

EMERGENCY PLANNING DOCUMENT

FOR SOUTHEAST WASHINGTON AGING & LONG TERM CARE (ALTC)

1. Emergency Plan for Local Offices:

- ALTC has local agreements with first responders. This includes the Sheriff's office, community fire departments and emergency management entities in the community. The partnerships are driven by local entities that have primary responsibilities to be the first responders. When the partner is agreeable to a formal written agreement, a formal agreement determining responsibilities of each one is developed. When the partner does not agree to a formal written agreement, an informal plan and agreement will be reached. Contacts are made routinely to ensure that agreement is in place.
- Individualized care plans are developed with high risk clients in the event of an emergency. Such clients include but are not limited to those who are bed or chair bound and lack sufficient informal support in their homes, clients who are on respirators or ventilators to ensure a backup plan.
- Each direct service office identifies high risk clients and updates the list on a monthly basis. This list will help identify individuals who may need evacuation in the event of an emergency. It also identifies individuals who have other special needs that require specific attention based on the special need, e.g., ventilators. Clients are asked if they would like to sign up for the "Special Needs Registry," which records information relevant to the first responders. This registry will be handed over to the first responders in the event of an emergency.
- Local offices assign a member of the office to attend County emergency management meetings.

2. Designee to Oversee Planning Tasks and Determine Emergency Management is Carried Out:

- The designee for Case Management and Direct Services: Corrie Blythe, Manager
- The designee for working with Contractors: Eliticia Sanchez, Planner

3. Communication and Working Relationships with Local Emergency Operations Leadership:

- Partners at the local level include Public Health, Red Cross, Central Washington University, local Emergency Management, Sheriff's Office, Fire & Rescue, Fire Department, Public Works and Hospitals.
- Each office designates an individual to attend local emergency planning meetings in local areas.

4. Plan Development, Drills and Other Exercises and Prepared Exercises

- Each local office designates a person to attend local emergency planning meetings.
- When significant emergencies occur within the county (fires, ice storms, significant electrical outages that appear to be longer term) local offices contact the administrative office either by cell phone or land line or e-mail to notify the Manager of the issue.

Clients that may be at risk are contacted to determine their welfare and what their plans are.

- When emergency planning trainings are held, designated ALTC staff
 - Contractors are required by contract to have an emergency response plan in the event of an emergency. This plan is monitored by the Program Monitor.
- 5. High Risk ALTC Clients are Identified**
- Each office maintains a list identifying individuals who are high risk. This includes but is not limited to: individuals who lack informal supports, have conditions such as dementia or bed or chair fast, on a respirator or ventilator, or live in geographically isolated areas.
- 6. ALTC Response to Emergencies:**
- When there is an emergency, local offices notify the administrative office. As soon as the ALTC office is operational high risk clients are contacted to determine the health, welfare and plan of action the clients have in place. If there is not a viable plan of action, the ALTC staff work with local responders and community partners to help the client develop a plan of action. If the CARE assessment is unavailable to the local offices, and our Administrative office or another ALTC Direct Service Office is unable to pull the CARE assessment, ALTC will contact ALISA for assistance in accessing the necessary information off of the CARE assessment.
- 7. ALTC Identifies Local Partners Who Can Assist in the Event of An Emergency**
- ALTC works with the local emergency planning entities and has a designee assigned to attend emergency planning meetings. The partners included in these meetings include Red Cross, sheriff's offices, emergency management, fire departments, search and rescue entities and ALTC contractors.
- 8. Potential Unmet Needs are Identified**
- Local Program Coordinators of each of the local offices work with the Manager to identify when there are local issues that may impact an appropriate response to an emergency.. Such issues include but not limited to, correspondence when a first responder partner are unable to (typically due to the legal department) have a written formal agreement. Potential unmet needs vary depending upon the local area. The Local Program Coordinator and the Manager troubleshoot the issue.
 - When a client has a potential unmet need (e.g., client is on a ventilator but doesn't have a generator and doesn't have resources to purchase one) the Case Manager first staffs the situation with their local supervisor. If the issue can't be resolved at the local level, the situation is staffed with the Program Manager.
 - Emergency Planning is a topic covered at the Local Program Coordinator meeting and at local office meetings at least yearly.
 - If the Contractor's Emergency Plan is inadequate or the contractor has a special circumstance that doesn't allow them to implement an emergency plan, the primary program monitor will work with the contractor to troubleshoot the situation.
- 9. Unanticipated Emergency Response Expenditures**

- ALTC will maintain a fund/reserve balance for unanticipated emergency expenditures. Appropriate accounting documentation will be maintained for possible reimbursement from emergency response organizations such as FEMA.

10. Business Continuity Plan to Ensure AAA Operations Can Be Maintained

- ALTC backs up its data on a routine basis and this data is kept in a safe, HIPAA compliant locked location off site.
- Each office has an emergency survival kit that includes first aid kit, dust masks, flashlights, blankets, vinyl gloves, toilettes, a 5 gallon bucket and a shake light.
- Small and Attractive items are inventoried in each office and ALTC has a \$10 million dollar Liability insurance with a minor deductible for replacement costs.
- ALTC ensures that nutrition, home care agencies and other contractors have emergency plans and this is codified within the signed contracts.