

COVER SHEET FOR ALL OUTPATIENT EMERGENCY PLANS

Purpose:

To provide the training and resources to ensure that Cumberland Heights outpatient personal effectively respond to emergency situations that have the potential to, or actually disrupt the operation of the program. The specific plans provide for the safe response to an emergency situation and the continuation of basic service and to the extent possible the continuation of treatment services in the event of an emergency or disaster situation.

Objectives:

- **Assure the safety of our patients, families, visitors and staff in the event of an emergency or loss of services.**
- **Anticipate and plan for a variety of emergencies and disruptions.**
- **Utilize drills to prepare staff for actual emergencies.**
- **To the extent possible, maintain treatment services during an emergency situation.**
- **Maintain basic services during emergency situations.**

Background

It is recognized that emergencies will occur. Cumberland Heights' facilities have in the past been affected by inclement weather, utility interruptions, and a number of other critical situations. This plan establishes procedures for operating the treatment program in the event the facility is affected by an emergent situation.

Authority

The Executive Director has named the Director of Support Services as the organization's Environment Care Officer. In so doing he/she has been granted the responsibility and authority to implement the Emergency Management Plans for Cumberland Heights. The ECO has granted the Coordinator of each specific outpatient office to implement the Emergency Management Plans for their site.

The Environment of Care committee shall provide oversight with regards to the operation of all Emergency Plans for the outpatient sites. Reports to the committee with regards to drills or actual events will be brought before the committee for review on an as needed basis.

Mitigation Activities

Each outpatient site involves itself in activities designed to lessen the impact of emergencies/disasters. These activities include conducting drills and maintaining emergency equipment and systems.

Outpatient sites conduct one disaster drill annually and fire drills quarterly. The drills are designed to prepare for a variety of natural and man-made events that could disrupt the operations of the program. Drills are conducted to simulate emergent events such as tornados, electrical outages, bomb threats and winter storms. The types of drills undertaken by the sites are based, in part, on a hazard vulnerability analysis that attempts to quantify the relative likeliness of a potential risk occurring.

Emergency systems and equipment are included in the Utilities Management Plan. The systems are maintained and tested as outlined in the plan.

Preparation for Emergencies

The organization prepares for emergencies by identifying resources that (1) provide for the basic security and comfort of the occupants and (2) allow for continuity of services during and following emergencies.

Outpatient programs will be relocated to another outpatient site or into temporary space in the event an outpatient facility is rendered unusable.

Linkage agreements exist with computer hardware/technical service providers to provide a mechanism to restore patient information from backup storage media in the event the primary data serves are rendered inoperable.

The CEO will ensure adequate staffing is maintained at all temporary location(s) to allow for the continuation of treatment services.

The Chief Clinical Officer has the responsibility to ensure that appropriate clinical staff contacts the guardians and any legal representative (such as probation officers) of all patients affected by the temporary transfer.

Emergency procedures for loss of municipal utilities (water, gas, electricity) and loss of communication systems are covered in the Utility Management Plan.

Recovery after a disaster

After a disastrous event Senior Staff present on site along with the outpatient coordinator will make decisions for the continuum of care for our patients and families. Decisions as to what plans are put into effect will be based on the findings of the following information:

- Condition of buildings and grounds
- Assessments of critical supplies
- Communication systems
- Data systems and patient records
- Assessment of staffing availability
- Condition of utility systems
- Transportation
- Security