



Emergency Preparedness Response Plan

When the weather or other disasters become such as to endanger agency personnel (i.e. hurricanes, flooding, high winds, severe storms, etc.), only those clients that need medical intervention within 24 hours will be seen.

PROCEDURE

1. The Administrator or Scheduling Coordinator will communicate to evaluate the extensiveness of weather conditions. Managers or designees will notify staff regarding decisions as appropriate using the Emergency Preparedness and Response Plan.
2. All agency personnel safely able to report to the office (by phone or other means of communication) will do so.
3. Clients will be notified of any change in visit scheduling by staff coordinated by the Administrator or Staff Supervisor or designee.
4. State, county, and/or local police, fire, and ambulance personnel will be utilized, if needed, to visit patients that must be seen that day; i.e., diabetics unable to self-administer insulin, ventilator patients, IV therapy patients, etc.

DISASTER INSTRUCTIONS

In the event of a disaster (man-made or natural) that could cause a **MAJOR DISRUPTION** in CareWorks' services:

1. A CareWorks employee will contact client by phone to plan for their care.
2. If phone service is not available, staff will coordinate client care with family, appropriate community resources and your physician based on your class rating status.
3. Client may call the agency office to voice needs or concerns.

EMPLOYEE EMERGENCY PREPAREDNESS RESPONSIBILITIES

The employee should be most concerned for his/her own safety during a disaster. In addition, all employees have certain duties to assure the safety of other employees, clients, caregivers and visitors. These include:

1. Knowing their job responsibilities and always applying safe work practices.
2. Recognizing the hazards of the job and taking precautions to assure safety to themselves and others.
3. Informing their supervisor of hazards and recommending how to eliminate them, or how to improve Emergency Preparedness Plan performance.
4. Actively participating and cooperating in the overall EPRP program.
5. Appropriately utilizing and maintaining equipment as related to disaster planning.
6. Preventing injury to themselves and to others.

7. Participating in performance improvement and quality control activities related to an emergency management as indicated.
8. Educating others regarding EPRP practices.

Emergency Contact Information

List of appropriate community resources and possible evacuation procedures.

Fire, Police, and Ambulance (EMS).....	9-1-1
City of Houston Customer Response Center.....	3-1-1
Texas/United Way Help-line.....	2-1-1
American Red Cross Disaster Service.....	713-526-8300
City of Houston Emergency Management.....	713-884-4500
FEMA.....	1-800-462-9029
Fire Department	713-247-5000
Harris County Homeland Security Office.....	713-881-3100
Harris County Social Services.....	713-696-7900
Houston Police Department.....	713-884-3131
National Weather Service.....	281-337-5074
Salvation Army.....	713-752-0677
Texas Department of Public Safety Highway Patrol – Dispatch...	281-517-1300
Texas Department of Transportation Highway.....	713-802-5000

Other resources & Web Addresses

Texas Transportation Assistance Registry:

www.211texas.org

Dial 2-1-1 or call toll free alternate access number at 1-877-541-7905. For TTY access, please dial 1-877-833-4211.

The National Organization on Disabilities Emergency Preparedness Initiative:

www.nod.org/emergency/index.cfm

Emergency Preparedness for People with Disabilities:

www.ilrcsf.org/Publications/prepared/pdf/Emergency_Preparedness.pdf

Emergency Evacuation Preparedness: Taking Responsibility for Your Safety – A Guide for People with Disabilities and Other Activity Limitations by June Isaacson Kailes, Disability Policy Consultant:

www.cdihp.org/evacuationpdf.shtm

FEMA -Federal Emergency management Agency: Individuals with Special Needs

www.fema.gov/plan/prepare/specialplans.shtm

Disability Preparedness Center

www.disabilitypreparedness.gov/

Disability Preparedness DHS

www.disabilitypreparedness.gov/

The Centers for Disease Control and Prevention Emergency Preparedness

www.emergency.cdc.gov/

The Red Cross

www.redcross.org/services/0,1103,0_313_00.htm

Food and Drug Administration: State Health Departments

www.fda.gov/oca/sthealth.htm

Ready.gov: www.ready.gov/