.
- Individuals in wheelchairs should be assisted to engage the brakes on their wheelchair, protect their heads with a book or newspaper, and make themselves as small a target as possible (the wheelchair version of “drop, cover, and hold on”).
- If staff is outdoors with residents, staff will assist residents to move to a clear area away from buildings, poles, power lines, signs and trees.

### After the earthquake:

- Staff will immediately assess for injuries of those present, taking action to address any medical needs.
- Staff will assess for any health and safety hazards within the home, taking actions to evacuate in accordance with the **Plan for Relocation**, above, should the home be determined unsafe.

**Other earthquake instructions specific to our home and/or residents:**

## **II. SEVERE WEATHER**

- ❖ A WEATHER **WATCH** MEANS THAT ATMOSPHERIC CONDITIONS ARE RIGHT FOR SEVERE WEATHER.
- ❖ A WEATHER **WARNING** MEANS THAT SEVERE WEATHER HAS BEEN OBSERVED OR IS IMMINENT IN THE AREA SPECIFIED.

### **A. Windstorms and Tornadoes:**

Damaging high wind storms and tornadoes can occur in this area. In case of high winds, staff will take the following actions:

#### **1. WHEN HIGH WINDS HAVE BEEN FORECAST**

- Make sure house vehicles are filled with fuel.
- Assure residents are in safe location.
- Anchor outdoor objects that can blow away (such as garbage cans, hanging plants, and lawn furniture) or move them inside.
- Tune in to local radio or TV for latest weather information. National Weather Service forecasts and warnings may also be found online at [www.wrh.noaa.gov/pqr/](http://www.wrh.noaa.gov/pqr/)

#### **2. DURING HIGH WINDS**

- Ensure that residents and staff stay indoors and away from windows.
- Do not drive.
  - *If you are driving when high winds occur, pull safely off of the road and seek shelter in a building. Being in a parked car is safer than being outside; however, being in a building is safer than being in a car. During and after periods of high winds, be cautious of debris in the roadway and downed or low-hanging utility wires*
- Stay away from downed power lines.
- Stay tuned to a local radio or TV station for additional weather and emergency information. National Weather Service forecasts and warnings may also be found on line at <http://www.wrh.noaa.gov/pqr/>

#### **3. If a TORNADO WARNING is issued, TAKE ACTION IMMEDIATELY:**

- Assist residents to go to a basement or an interior part of the lowest level of the building you are in.
- Stay away from windows, doors, and outside walls. In most cases, closets, bathrooms (without windows), and interior hallways work best.
- Get under something sturdy -lie face down, draw your knees up under you and cover the back of your head with your hands.
- If you are outside -lie down flat in the nearest ditch or ravine

**4. Should damage to the home occur during a high wind event:**

- Staff will immediately assess for injuries of those present, taking action to address any medical needs.
- Staff will assess for any health and safety hazards within the home, taking actions to evacuate in accordance with the Plan for Relocation, above, should the home be determined unsafe.
- Should the home lose utilities during or after a wind event, staff will follow the **Plan for Sheltering in Place or Plan for Relocation**, as most appropriate.

**Other windstorm or tornado instructions specific to our home and/or residents:**

## **B. Thunderstorms**

Thunderstorms can bring heavy rains, flash flooding, tornadoes, strong winds, lightning, and hail. ***When a thunderstorm is approaching...***

### **1. At home:**

- Ensure that all residents and staff are indoors
- Secure outdoor objects such as lawn furniture that can blow away and cause damage or injury.
- Bring lightweight objects inside.
- Listen to a battery-operated radio or television for the latest storm information.
- Do not handle any electrical equipment or telephones because lightning could follow the wires.
- Avoid bathtubs, water faucets, and sinks because metal pipes can transmit electricity.
- Pets are particularly vulnerable to hail and should be brought inside.

### **2. If outdoors:**

- Attempt to get into a building or car.
- If no structure is available, get to an open space and squat low to the ground as quickly as possible. (If in the woods, find an area protected by a low clump of trees. Never stand underneath a single large tree in the open.)
- Be aware of the potential for flooding in low-lying areas.
- Kneel or crouch with hands on knees.
- Avoid tall objects such as towers, tall trees, fences, telephone lines, and power lines.
- Stay away from natural lightning rods such as golf clubs, tractors, fishing rods, bicycles, and camping equipment.
- Stay away from rivers, lakes, and other bodies of water.

### **3. If a person is struck by lightning:**

- Call 911 to provide location and information about the incident including the number of people injured.
- Look for burns where the lightning entered and exited the body.
- If the strike caused the victim's heart and breathing to stop, give CPR until medical professionals arrive and take over.

### **4. If the house is struck by lightning:**

- Check all around the interior and exterior to make sure that it did not start a fire.
- If you smell or see smoke, evacuate the house and call 911.
- All appliances and electrical devices that were plugged in when the lightning struck the house should be checked for damage before being used. Indications of possible damage

include scorched outlets, scorch marks on the device, melted cords, and broken light bulbs.

**Other thunderstorm instructions specific to our home and/or residents:**

## **C. Flood**

Many areas of Washington County are prone to flooding. While flooding may occur near rivers, streams, and other waterways during heavy rains, any low lying area has the potential to flood. Inundation flooding may occur when the amount of rainfall and runoff exceeds a storm water system's (ditch or sewer) capability to remove it.

Areas near are home that are prone to flooding:

Alternate routes of travel (consider evacuation routes, routes to resident day programs, medical services, etc.):

### **During heavy or prolonged rains:**

- Listen to the TV or radio for watches and warnings issued by the National Weather Service.
- Keep a battery-operated radio on hand and tuned to a local station in case the power goes out.
- If you see any possibility of a flash flood occurring, **move immediately to** high ground. **Don't wait for instructions to evacuate.**
- **Don't** walk through flood waters. One foot of flood waters can knock you off your feet, and the water is often contaminated by sewage and flood-related chemical spills.
- **Never go around safety barricades set up in the road.** Two feet of water is enough to float a car, and the flood waters can conceal places where roadways and bridges have been washed out.

### **When it floods:**

- **The safety of residents and staff is the most important consideration. Since flood waters can rise very rapidly, you should be prepared to evacuate before the water reaches the home.**
- Keep a battery-powered radio tuned to a local station and follow all emergency instructions.
- If directed to evacuate, follow **Plan for Relocation**, above.
- If time permits prior to evacuation:
  - Turn off all utilities (gas, water, and electricity) at the main switch or valve.
  - Move personal property, especially valuables, to upper floors or higher elevations or stack them on top of other items.
  - Secure all outdoor equipment, furniture, and other movable objects that might be swept away.
  - Gather the items you plan on taking with you during an evacuation (see **Plan for Relocation**, above) in one location or load them in the vehicle.

### **After the flood:**

- If the home has suffered flood damage, residents may not be returned to the home until the home has been determined safe and in good repair.

**Other flood instructions specific to our home and/or residents:**

## **D. Freezing Temperatures**

Temperature below freezing and related precipitation (freezing rain, snow, ice) may occur during winter months.

### **General precautions**

- If residents will be outdoors, support residents to dress appropriately for the weather (hats, gloves, warm socks, layers of loose fitting, warm clothing).
- Individuals exposed to extreme cold should be monitored for hypothermia (low body temperature). Immediately seek medical care (call 911) for any individual exhibiting signs of hypothermia. Warning signs of hypothermia may include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion
- If weather becomes extreme, it may be difficult or hazardous to leave the house. **Follow Plan for Sheltering in Place**, above, as appropriate.
- Power outages may occur during periods of extreme winter weather. Follow **Plan for Sheltering in Place or Plan for Relocation**, above, as appropriate to situation.
- Protect water pipes. If the power is out and the weather is freezing, keep a steady drip of cold water on inside faucets and wrap pipes to prevent damage. Open cabinet doors to warm pipes that are near exterior walls.

### **Other freezing temperature instructions specific to our home and/or residents:**

### **III. PANDEMIC**

A pandemic is an epidemic of an infectious disease (such as flu) that is spreading through human populations across a large region.

During a pandemic, conditions may be similar to sheltering-in-place during a disaster. In an effort to control the spread of disease, officials may recommend, “social distancing” and close public places. Schools may be closed for extended periods of time. Residents may need to stay home from their day programs/jobs and eliminate community activities. Should this become necessary, follow the plan for **Sheltering in Place**, above.

In addition to social distancing during a pandemic, it is important for staff and residents to **take everyday preventive actions to stop the spread of germs, including:**

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)
- While sick, limit contact with others as much as possible to keep from infecting them.

**Other pandemic instructions specific to our home and/or residents:**

## **IV. CHEMICAL ACCIDENTS/ EXPLOSIONS:**

Exposure to different chemicals and biologic agents present a complex of different health related symptoms. During an exposure, you may have to evacuate or shelter-in-place depending on what the messages from the local emergency response center say from one day to the next. Sheltering-in-place will almost always mean staying put so as not to get near the exposure area until emergency responders give an “all clear” signal. Other instructions, like “turn off fans that bring air into your building”, etc. may be issued and need to be followed. In addition, decontamination may be required if someone is exposed as a response before first responders can get to the scene.

### **Decontamination:**

Follow the instructions given from the local emergency response center or call 9-1-1 for anyone who you suspect has been contaminated. Consider this to be similar to the kinds of ordinary safety precautions that are already taken to protect residents isolated from each other to prevent the spread of blood borne pathogens or illness.

### **Sheltering-in-place:**

Depending on what the messages from the local emergency response center say as the emergency is managed, we may be required to isolate residents and staff from the toxic exposure. Sheltering-in-place in these instances will almost always mean:

- going to an interior room in the home
- shutting windows and doors
- turning off heaters, air conditioners, fans or anything that is causing air to flow in and out
- sealing doors and windows with duct tape or wet towels
- staying put until emergency responders give an “all clear” signal.

**If we are required to shelter-in-place in an interior room (for one day at the most), we will use the following room:**

**If we are required to shelter-in-place inside an interior room, staff will bring the following supplies into the room with residents:**

- medications
- food
- water
- phone
- activity/entertainment items
- radio and/or TV for emergency information
- \_\_\_\_\_
- \_\_\_\_\_

<input type="checkbox"/>	_____

If we are required to shelter-in-place inside an interior room, we will address toileting and hygiene needs as follows:

**Other chemical accident or explosion instructions specific to our home and/or residents:**

# **V. VOLCANIC ERUPTION**

The Cascade Range of the Pacific Northwest has more than a dozen potentially active volcanoes (some of these include Mount Rainier, Mount St. Helens, Mount Adams, Mount Hood, and Mount Jefferson). Falling ash from explosive eruptions can disrupt activities hundreds of miles downwind. Washington County is at risk of ash fall from volcanic eruption as evidenced by the 1980 eruption of Mt. St. Helens which did result in local ashfall.

Volcanic ash can irritate respiratory systems, skin and eyes. It is abrasive to car finishes and will clog car and furnace filters. Volcanic ash is light and fluffy when dry making it difficult to shovel or remove for disposal. It will harden to cement like consistency when wet.

## **During ashfall:**

- Listen to the radio or TV for emergency information
- Follow **Plan for Sheltering in Place**, above, as appropriate.
- Ensure residents, staff, and pets stay indoors until local health officials advise it is safe to go outside
- Close all windows, doors, and dampers. Turn off fans any fans that bring outdoor air into the home
- Put cars in garage if possible
- Avoid driving (ash reduces visibility, can clog engines and stall vehicles)
- Use a dust mask or hold a damp cloth over face to help breathing
- Wear long-sleeved shirts and long pants to minimize skin exposure to ash
- Use goggles to protect eyes

## **After ashfall:**

- Ash will need to be removed from roads, roofs, rain gutters, sidewalks, driveways, etc.
- Anyone working on ash removal will need to take protective measures to avoid breathing or having skin or eye contact with ash.
- Ash should not be washed down storm drains. Listen for direction from local authorities as to how to dispose of ash.

Our emergency supplies include dust masks for staff and residents which are stored in the following location: \_\_\_\_\_

*(Note: "N95" dust masks, found in home improvement or safety stores are sufficient for protection against volcanic ash. These masks are commonly used for woodworking, sanding, laying insulation, etc.)*

## **Other volcanic eruption instructions specific to our home and/or residents:**

## **Plan reviewed/Updates (at least annually):**

*Updates are required when a significant change in the home occurs, including change in household composition (example: increase in capacity, significant change in individual care needs, etc.)*

Date:		Signature of person updating plan:	
Date:		Signature of person updating plan:	
Date:		Signature of person updating plan:	
Date:		Signature of person updating plan:	
Date:		Signature of person updating plan:	
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# **Staff Training**

*Documentation of emergency plan training for all caregivers is required within 30 days of employment, including staff name, date training completed and caregiver signature. Training must include the caregiver's assigned duties during an emergency. Documentation of training is maintained for each staff in their personnel record.*

***The following staff have been trained on this plan:***

## Annual Practice

***The emergency preparedness plan must be practiced at least annually from date of initial completion. Documentation of the annual review must be present including date of review, participants, method of review and outcome of exercise. Examples are: staff demonstrating actions that are part of the plan such as turning off natural gas, starting a generator, locating emergency supplies (flashlights/light sources, food, water) and demonstrating ability to follow protocols per emergency plan for evacuation through discussion or role playing.***

Date	Method of Review	Outcome of Exercise	Staff Present

***EMERGENCY PERSONNEL:***

***WE HAVE EVACUATED OUR FOSTER HOME.***

***WE HAVE \_\_\_\_\_ ADULTS  
AND \_\_\_\_\_ CHILDREN IN OUR HOME.***

***WE WILL BE AT: \_\_\_\_\_***

***CELL # \_\_\_\_\_***