**Example Emergency Plans for Community Based Services**

Provider Name:

Disclaimer:  The Division of Healthcare Financing has provided the following emergency plans as an example.  Providers may use this example as a starting point to develop emergency plans that are specific to their circumstances.  Providers are obligated to follow the emergency plans that they adopt.

***For all plans outlined below, the provider (defined as the provider and, if applicable, provider staff) shall provide the assistance necessary to assure participants are able to navigate situations safely (i.e., ensure wheelchairs are locked, assist participants to evacuate or take cover as required). The provider shall always have a cell phone available to contact help, if necessary. Parents, legally authorized representatives, and primary service providers shall be notified as soon as reasonable after an emergency situation occurs.***

**Fire** – In the event of a fire, participants shall evacuate the building using the closest exit and, following the instructions given by emergency personnel, move to safe location away from the fire.

**Bomb Threat** – In the event of a bomb threat, participants shall evacuate the building using the closest exit and, following the instruction given by emergency personnel, move to a safe location away from the building.

**Earthquakes** – In the event of an earthquake, participants shall cover their heads, and take additional cover under a sturdy table if possible. They shall move away from windows or other objects that might fall on them. Participants in wheelchairs shall lock their wheels, bend over, and remain seated while protecting their head and neck with their arms. If participants are outside, they shall move away from buildings and utility wires, cover their heads, and stay there until the shaking stops.

**Floods** – In the event of a flood, participants shall be transported to the nearest shelter. Provider shall not drive in water that is over six (6) inches deep, and participants shall not walk across streets that are covered with flood water.

**Tornadoes** – In the event of a tornado, participants shall seek shelter in a tornado designated shelter. If a tornado designated shelter isn’t available, participants shall go to a small interior windowless room on the lowest level (belowground or in a basement if possible), away from corners, windows, doors, and outside walls. If participants are outside and can’t safely get to a building, they shall seek refuge in a vehicle, fasten their seat belts, and cover their heads with their arms, coat, or other cushion if possible.

**Wildfires** – If threat from a wildfire is immediate, and prior to the arranged time of services, services shall be cancelled. If threat from a wildfire becomes immediate during the provision of services, provider shall follow emergency broadcast system instructions or the instructions of emergency personnel, and coordinate care and supervision with the primary caregiver. Provider shall ensure the safety of participants until they are reunited with the primary caregiver.

**Blizzards** – If a blizzard is in progress prior to the arranged time of services, services shall be cancelled. If a blizzard begins during the provision of services, provider shall follow emergency broadcast system instructions or the instructions of emergency personnel, and coordinate care and supervision with the primary caregiver. Provider shall ensure the safety of participants until they are reunited with the primary caregiver. Provider shall not take unnecessary risks by driving in hazardous conditions.

**Power or Other Utility Failure** – In the event of a utility failure, participants shall be transported to their parents or primary service provider. If parents or primary care givers aren’t available, participants shall be transported to the providers home or place of business, and shall remain there until the power returns or the parent/primary service provider is available.

**Violent Situation** – In the event of a violent situation, participants shall evacuate the area as quickly as possible. Provider shall offer protection as required in order to keep participant safe. If necessary, provider shall call 911 immediately. Neither provider nor participants shall involve themselves in a violent situation that is in progress.

**Vehicle Emergencies** – In the event of a vehicle emergency, participants shall move to a safe location, if possible and necessary. If an injury has occurred, provider shall contact 911 and perform first aid.

**Medical Emergency** – In the event of a medical emergency, 911 shall be called, followed by notification of emergency contact.

**Missing Person** – In the event of a missing person event, 911 shall be called, followed by notification of emergency contact.

**Provider Incapacity** – In the event of an emergency due to the provider of services being incapacitated, the following plan will be followed:

**Staffing Shortages** – In the event of a staffing shortage due to the need for the provider to respond to another emergency situation, the following plan will be followed:

**Contingency Plan** – In the event of an emergency, provider shall ensure the safety of participants and coordinate supervision and care with the primary caregiver.

**Additional Plans needed based on local circumstances (i.e., wildfire smoke) –**

**I verify that I have read, understand, and shall adhere to the above emergency plans. I shall test all emergency plans, as required by Chapter 45, Section 13, of the Department of Health’s Medicaid Rules.**

**Provider Signature:**

**Date Reviewed:**