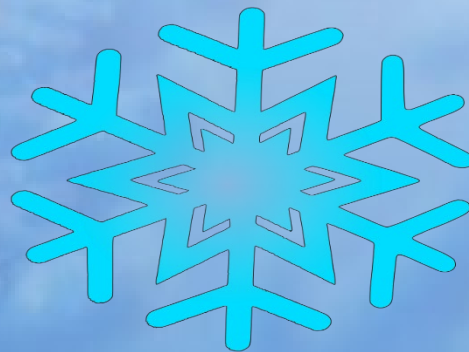


# Emergency Preparedness and Response Plan

# What is a disaster?

- › The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause, such as fire, flood, earthquake, wind, storm, wave action, oil spill or other water contaminations, epidemic, air contamination, infestation, explosion, riot, hostile military or paramilitary action, or energy emergency.



HRA's Emergency Preparedness and Response Plan is divided into four stages:

- Preparedness
- Mitigation
- Response
- Recovery

# Preparedness-Preparing for the potential of a disaster: Education and Training!

- Staff participates in training and disaster drills (i.e. phone tree, fire drill).
- Agency keeps current contact information and emergency contact information on all staff.
- Clients are assessed for triage prioritization and this information is updated at least annually.
- Clients and their families are provided information on how to handle emergencies.

Mitigation-A process in which sustained actions are taken to reduce or eliminate long-term risk from natural and man-made hazards or disasters.

- Assist client with their own emergency preparedness plans.
- Register clients with 211.
- Create a Continuity of Business Plan
  - Includes all important contact information and account numbers
  - Establishes a secondary meeting location
  - Requires an off-site server and servers to be back up each night.
- Scanning timesheets and client files to the server.

Response-Actions taken immediately before an impending disaster or during and after a disaster to address the immediate and short-term effects of the disaster.

- Activated by the CEO
- Phone tree would be activated.
- Clients would be prioritized according to triage level; PAS attendants may be temporarily reassigned to ensure coverage to high triage level clients first, then medium and low triage level clients.
- If no means of communication is available then all staff will report to office for further instruction. If office is destroyed or inaccessible, meet at back-up location, Recovery Resource Council in Ft. Worth.
- HRA office closes or opens late according to what UTA does.
- All agency specific information directed towards the media comes from the CEO only!

Recovery-Activities implemented during and after a disaster designed to return an agency to its normal operations as quickly as possible.

- Reopening the office; relocating the office if necessary.
- Resume client schedules/services as usual.
- Update records/paperwork
  - Document all incidents on an incident form
  - Update client notes
  - Ensure discharge/transfer paperwork is correct
- Support groups/counselors may be offered to staff

# Resources

- › For information on building your own emergency kit or emergency plan go to:
  - [www.KnoWhat2do.com](http://www.KnoWhat2do.com)