# EMERGENCY PREPAREDNESS PLAN INSTRUCTIONS

All OAA contractors must be prepared to respond to clients and staff in their facilities at the time of a disaster and to develop a plan for the continuation or restoration of services after a disaster. Each contracted agency must have a written Emergency Operations Plan (Plan) that is updated annually and that can be activated in a declared emergency. The Plan must include information on designated staff who will contact Aging and Adult Services in case of emergency and report the status of your agencies physical plant, ability to provide services, and when applicable, client status. The Plan shall include assurances that the following preparations have been made:

I. Facility Preparation

A. Adequately secure all furniture, appliances and other free-standing objects.

B. Move heavy items to lower shelves in closets and cabinets.

C. Check cabinet doors to be sure they can be closed securely.

D. Remove or isolate flammable materials.

E. Clearly mark gas and water shut-off valves and post legible instructions on how to shut off each one. If your staff has no access to shut-off valves because you lease or rent the space, list the person who has shut-off responsibility and how to locate that person in an emergency.

F. Maintain a conveniently located set of tools (including pipe and crescent wrenches) to facilitate prompt shut-off of gas and water.

G. Post Evacuation Plan for the facility in a location readily accessible to the public.

H. Indicate the locations at each site where the following items can be found in working condition.

* Portable radio and spare batteries
* First Aid supplies
* Flashlights and spare batteries
* Wrenches and other tools
* Fire extinguishers
* Water and food supply

II. Maintenance of food and water supply

A. Store sufficient water for program participants likely to be detained at the site for up to 72 hours.

B. Maintain a supply of nutritious snack food in vermin-proof storage.

III. Assignment of staff who are responsible during an emergency, including specific

assignments for each staff member

IV. Inventory of staff members’ skills for disaster response

V. Inventory of equipment to be used in disaster response

VI. Training Provisions

A. Training for all staff, volunteers and participants in the agency’s Emergency Operations Plan.

B. Training of staff, volunteers and participants in home preparedness.

C. Provisions to train staff and volunteers in First Aid and CPR.

D. Training for Earthquake Preparedness shall include:

* Two documented earthquake drills per year.
* Procedures to assemble staff if no phones are working.
* Probability that no transportation, utilities (including telephone) or emergency services will be available for an undetermined time after a major quake.
* The importance of cooperating with public officials.
* How to inspect facilities for damage, water and gas leaks.
* How to check for injuries.
* Warning about the danger of cooking inside buildings.
* The probability of aftershocks.
* Tuning in on a portable radio.

VII. Fire Safety Provisions

A. Fire extinguishers on site that are checked and tagged once a year.

B. Two documented fire drills per year for clients and staff.

C. Paths of travel free from obstruction.

D. Exits clearly marked.

VII. Contingency plans to continue program services including: Memorandums of

Understanding (MOUs) with appropriate organizations and the building owner.

IX. Clear information about the location of resources in the Emergency Operations

District in which the site is located. Important note: Planned resources may not

be able to function. Check the Emergency Alert System on the radio to check for

resources in operation.

X. Written reports of all incidents or disaster situations involving staff, participants,

volunteers and/or the facility shall be filed with the chief administrator, whether

or not there is apparent injury or property damage.

The preceding requirements are part of the standards required of all agencies that receive funds from the OAA. Verification that these standards have been met will occur when programs are routinely assessed by the Aging and Adult Services staff and during the annual monitoring visit.