

**People Inc.**  
**RESIDENTIAL DEPARTMENT**  
**EMERGENCY CONTACT / EMERGENCY PREPAREDNESS / EMERGENCY EVACUATION**  
**POLICY AND PROCEDURE**  
**ADDENDUM**  
**ICF ONLY**

**DATE ISSUED:** 1/2020

**LAST REVISION DATE:** 12/9/2024

**SOURCE/REFERENCE:** CRR-NY Part 483.475 Emergency Preparedness, Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Final Rule, Interpretive Guidelines (Appendix Z) 3.6.19 dated February 1, 2019.

**FUNCTION/DEPARTMENT (Responsible Department Author):** Residential Department

**SCOPE: (Indicate all applicable programs or departments):** All ICF residential facilities certified or operated by Office for People With Development Disabilities (OPWDD).

**AFFILIATION SCOPE (Indicate all applicable affiliations):** N/A

**POLICY STATEMENT:** To develop and maintain an emergency preparedness program to increase safety during emergencies and establish a coordinated response to natural and human-caused disasters for all people receiving services within an ICF residential setting.

**ATTACHMENTS (If applicable):** N/A

**DEFINITIONS (If applicable):**

**Senior Vice President Strategic Operations and Emergency Management:** Plans and monitors the Agencies Emergency Preparedness Program and Plans.

**Emergency Preparedness:** People Inc. will comply with all applicable Federal, State, and local emergency preparedness requirements. People Inc. will also establish and maintain an emergency preparedness program.

**Emergency Plan:**

People Inc. will develop and maintain an emergency preparedness plan. The plan will be reviewed and updated at least annually.

**The emergency preparedness plan for the ICF's will also be distributed to the family/guardian/representative and person served annually at the CFA meeting. Any changes to the plan will be dispersed on an as needed basis.**

The plan will also include the following:

- 1) Be based on and include a documented, facility-based and community-based risk assessment, utilizing an all-hazards approach.
- 2) Include strategies for addressing emergency events identified by the risk assessment.
- 3) Address the special needs of people receiving services, including but not limited to, persons at-risk: the type of services the ICF has the ability to provide in an emergency: and continuity of operations, including delegations of authority and succession plans.
- 4) Include a process for cooperation and collaboration with local, tribal, regional, State, and Federal emergency preparedness officials' efforts to maintain an integrated response during a disaster or emergency situation, including documentation of the ICF Department efforts to contact such officials and, when applicable, of its participation in collaborative and cooperative planning efforts.

**Communication Plan:**

*Please refer to People Inc. Emergency Management Plan, Crisis Communication Plan, and Emergency Action Plan.*

**Evacuation Considerations:**

- In the event of the loss of heat at a site, staff should make appropriate notifications to Facilities and Program Management. Staff are to monitor temperature and alert Program Management and the SVP of Emergency Management or designee when the temperature reaches 55 degrees Fahrenheit. At that point the AVP of Emergency Management will decide on the need for evacuation.

- All evacuation locations, both primary and secondary, assigned to sites are OPWDD certified program sites. Therefore, all considerations for proper sanitary sewer, hygiene facilities, temperature control, HIPPA complaint medication administration spaces and file storage, necessary programmatic and personal hygiene supplies, ADA accessibility to protect person served health and safety during the duration of evacuation.
- All evacuation locations, both primary and secondary, assigned to sites are OPWDD certified program sites. These facilities have provisions to preserve and protect all person served files and information. Furthermore, staff working in these evacuation locations are People Inc. staff trained in HIPPA, maintaining files and availability of records.
- All evacuation locations are staffed by People Inc. staff who are trained in sharing information and medical documentation to maintain continuity of care. If a person is evacuated to another care facility staff are to use the Ready to Go packet that contains critical information for the person served. Staff are to refer to the agencies HIPPA policy for the release of patient information during an evacuation.
- In the event that the route of travel to an evacuation site is obstructed by weather or other incident, staff will report the condition to the SVP of Emergency Management or designee who will determine an alternative evacuation location(s).

*Nothing herein is intended to create or accept any additional obligations relative to the care of the person served or services provided above and beyond minimum regulatory and/or statutory requirements. If anything, herein is contrary or in addition to applicable regulations or laws said laws or regulations will control. It is also the policy of People Inc. to provide care based on applicable regulation and generally accepted practice standards for the care of the person served. People Inc. has developed procedures to help guide staff in the execution of policy. These procedures will serve as guidelines vs. step by step instructions for staff as the Agency recognizes the unique needs of each person receiving services and each situation. Deviations from procedure may be required.*

## PROCEDURES:

### PERSON RESPONSIBLE:

#### Strategic Operations and Emergency Management

### RESPONSIBILITY:

#### Subtitles

Develops and maintains Emergency Preparedness Program and Emergency Plans.

Completes facility-based and community-based risk assessment, utilizing an all-hazards approach.

Collaborates with local, tribal, regional, State, and Federal emergency preparedness officials' to maintain an integrated response during a disaster or emergency, including documentation of the ICF/IID efforts to contact such officials and, when applicable, of its participation in collaborative and cooperative planning efforts.

Conducts tests of the emergency plan at least annually, including unannounced staff drills using the emergency procedures.

Conducts a full-scale exercise that is community-based or when a community-based exercise is not accessible, an individual, facility-based drill on a yearly basis with all ICF programs.

***Please Note: If the facility experiences an actual natural or man-made emergency that requires activation of the emergency plan, the facility is exempt from engaging in a community-based or individual, facility-based full-scale exercise for the 1 year following the onset of the actual event.***

Conducts a tabletop exercises that includes a group discussion led by a facilitator, using a narrated, clinically relevant emergency scenario, and a set of problem statements, directed messages, or prepared questions designed to challenge an emergency plan on a yearly basis with all ICF programs.

Analyzes the facility's response to maintain documentation of all drills, tabletop exercises, and emergency events, and revise the facility's emergency plan, as needed.

Reviews and Signs off on the Extended Site Evacuation Record and Planner.

Reports findings and concerns to the People Inc. Crisis Management Team as necessary.