# PERMIACARE LOCAL INTELLECTUAL AND DEVELOPMENTAL DISABILITY EMERGENCY CONTINUITY OF OPERATIONS PLAN

#### **DIRECTION AND CONTROL**

ALWAYS SECURE THE SAFETY OF THE PERSON SERVEDS AND STAFF FIRST!! Then call the IDD Emergency Preparedness Coordinator for emergency support.

IDD Emergency Preparedness Coordinator:	Pam Shurley, IDD Director/QIDP 400 N. Carver, Midland, TX 79701 432-570-3389 (office)/432-559-1359 (cell)
Alternate IDD Emergency Preparedness Coordinator:	Michael Black 3128 Kermit Highway, Odessa, TX 79764 432-570-3377 (office)/432-664-1564 (cell)
PermiaCare Emergency Coordinator:	Jill Stephens, Human Resources Director 401 E. Illinois Midland, TX 79701 (432)570-3325 (office)/(432)553-2280 (cell)

#### Midland County Emergency Management Coordinator

Justin Bunch 2435 E. Hwy. 80 Midland, TX 79706 432-688-4160 jbunch@mcounty.com

#### **Ector County Emergency Management Coordinator**

Wes Carta Ector County Annex 1010 E. 8<sup>th</sup> St. Cell: (432) 530-8333 Office: (432) 498-4013 Email: james.carta@ectorcountytx.gov

#### **Pecos County Emergency Management Coordinator**

Jesse Dominguez P. O. Box 1647 Ft. Stockton, TX 79735 432-290-0489; 432-290-8067 jessie.dominguez@co.pecos.tx.us

#### State of Texas DPS Emergency District Coordinator

Dudley Speed, Senior Liaison Officer 2405 South Loop 250 West Midland, TX (432)498-2175 (office); (432)416-0063 (cell)

HHSC Contract Manager Marselena Hernandez Contract Specialist V, CTCD, CTCM IDD Contract Management Unit Local Access and Support – Community Services marselena.hernandez@hhs.texas.gov 909 W. 45<sup>th</sup> Street, Bldg. 552 Mail Code: 2058 Austin, Texas 78751

\*\*Must be emailed within 12 hours or sooner with details of emergency, actions taken, future plans (evacuation, etc.) IDDServicesACOffice@hhs.texas.gov IDDPerformance.Contracts@hhsc.state.tx.us

#### **TRAINING**

All LIDDA staff will be trained within 30 days of employment and no less than annually thereafter.

#### **COMMUNICATION**

Notification of HHSC Contract Manager:

The IDD Emergency Preparedness Coordinator, alternate or designee will contact the HHSC Contract Manager in a timely manner of any current or impending disaster, actions taken and any future plans or needs. As soon as possible and no later than 12 hours contact the following emails with details of emergency, actions taken, and future plans (evacuation, etc.).

- IDDServicesACOffice@hhs.texas.gov
- IDDPerformance.Contracts@hhsc.state.tx.us

Direct Care Staff and Management Staff have a joint role to notify:

- (A) The Emergency Preparedness Coordinator or Alternate EPC will notify staff and individuals served of any current or impending disaster immediately upon learning of the disaster.
- (B) Similarly, Direct Care Staff shall notify immediately or within 1 hour the IDD Emergency Preparedness Coordinator (EPC) and/or Alternate of the nature of the emergency.

Direct Care Staff will remain in constant contact with the EPC or Alternate. Direct Care Staff are mandated by the Texas Administrative Code to be available to remain on site as long as needed. PERMIACARE accommodations on site will be made available as needed, including food, water and medications.

(C) Ensure volunteers, responders, and others unknown to you that assist with evacuation/disaster/during disaster are identified by taking a picture with your phone of their driver's license or other ID. If a picture is not available list their name, address, and telephone number on the attached Volunteer/Responder List.

#### Emergency Preparedness Coordinator (EPC) or Alternate

The Emergency Coordinator or Alternate shall, ensure emergency procedures are followed and assist with emergency support. Within 1 hour the EPC will notify both the PERMIACARE CEO, PermiaCare Emergency Coordinator and the Client Rights Advocate and ensure liaisons with nursing and administrative staff. The EPC shall ensure:

- Notification of off-duty personnel, assigning specific tasks and responsibilities as needed.
- Notification of receiving facilities of an impending or actual evacuation
- Notification of persons served, LARs, and other persons of an impending or actual evacuation.
- Ensure notification of the County Emergency Management Coordinator.
- Ensure notification of the HHSC Contract Manager
- Ensure timely access to oxygen, medications, records, food, water, equipment, and supplies needed, and that the same is detailed and accurately inventoried.
- Ensure facility transportation or alternate is available for transportation of persons served and staff.
- Ensure volunteers, responders, and others unknown to you are identified by taking a picture of their driver's license or other ID.
- Ensure notification of HHSC at the following email addresses within 12 hours or sooner, with details of emergency, actions taken, future plans (evacuation, etc.):
  - IDDServicesACOffice@hhs.texas.gov
  - o IDDPerformance.Contracts@hhsc.state.tx.us

#### Nursing

Nursing personnel will remain in constant contact with the EPC and assure medical needs of persons served are met in a timely manner. Nursing will assure medications, emergency medical information, and MARS is secured. Nursing will also ensure medications are stored at the proper temperatures.

#### Volunteers/First Responders

During a disaster, neighbors, strangers, FEMA officials, State officials and first responders offering assistance should be identified in case vital information is needed from them at a later date. Staff should take a picture of their driver's license or other ID or use the attached Volunteer/First Responder's Checklist to note the information from their ID.

#### Roles Under a Waiver Signed by Secretary

During a disaster in which there are mass casualties the Secretary may waive licensure of doctors and other health care professionals from other states. Staff should always err on the side of ensuring medical care for the client. Staff may be unable to secure normal, routine (ambulance, hospital) medical services. Alternate care sites may be set up to treat individuals with health care professionals unknown to this area. Staff should make decisions with the aid of the EPC and local officials as to the most prudent course of action.

#### Warning of Disaster

General Instructions for DSP's:

- Call 911 immediately if medical attention is required and implement CPR and/or first aid as needed.
- Notify the IDD Emergency Preparedness Coordinator (EPC) or alternate.
- Staff will log all communication on attached Communication Log.
- EPC and/or Alternate EPC will notify additional local officials, HHSC representative, staff, families/LAR and receiving entities/locations if applicable
- EPC and/or Alternate will stay in frequent communication with staff, HHSC representative, families/LAR, local, state, and federal officials and receiving facilities while at the home, as they transport to an alternate location and while at receiving location(s), recording communication on the attached Communication Log, ensuring adequate medications, food, water, equipment and supplies.

#### Primary Mode of Communication:

- Cell phones and/or land lines will be the primary mode of communication. Staff will access numbers above for the IDD Emergency Coordinators and will notify the IDD Emergency Preparedness Coordinator as soon as possible of any impending disaster. All IDD Coordinators will be signed up for disaster phone and/or email alerts from local officials.
- Texting and/or email will be implemented if phones are unavailable.

Staff Phone Numbers and Addresses

• Each site supervisor maintains a list of current staff, their phone numbers and addresses, and will ensure contact of staff for emergency situations. This list is updated monthly. An Outlook reminder has been implemented to assure the same. Additionally, a copy of this plan with those phone numbers, emergency contact numbers and evacuation site numbers will be maintained on site.

#### Persons served Emergency Contact Numbers

 Emergency Medical Information with emergency contact numbers for each person served will be electronically available. Each site will maintain emergency contact information for each person served. Additionally, each site will maintain a list of persons served receiving services at each program site, emergency contacts and phone numbers, level of assistance required by individuals, list of medications and individual's durable medical equipment or assistive devices. These lists will be updated monthly. A master list will be available to the EPP Coordinator and Associate Coordinator.

#### Evacuation Site Phone Numbers and Locations

Permian Basin Community Centers dba PermiaCare is a multi-faceted health care facility with many programs and program location sites stretching over 8 counties. These include three HCS homes, mental health respite facilities, mental health clinics, both in-patient and out-patient, substance abuse treatment centers, and multiple office locations for several other programs as well as a four- story administration building that could be accessed in the event of a disaster.

• A list of the three primary evacuation sites and their phone numbers are attached to this plan.

#### **Sheltering Arrangements**

During any emergency or disaster, staff should be utilizing media and frequent contact with superiors to determine the best course of action, such as sheltering in place. Each site is equipped with a television, weather radio, computer with internet, portable power bank, land line, and both a disaster and emergency kit.

If you are advised by local officials to "shelter in place," what they mean is for you to remain inside your site or office and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans, heating and air conditioning systems. Close any fireplace damper. Access your Disaster/Evacuation supplies kit, ensuring the radio is operational. Proceed to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed. Using duct tape, seal all cracks around the door and any vents into the room. If duct tape is unavailable, stuff sheets, or other materials around openings as best as possible. Continue to access media for updates on whether you should continue with sheltering in place. Local officials may call for evacuation in specific areas at greatest risk in your community.

- Utilize media for updates from local officials
- Stay in frequent contact with EPC/Supervisor for assistance with determining to shelter in place
- Inventory medications, food, water, equipment and other supplies and pre-filled Disaster/Evacuation kit (to be rotated/re-stocked every 6 months) – see attached Disaster/Evacuation Kit List
- Relay any requirements to EPC/Supervisor immediately or as soon as possible.

#### Receiving Entity:

The LIDDA has not been designated as a receiving entity to any other provider; however, we would endeavor to assist other IDD providers served by our agency if possible. We operate 2 HCS homes in Midland and 1 in Odessa . We have 3 Day Programs (Midland, Odessa, and Ft. Stockton) as well as multiple other Center sites that would endeavor to provide assistance. Each person would be identified with a name tag or other agency identifiable tag with their name. EPC and/or Alternate EPC would ensure to the extent possible all needed items (medications, food, water, equipment and other supplies), notifications, etc., were ensured.

#### **EVACUATION**

Evacuation Routes are posted prominently throughout all PermiaCare facilities.

During any emergency or disaster, staff should be utilizing media and frequent contact with superiors, and <u>local emergency coordinators</u> to determine the best course of action, such as evacuation to another location and or return to the facility. Each site is equipped with a television, weather radio, backup battery pack, computer with internet, land line, and both a disaster and emergency kit. Before returning to the site, staff will follow these same procedures.

- <u>Staff will accompany persons served</u> to all evacuation sites. Staff will ensure that all persons served are evacuated, counting them as they exit the facility and again before leaving the facility. Once arriving at the evacuation site, staff will again count to assure all persons served are accounted for. Staff will use the <u>"Consumer Trip Roster"</u> form attached to this plan and available in the Evacuation Kit.
- <u>Release of client information</u> as allowed by state and federal law in accordance with the agency's current policy on "release of records" should be maintained. Medications and MARS and any other consumer information should be kept in the Disaster/Evacuation Kit to prevent HIPAA violations.

#### 1. Alternative Shelter

In the event that it becomes necessary to seek alternate shelter due to destruction of the residence, times of emergencies, or disastrous catastrophes, staff will take persons served to an alternative site as dictated by the EPC or designee. Any and all PERMIACARE locations and facilities are available to be used as an evacuation site.

#### 2. Food and Clothing

If possible, snacks, non-perishable food items, and water should be gathered from the location prior to relocating. As needed, food will be purchased from a suitable vendor. Food should be stored in a clean and dry location, away from sewage and waste. Sanitary wipes should be kept in the emergency kit for use when handling food.

#### 3. Temperatures to Protect the Health and Safety of Individuals

If relocation to another site with sufficient HVAC systems is not possible, management will provide fans and ensure drinking water and blankets as necessary.

# 4. Emergency Equipment On Site

Each site is equipped with the following:

- Disaster Kit with:
  - Three-day supply of canned, non-perishable or dehydrated food and bottled water
- First Aid Kit
- Blood Born Pathogens Protection and Clean Up Kit
- Flashlight and batteries
- Battery-operated radio or weather band/alert radio
- 50-watt re-chargeable battery pack (for power outages)
- Television
- Land Line
- Computer with internet

#### 5. Fire Detection and Alarm Systems

Should fire and alarm systems fail, staff will conduct 15-minute checks for fire/smoke on individuals served in each room of the facility, on a 24 hour/7 day schedule until systems are restored.

#### 6. Sewage and Waste Disposal

In the event that sewage and waste disposal systems are compromised, management will provide portable sewage systems. Portable sewage systems include chemical toilets, bucket latrines and trench latrines. All sewage wound need to be buried in soil for continued use of the system and to prevent disease.

#### 7. Medication and Client Information

Medications and client information should be gathered from the site prior to evacuation. If unable to secure, contact the nurse, QIDP, Team Leader, EPC or Assistant EPC for assistance in securing these items from another source. Medications and MARS and any other consumer information should be kept in the Disaster/Evacuation Kit to prevent HIPAA violations.

In dealing with emergency, staff has dual responsibilities: (1) to ensure the safety of persons served, and (2) to respond to the emergency itself. Neither responsibility should be neglected. The following actions are the responsibility of the ranking (in seniority) staff member present in an emergency situation. Other staff members present should assist in whatever way directed and should also attend to other persons served, i.e., removing them from the emergency area, securing emergency treatment of any injuries, calming them or involving them in other activities.

#### **TRANSPORTATION**

All facilities have transportation assigned to their location. Additional PERMIACARE vehicles are available nearby should they be required for staff, staff families and pets or others. These include 16 passenger vans, SUVs and automobiles that could be utilized at any site.

#### HEALTH AND MEDICAL NEEDS

<u>Emergency Medical Information</u> with emergency contact numbers and names of physicians and special needs for each person served are available electronically. Medications and MARS and any other consumer information should be kept in the Disaster/Evacuation Kit to prevent HIPAA violations.

#### Nursing

Nursing personnel will remain in constant contact with the EPC and assure that medical needs of persons served are met in a timely manner. Nursing will assure that medications,

emergency medical information, and MARS is secured. Nursing will also ensure that medications are stored at the proper temperatures.

#### **RESOURCE MANAGEMENT**

Staff will check off items needed during the emergency, whether sheltering in place or evacuating, using the Disaster/Evacuation Supply Kit Checklist, found at the back of this plan. Staff will ensure items for the kit prior to leaving the facility. Staff will notify the EPC of any items needed to complete the checklist and those will be provided.

#### Nursing

Nursing personnel will remain in constant contact with the EPC and assure that medical needs of persons served are met in a timely manner. Nursing will assist with medications,

emergency medical information, and MARS.

#### FIRE: Emergency Response Procedures in Case of Fire

**SAVE LIVES FIRST!** Each site will designate two evacuation sites from front, back or side of building and train individuals served no less than quarterly.

#### Using RACE Procedures proceed as follows:

#### R = Rescue

- 1. Evacuate all persons served from the facility (taking phone and an extinguisher with you). If the fire alarm system fails to activate, pull the manual fire alarm.
- If you must go through a smoke-filled room, crawl on hands and knees with your head low to avoid breathing smoke. Furthermore, before opening an inside door, touch the knob and the top of the door. If either is hot, do not open the door, since fire on the other side might flash into your room. Instead, use your secondary route.
- 2. Once you have evacuated, do not return to the house under any circumstances until the emergency response personnel have assured you that the fire is fully extinguished and the structure is sound.

#### A = Alarm

- 1. **ESCAPE FIRST,** then call. Precious time can be lost if you call the fire department or 911 from a burning home. Instead, get out safely to the designated area and telephone from the cordless phone or a neighbor's house.
- 2. After contacting emergency response personnel, then notify the Emergency or Alternate Emergency Coordinator.

#### C = Contain

- 2. If the fire seems to be localized in one room, if possible, close the door. This will help contain the fire and delay its spread to hallways or adjoining rooms.
- 3. Shut off air conditioner units and all other electrical equipment if possible.
- 4. If possible, remove persons served medications. However, **DO NOT TAKE A CHANCE ON ENDANGERING LIVES** in this process.

#### E = Extinguish

- 1. Staff discovering a fire will attempt to extinguish the fire with a fire extinguisher. The **FIRST** concern however is to save lives. Evacuate persons served first.
- 2. Examples of extinguishable fires:
  - a) <u>Stove top fire</u>: always have baking soda on hand in case of a grease fire. Make sure all pans have lids that can be placed over the top of a fire. Without oxygen the fire cannot continue.
  - b) <u>Small wastebasket fire</u>: A fire extinguisher may be used to extinguish a fire.
- 3. The ABC's of Fire Extinguishers:

When correctly used, fire extinguishers can keep small fires from becoming larger, provide an escape route through a small fire, and help fight a small fire until the fire department arrives.

- a) There are 3 major classes of fires:
  - i. Ordinary Combustibles (paper, cloth, wood, rubber, plastics).
  - ii. Flammable liquids (oil, gasoline, kitchen grease, paints, solvents).
  - iii. <u>Electrical</u> (wiring, fuse boxes).
- b) There are also 3 different types of fire extinguishers:
  - i. <u>A</u> green in color use with ordinary combustibles (paper, cloth, wood, rubber, plastics).
  - ii.  $\underline{\mathbf{B}}$  red in color use with flammable liquids (oil, gasoline, kitchen grease, paints, solvents).
  - iii.  $\underline{\mathbf{C}}$  for electrical fires (wiring, fuse boxes).

#### Preparations, Fire Drills:

At least one fire drill shall be conducted, to include each employee, on a quarterly basis. Staff shall complete a fire drill form after each drill is conducted. The drills shall involve the actual evacuation of all persons served to an assembly point as specified below and shall provide persons served with experience in exiting through all exits required by code.

#### Fire Inspections:

The facility alarm/suppression system shall be inspected bi-annually (every 6 months) by Absolute Fire Protection or another licensed provider to ensure proper functioning of the system. Fire extinguishers should be tested at this time as well for reliability and suitability for their intended use. In addition, a local Fire Marshall shall inspect the facility annually to ensure compliance with local and state fire code. The Fire Marshall should document compliance with Life & Safety codes and the specific chapter.

#### SEVERE WEATHER/TORNADO: Emergency Response Procedures

Each site shall designate a meeting place and train individuals in case of tornado/severe weather.

In the event that severe weather is threatening, staff will stay informed of the storm conditions by monitoring radio and/or television stations for official announcements. Staff should stay in contact with the EPC/Supervisor.

#### 1. TORNADO WATCH

The announcement of a Tornado Watch tells you that conditions are favorable for the formation of a tornado, even if the weather appears pleasant and nonthreatening at the time. In the event a Tornado Watch is issued, staff will ensure than a Disaster Kit (i.e., blankets, transistor radio, flashlights, water, nonperishable food items, etc.) is in the designated shelter area and will direct persons served to areas where they could be quickly located and moved to the designated meeting place.

#### 2. TORNADO WARNING

The announcement of a Tornado Warning tells you that a tornado has been spotted in the area or indicated to be present on radar.

In the event of a Tornado Warning, staff will direct persons served into the designated Tornado meeting place. Staff will attempt to minimize injury by:

- a) Reassuring and calming persons served as much as possible.
- b) Ensuring doors to all rooms are closed to protect persons served from falling objects and flying debris and glass.
- c) Avoiding exposure to glass by staying away from windows and doorways.
- d) Having persons served sit on the floor with their back to the wall.
- e) Should staff believe a tornado is imminent they should have persons served put their head between their knees with their hands over their neck and back of head.

Staff and persons served will not leave the designated meeting place until the National Weather Service gives an all-clear directive. Once there is no danger, staff and persons served may resume normal schedules.

In the event that it becomes necessary to seek alternate shelter due to destruction of the residence, times of emergencies, or disastrous catastrophes, staff will take persons served to one of the three primary evacuation sites attached to this plan. Staff will determine which one by speaking the EPC/Supervisor. Food and clothing will be purchased by the agency as needed.

#### Preparation, Drills

At least two disaster drills shall be conducted annually. Staff shall complete a disaster drill report after each drill. The form shall be filed in the safety notebook with copies forwarded to the Central Safety Committee. Staff is expected to complete the "comments section" to reference any unusual situations or circumstance. The drills shall involve the actual evacuation of all persons served to an assembly point as specified below.

#### Site IS UNINHABITABLE: Emergency Response Procedures

#### 1. Alternative Shelter

In the event that it becomes necessary to seek alternate shelter, including destruction of the site, times of emergencies, or disastrous catastrophes, staff will take persons served to an alternative facility as directed by the EPC or designee.

#### 2. Food and Clothing

If possible, snacks, non-perishable food items, and water should be gathered from the location prior to relocating. As needed, food will be purchased from a suitable vendor. Food should be stored in a clean and dry location, away from sewage and waste. Sanitary wipes should be kept in the emergency kit for use when handling food.

#### 3. Temperatures to Protect the Health and safety of Individuals

If relocation to another site is without sufficient HVAC systems, management will provide fans and ensure drinking water and blankets as necessary.

#### 4. Fire Detection and Alarm Systems

Should fire and alarm systems fail, staff will conduct 15-minute checks for fire/smoke on individuals served in each room of the facility, on a 24 hour/7 schedule until systems are restored.

#### 5. Sewage and Waste Disposal

In the event that sewage and waste disposal systems are compromised, management will provide portable sewage systems. Portable sewage systems include chemical toilets, bucket latrines and trench latrines. All sewage wound need to be buried in soil for continued use of the system and to prevent disease.

#### 6. Medication and Client Information

Medications and client information should be gathered from the site prior to evacuation. If unable to secure, contact the EPC for assistance in securing these items from another

source. Medications and MARS and any other consumer information should be kept in the Disaster/Evacuation Kit to prevent HIPAA violations. Electronic Health Records are stored on the Cloud and can be retrieved by the IT Department or designee should access be limited.

#### **RESIDENT AWOL**

In order to create an environment that discourages residents from running away, positive relationships will be encouraged, and activities will be ongoing. Use of structural barriers or mechanical/chemical restraints will not be used. Physical restraint will be used ONLY in urgent situations where danger is eminent or in those situations where a resident is obviously unaware of the ramifications of running away (psychotic episodes, etc.).

If a resident leaves, the following should be implemented:

- a) If staff is alone, call 911 immediately, followed by the EPC, nurse, Team Leader, and/or IDD Director. If there are 2 staff, 1 staff should remain at the facility with the residents and the other staff should perform a cursory search of the home's grounds and areas within a one block range.
- b) If the resident is not found within 15 minutes, staff should call 911 followed by the EPC, Administrator On-Call, nurse, Team Leader, and/or IDD Director.
- c) The EPC or designee will call the resident's LAR.
- d) If the resident is not found within 1 hour, the EPC or designee will call the DFPS hotline, Client Rights Officer and IDD Director.

#### NATIONAL TERROR ALERT: Emergency Response Procedures

Devastating acts, such as the terrorist attacks on the World Trade Center and the Pentagon, have left many concerned about the possibility of future incidents in the United States and their potential impact. They have raised uncertainty about what might happen next, increasing stress levels. Nevertheless, there are things you can do to prepare for the unexpected and reduce the stress that you may feel now and later should another emergency arise. Taking preparatory action can reassure you that you can exert a measure of control even in the face of such events.

#### Examples of possible threats

1. Bomb Threat

#### 2. Biological/Chemical Agent Threat

In the event that a terror alert is threatening, staff will stay informed of conditions by monitoring radio and/or television stations for official announcements.

Staff will inform persons served to stay within close proximity of the structure so that a minimum of time would be expended in the event that all persons served would need to seek shelter.

People who may have had contact with a biological or chemical agent may need to go through a decontamination procedure and receive medical attention. Listen to the advice of local officials on the radio or television to determine what steps you will need to protect yourself and others. Emergency services will likely be overwhelmed, only call 9-1-1 about life-threatening emergencies.

#### 1. Alternative Shelter

In the event that it becomes necessary to seek alternate shelter due to destruction of the residence, times of emergencies, or disastrous catastrophes, staff will take persons serves to one of the Alternative Shelters listed at the back of this plan. Food and clothing will be purchased by the agency as needed.

#### 2. Food and Clothing

If possible, snacks, non-perishable food items, and water should be gathered from the location prior to relocating. As needed, food will be purchased from a suitable vendor. Food should be stored in a clean and dry location, away from sewage and waste. Sanitary wipes should be kept in the emergency kit for use when handling food.

#### 3. Temperatures to Protect the Health and safety of Individuals

If relocation to another site is without sufficient HVAC systems, management will provide fans and heaters, insure drinking water and blankets as necessary.

#### 4. Fire Detection and Alarm Systems

Should fire and alarm systems fail, staff will conduct 15 minute checks for fire/smoke on individuals served and each room in the facility, on a 24 hour/7 day schedule until systems are restored.

#### 5. Sewage and Waste Disposal

In the event that sewage and waste disposal systems are compromised, management will provide portable sewage systems. Portable sewage systems include chemical toilets, bucket latrines and trench latrines. All sewage wound need to be buried in soil for continued use of the system and to prevent disease.

#### 6. Medication and Client Information

Medications and client information should be gathered from the home prior to evacuation. If unable to secure, contact the EPC for assistance in securing these

items from another source. Medications and MARS and any other consumer information should be kept in the Disaster/Evacuation Kit to prevent HIPAA violations.

#### <u>Pandemic</u>

A pandemic is an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population: a pandemic outbreak of a disease. This might include the Coronavirus, Bird Flu, Swine Flu, Ebola Virus, etc.

In the event of a pandemic or possible pandemic, INFECTION CONTROL PROCEDURES, already in place, should be ensured and enhanced.

- Ensure staff and individuals served wash their hands:
  - o after toileting
  - before and after eating
  - o upon entering the home from outside
- Ensure staff and individuals served are using Clorox Wipes to wipe down door knobs, phones, chairs, solid services such as tables and counters. Allow surfaces to air dry before touching again.
- Ensure vehicles are wiped down daily with bleach wipes, including door knobs and handles, seating if vinyl.
- Ensure emergency/disaster kits have bleach wipes, gloves and masks.
- Ensure staff:
  - Follow the advice of local emergency officials.
  - Listen to your radio or television for news and instructions.
  - Stay in contact with management for news and instructions.
- Persons served and staff should not engage or participate in community outings or gatherings based on advice of local emergency officials and management instructions.

The CDC has recommended that a solution of one-part bleach to ten parts water be used to clean blood or body fluid spills. Household bleach will destroy most viruses carried by blood and body fluids, including the AIDS virus and Hepatitis B virus. Therefore, this solution, or equivalent, will be used for cleaning and disinfecting purposes at all community-based services service sites. During a Pandemic, visitors will be limited to essential workers only. Phone calls, virtual visits and skype will be utilized for all non-essential visitors. The following will be posted on the door:

- Non-essential visitors will not be allowed entrance. Essential visitors are direct care workers, staff and nurses, contract doctors, contract nurses, persons with legal authority to enter, such as surveyors, service coordinators, investigators, home health and hospice workers, EMS, and individuals operating under the authority of a local intellectual and developmental disability authority (LIDDA).
- Temperature must be checked prior to entrance and during visit. Fever defined by the CDC is a temperature of 100.4 Fahrenheit or 38 degrees Celsius.
- Hand hygiene must be performed before entrance, either hand washing or using an alcohol hand sanitizer of 60% or higher.
- Visitors must keep 6 feet of distance from client and other persons if possible.
- All visitors/staff must wear a mask and gloves. Notify supervisor or nurse if PPE is not available. Bottoms of shoes must be sprayed with alcohol 60% alcohol solution.
- Visitors must stay in one room.
- The room where visitor has been must be disinfected when they leave, using the above CDC guidelines.
- Hand hygiene with soap and water or alcohol-based hand sanitizer or 60% or higher must be completed at the end of the visit.

Essential visitors will be allowed access unless they meet the following criteria:

• Have symptoms of a respiratory infection

- Have a fever
- Cough
- Shortness of breath
- Sore throat
- Have been exposed to COVID-19
- Have been outside the US in the last 30 days

#### **PPE Supplies**

PermiaCare will supply staff with PPE (personal protective equipment), including at a minimum, face mask and gloves. Infection control supplies, such as bleach will also be provided. Staff should notify their supervisor or Emergency Preparedness Coordinator immediately if supplies are lacking.

#### Daily Monitoring/Surveillance of Person serveds

• Persosn served should be monitored a minimum of twice daily for symptoms, fever, cough, shortness of breath or difficulty breathing

#### <u>Quarantine</u>

Quarantine refers to practices that limit the movement of persons who have been exposed to infection for a period of time to see if they become sick. Any staff or person served who has of may have been exposed must quarantine for 14 days. Person serveds will quarantine in the facility or other facility listed below. Staff must quarantine at home for 14 days and have had no temperature for 72 hours.

#### **Isolation**

Isolation refers to practices that separate persons who are sick to protect those who are not sick. Persons served will be isolated away from persons served who are not sick if exhibiting signs and symptoms of illness, including fever, cough, shortness of breath, sore throat, symptoms of a respiratory infection or have been exposed to COVID-19. Health care personnel will determine if the person served needs hospital care. The person served will be isolated from other persons served while in the facility and additional 14 days after signs and symptoms disappear. Staff will isolate outside the facility and quarantine an additional 14 days after signs and symptoms disappear before returning to work.

#### <u>Drought</u>

A drought is defined as a prolonged period of less than normal precipitation such that the lack of water causes a serious hyrdologic imbalance. Common effects of drought include crop failure, water supply shortages and fish and wildlife mortality. The Permian Basin receives its water from CRMWD (Colorado River Municipal Water District). During a drought, locations should implement local restrictions on nonessential water uses, including watering yards, washing vehicles and sidewalks. In a severe drought, toilets should be flushed minimally, baths should be alternated on odd/even days.

Residential locations should keep enough water on hand to last 3 days for each individual served. Day locations should ensure enough water for 24 hours for each individual served. Locations should listen to media and management for emergency provision sites of drinking water.

**Power Failure/Blackout** – Individual programs have access to 50-watt rechargeable battery packs at their site. The charger has both an AC outlet and USB ports. The battery pack is also equipped with a flashlight, battery cables and air hose for tires. The battery pack will function for up to 4 hours. If electricity is unavailable, there will be no electric lights, stove current, microwave, heat, A/C, use of cordless phones or computer/internet. Cell phones might be available depending upon usage or availability of towers. Sites should have a corded landline phone. Site Managers receive email alerts every 6 months to change batteries in all emergency equipment from the IDD Director.

Persons in facilities experiencing a power failure may use only flashlights. Matches and candles are prohibited. Facilities should contact their local utilities regarding their priority for restoration of service when power failure occurs. Turn off electrical equipment that was in use when the power went out. Leave one light turned on so one will know when the power returns.

Leave the doors of refrigerators and freezers closed to keep the food as fresh as possible. If it is necessary to eat food that was refrigerated or frozen, check it carefully for signs of spoilage.

Look for alternate storage space for storage of perishable food. Use dry or block ice to keep the refrigerator as cold as possible. A full freezer will hold the temperature for approximately 48 hours (24 hours if it is half full) if the door remains closed. Fifty pounds of dry ice should hold an 18 cubic foot full freezer for 2 days. Use care when handling dry ice, and wear dry, heavy gloves to avoid injury. Plan ahead and know where dry ice and block ice can be purchased. Digital, dial, or instant-read thermometers and appliance thermometers will help you know if the food is at safe temperatures. Keep appliance thermometers in the refrigerator and freezer at all times. When the power is out, an appliance thermometer will always indicate the temperature in the refrigerator and freezer no matter how long the power has been out. The refrigerator temperature should be 35°- 41°F or below; the freezer, 0°F or lower. If unsure a particular food is cold enough, check its temperature with a food thermometer.

Use the phone for emergencies only. Listen to a portable radio for the latest information. Do not call 9-1-1 for information—only for life-threatening emergency.

Eliminate unnecessary travel, especially by vehicle. Traffic signals will stop working during an outage creating traffic congestion. Keep each vehicle's fuel tank at least half to <sup>3</sup>/<sub>4</sub> full because gas stations rely on electricity to power their pumps. Remember that equipment such as automated teller machines (ATMs) and elevators may not work during a power outage.

**Biological Threat** – a biological attack is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents can cause contagious diseases, others do not. A biological attack may or may not be immediately obvious. While it is possible that signs of a biological attack may be seen it is perhaps more likely that local health care workers will report a pattern of unusual illness. The danger of an attack will probably be learned through an emergency radio or TV broadcast. When aware of an unusual or suspicious release of an unknown substance nearby, it doesn't hurt to protect oneself. Get away from the substance as quickly as possible. Cover mouth and nose with layers of fabric that can filter the air but still allow breathing. Wash with soap and water and contact authorities. In the event of a biological attack, public health officials may not immediately be able to provide information on what to do. However, watch TV, listen to the radio, or check the Internet for official news as it becomes available. At the time of a declared biological emergency be suspicious, but do not automatically assume that any illness is the result of the attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

**Major Chemical Emergencies** – a major chemical emergency is an accident that releases a hazardous amount of a chemical into the environment. Accidents happen underground, on railroad tracks or highways, and at manufacturing plants. These accidents sometimes result in a fire or explosion, but many times you cannot see or smell anything unusual.

In the event of a major chemical emergency, affected areas will be notified by the authorities. A siren could sound, receive a telephone call, or emergency personnel may drive by and give instructions over a loud-speaker. Officials could even come to the door. Listen carefully to radio or television emergency alert stations (EAS) and strictly follow instructions.

Those affected will be told:

- The type of health hazard
- The area affected
- How to protect oneself
- Evacuation routes (if necessary)
- Shelter locations
- Type and location of medical facilities
- And the phone numbers to call if extra help is needed.

Do not call the telephone company, and do not call EMS, 9-1-1, or the operator for information. Dial these numbers only for a possible life-threatening emergency. One of the basic instructions which may be given in a chemical emergency is to "shelter in place". This is a precaution aimed to keep everyone safe while remaining in the building. Refer to pages 8-10 on how to *shelter in place*.

If the order is given to evacuate, listen to the radio or television to make sure that the evacuation order applies to affected area and to understand if it is necessary to evacuate immediately or if there is time to pack some essentials.

If the authorities advise evacuation because of possible chemical emergency, take the following *items*:

- Medications and copies of all prescriptions, including a list of the prescription name, dosage, frequency, doctor and pharmacist. Also consider if medications need to be refrigerated and if so, bring a cooler with an ice pack or other coolant system.
- Medical equipment and assistive devices (eyeglasses, hearing aids, wheelchairs, walker, drinking straws, feeding supplies, cane, or dentures). Be sure to have extra batteries and chargers.
- Hygiene supplies including absorbent pads and urinal as needed and personal grooming items if available.

- Phone numbers and names of physicians or other health care providers, health insurance information, emergency contact information including support network members.
- Phone numbers, addresses and names of family/guardians/LAR
- Books, puzzles or card games for entertainment

If the authorities advise evacuation because of possible chemical emergency, take the following *actions*:

- Shut off all vents
- Close and lock windows
- Lock the doors
- Move quickly and calmly
- Use plastic sheeting and duct tape from disaster kit to seal off doors, windows and vents.

### Signs and Symptoms of Toxic Poisoning:

- Difficulty breathing
- Irritation of the eyes, skin, throat or respiratory tract
- Changes in skin color
- Headache or blurred vision
- Dizziness
- Clumsiness or lack of coordination
- Cramps or diarrhea

If someone is experiencing toxic poisoning symptoms or has been exposed to a household chemical, find any containers of the substance that are readily available in order to provide requested information. Call the national Poison Control Center at 1(800) 222-1222. Follow the emergency operator or dispatcher's first aid instructions carefully. The first aid advice found on containers may be out of date or inappropriate. Do not give anything by mouth unless advised to do so by a medical professional. Discard clothing that may have been contaminated. Some chemicals may not wash out completely.

# Types and Categories of Hazardous Chemicals – defined by the Centers for

Disease Control and Prevention:

- Biotoxins poisons that come from plants or animals
- Blister agents/vesicants-chemicals that severely blister the eyes, respiratory tract, and skin on contact.

- Caustics (acids) chemicals that burn or corrode people's skin, eyes, and mucus membranes (lining of the nose, mouth, throat and lungs) on contact.
- Choking/lung/pulmonary agents-chemicals that cause severe irritation or swelling of the respiratory tract (lining of the nose and throat, lungs).
- Incapacitating agents drugs that make people unable to think clearly or that cause an altered state of consciousness (possibly unconsciousness).
- Long-acting anticoagulants poisons that prevent blood from clotting properly, which can lead to uncontrolled bleeding.
- Metals agents that consist of metallic poisons.
- Organic solvents agents that damage the tissues of living things by dissolving fats and oils
- Nerve agents lightly poisonous chemicals that work by preventing the nervous system from working properly.
- Riot control agents/tear gas highly irritating agents normally used by law enforcement for crowd control or by individual for protection.

**Earthquake** – Choose a safe place in every room—under a sturdy table or desk or against an inside wall where nothing can fall. Practice **DROP**, **COVER**, **AND HOLD ON**. Drop under a sturdy desk or table, hold on, and protect eyes by pressing face against arm. If there's no table or desk nearby, sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you. If the building is equipped with fire alarm and sprinkler systems, expect them to go off during a quake. If in bed, hold on and stay there, protecting head with a pillow. If outdoors, find a clear spot away from the buildings, trees and power lines and drop to the ground. If in a vehicle slow down and drive to a clear place, stay in the vehicle until the shaking stops.

**Electricity Shut-off and Safety** – electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible or designated DSP's where and how to shut off the electricity. Locate the electricity circuit boxes. Teach all responsible DSP's how to shut off the electricity to the entire house/building site. CAUTION – Always shut off the individual circuits before shutting off the main circuit breaker.

**Explosions** – if there is an explosion on site or in the vicinity of the site, take shelter against a sturdy table or other counter or furniture item. Exit the site as quickly as possible if explosion is on site. Check for fire and other hazards. Take emergency kit if time allows. Exit the building as quickly as possible. Crawl low in smoke. Use a wet cloth to cover nose and mouth. Use the back of hand and to

feel the lower, middle, and upper parts of closed doors. If the door is not hot, brace oneself against the door and open it slowly. Do not open the door if it is hot. Look for another way out. Use appropriate fire exits. If on fire, do not run. **STOP**, **DROP and ROLL**. Go to the designated safe area. Account for all occupants in the building. Do not go back into a burning building and carefully supervise residents. Call the fire department.

If trapped in debris, if possible, use a flashlight to signal location. Avoid unnecessary movement so that dust doesn't kick up. Cover mouth and nose with anything on hand. Dense weave cotton material can create a good filter. Try to breathe through the material. Tap on a pipe or wall so that rescuers can hear location. Use a whistle if one is available. Shout only as a last resort – shouting can cause a person to inhale dangerous amounts of dust.

**Nuclear Blast** – take cover immediately, below ground if possible, though any shield or shelter will help protect from the immediate effects of the blast and the pressure wave. Consider if able to get out of the area; or if it would be better to go inside a building and follow the plan to "shelter in place". *Shielding* – if a thick shield between oneself and radioactive materials more of the radiation will be absorbed, and there will be less exposure. *Distance* – the farther away from the blast and the fallout the lower exposure. *Time* – minimize time spent exposed will also reduce the risk.

Active Shooter Event – An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, residents must be prepared both mentally and physically to deal with an active shooter situation.

#### Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you

try to incapacitate him/her.

### **Armed Intruders**

- Alert call 911, pull fire alarm, set off security system
- Lockdown
  - Move residents to a room and barricade the room
  - Prepare to evacuate if needed
- Inform Communicate intruder's location in real time
- Counter take every step to gain control of the situation
- Evacuate when safe to do so, remove yourself from the danger zone

#### CALL 911 WHEN IT IS SAFE TO DO SO! HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

## 1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent residents from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## 2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

### If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

## **3. FIGHT**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

#### POST EMERGENCY EVALUATION

Within 30 days of an emergency, LIDDA will convene a meeting to evaluate the emergency plan's effectiveness, including incorporating improvement activities.

#### **PROGRAM SITES**

- 1. Ft. Stockton Day Hab, 1123 N. Main, Ft. Stockton, TX 79735
- 2. Odessa Day Hab, 3128 Kermit, Highway, Odessa, TX 79735
- 3. Midland Day Hab, 1403 E. Front St., Midland, TX 79701
- 4. Morris ICF House, 5256 Morris St. Odessa, TX 79764
- 5. Gateway HCS House, Midland, TX 79705
- 6. Willowood, \_\_\_\_\_, Midland, TX 7970?

#### **ALTERNATIVE EVACUATION SITES**

- 7. PERMIACARE IDD Administrative Facility and ISS 3128 Kermit Hwy, Odessa, TX 79764 map attached 432-580-2646; Fax: 432-580-2651
- PERMIACARE IDD Administrative Facility 400 N. Carver, Midland, TX 79701 – map attached 432-570-3385; Fax: 432-570-3376
- PERMIACARE ISS and Day Hab site 1308 E. Front, Midland, TX 79701 – map attached 432-848-5087; Fax: 432-570-3410
- PermiaCare Mental Health Clinic
   301 E. 5<sup>th</sup> Street, Ft. Stockton, TX 79735 432-940-4470;
- Pecos County Bank Basement 500 N. Main Street Pecos, TX 79735
- Pecos County Civic Center 1618 Airport Drive Pecos, TX 79735

#### PERMIACARE IDD ORGANIZATIONAL CHART

#### **Chris Barnhill**

### CEO 432-570-3333

Jill Stephens HR Director 432-570-3333 Joshua Alaniz Chief of Staff 432-570-3333

### Pam Shurley IDD Director 432-570-3385, X3106 Cell: 432-559-1359

LIE	DDA	PROVIDER		
Kristi Conatser,	Amanda Morphew	Michae	el Black	
Service Coordinator	Service Coordinator	Provider	Manager	
Team Lead/ECC	TL/Div Coord	432-570-3.	385, X3107	
432-580-2646, X3214	432-570-3385, X3114	Cell: 432	-664-1564	
Katheleen Chaney	Luizama Botello	Lela Ross	Sabrina Kelly	
COC/Autism Mgr.	Intake Specialist	Host Home Supv.	Day Hab Supervisor	
432-570-3385, X3115	432-580-2646, X3228	432-570-3385, X3102	432-570-3311	
Kathy Merritt	Carie Cates	Velia Carillo	Ana Villa	
Secretary	Hab Coord	HCS Home TL	Day Hab Team Lead	
432-570-3385, X3108	432-580-2646, X3219	432-570-3385, X3105	432-580-2646, X3216	
Lorina Urias				
ICF Supervisor				
432-580-2646, X3203				

ERMIACARE FIRE WATCH DOCUMENT											
Date:				Date:				Date:			
	DSPs		DSPs		DSPs		DSPs		DSPs		DSPs
AM	Initials	PM	Initials	AM	Initials	PM	Initials	AM	Initials	PM	Initials

12:00 AM	12:00 PM	12:00 AM	12:00 PM	12:00 AM	12:00 PM
12:15 AM	12:15 PM	12:15 AM	12:15 PM	12:15 AM	12:15 PM
12:30 AM	12:30 PM	12:30 AM	12:30 PM	12:30 AM	12:30 PM
12:45 AM	12:45 PM	12:45 AM	12:45 PM	12:45 AM	12:45 PM
1:00 AM	1:00 PM	1:00 AM	1:00 PM	1:00 AM	1:00 PM
1:15 AM	1:15 PM	1:15 AM	1:15 PM	1:15 AM	1:15 PM
1:30 AM	1:30 PM	1:30 AM	1:30 PM	1:30 AM	1:30 PM
1:45 AM	1:45 PM	1:45 AM	1:45 PM	1:45 AM	1:45 PM
2:00 AM	2:00 PM	2:00 AM	2:00 PM	2:00 AM	2:00 PM
2:15 AM	2:15 PM	2:15 AM	2:15 PM	2:15 AM	2:15 PM
2:30 AM	2:30 PM	2:30 AM	2:30 PM	2:30 AM	2:30 PM
2:45 AM	2:45 PM	2:45 AM	2:45 PM	2:45 AM	2:45 PM
3:00 AM	3:00 PM	3:00 AM	3:00 PM	3:00 AM	3:00 PM
3:15 AM	3:15 PM	3:15 AM	3:15 PM	3:15 AM	3:15 PM
3:30 AM	3:30 PM	3:30 AM	3:30 PM	3:30 AM	3:30 PM
3:45 AM	3:45 PM	3:45 AM	3:45 PM	3:45 AM	3:45 PM
4:00 AM	4:00 PM	4:00 AM	4:00 PM	4:00 AM	4:00 PM
4:15 AM	4:15 PM	4:15 AM	4:15 PM	4:15 AM	4:15 PM
4:30 AM	4:30 PM	4:30 AM	4:30 PM	4:30 AM	4:30 PM
4:45 AM	4:45 PM	4:45 AM	4:45 PM	4:45 AM	4:45 PM
5:00 AM	5:00 PM	5:00 AM	5:00 PM	5:00 AM	5:00 PM
5:15 AM	5:15 PM	5:15 AM	5:15 PM	5:15 AM	5:15 PM
5:30 AM	5:30 PM	5:30 AM	5:30 PM	5:30 AM	5:30 PM
5:45 AM	5:45 PM	5:45 AM	5:45 PM	5:45 AM	5:45 PM
6:00 AM	6:00 PM	6:00 AM	6:00 PM	6:00 AM	6:00 PM
6:15 AM	6:15 PM	6:15 AM	6:15 PM	6:15 AM	6:15 PM
6:30 AM	6:30 PM	6:30 AM	6:30 PM	6:30 AM	6:30 PM
6:45 AM	6:45 PM	6:45 AM	6:45 PM	6:45 AM	6:45 PM
7:00 AM	7:00 PM	7:00 AM	7:00 PM	7:00 AM	7:00 PM
7:15 AM	7:15 PM	7:15 AM	7:15 PM	7:15 AM	7:15 PM
7:30 AM	7:30 PM	7:30 AM	7:30 PM	7:30 AM	7:30 PM
7:45 AM	7:45 PM	7:45 AM	7:45 PM	7:45 AM	7:45 PM
8:00 AM	8:00 PM	8:00 AM	8:00 PM	8:00 AM	8:00 PM
8:15 AM	8:15 PM	8:15 AM	8:15 PM	8:15 AM	8:15 PM
8:30 AM	8:30 PM	8:30 AM	8:30 PM	8:30 AM	8:30 PM
8:45 AM	8:45 PM	8:45 AM	8:45 PM	8:45 AM	8:45 PM
9:00 AM	9:00 PM	9:00 AM	9:00 PM	9:00 AM	9:00 PM
9:15 AM	9:15 PM	9:15 AM	9:15 PM	9:15 AM	9:15 PM
9:30 AM	9:30 PM	9:30 AM	9:30 PM	9:30 AM	9:30 PM
9:45 AM	9:45 PM	9:45 AM	9:45 PM	9:45 AM	9:45 PM
10:00 AM	10:00 PM	10:00 AM	10:00 PM	10:00 AM	10:00 PM
10:15 AM	10:15 PM	10:15 AM	10:15 PM	10:15 AM	10:15 PM
10:30 AM	10:30 PM	10:30 AM	10:30 PM	10:30 AM	10:30 PM
10:45 AM	10:45 PM	10:45 AM	10:45 PM	10:45 AM	10:45 PM
11:00 AM	11:00 PM	11:00 AM	11:00 PM	11:00 AM	11:00 PM
11:15 AM	11:15 PM	11:15 AM	11:15 PM	11:15 AM	11:15 PM
11:30 AM	11:30 PM	11:30 AM	11:30 PM	11:30 AM	11:30 PM
11:45 AM	11:45 PM	11:45 AM	11:45 PM	11:45 AM	11:45 PM
12:00 AM	12:00 PM	12:00 AM	12:00 PM	12:00 AM	12:00 PM

### PERMIAN BASIN COMMUNITY CENTERS RESIDENT TRIP ROSTER

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

	Client Name	Sign-In	Sign-out	DSP's Assigned	Signature of non- DSP's if not returning with PBCC			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
	Notes:							

### EMERGENCY COMMUNICATION LOG

DATE	CALL TO OR	NATURE OF CALL	RESPONSE	COMMENTS
------	---------------	----------------	----------	----------

	FROM		
-			

#### PERMIACARE EMERGENCY DISASTER VOLUNTEER/FIRST RESPONDER IDENTIFICATION TAKE PICTURE OF ID IF POSSIBLE

NAME	ADDRESS	TELEPHONE #	DRIVER'S LICENSE #

# **DISASTER SUPPLY KIT REORDER LOG**

YOUR DISASTER KIT MAY CONTAIN THE FOLLOWING SUPPLIES. IF YOU FIND YOU ARE LOW ON ITEMS OR NEED ADDITIONAL ITEMS LET THE EPC KNOW ASAP.

#### Morris House Disaster Kit is stored in the laundry room.

#### **STEP 1 FOOD AND WATER**

□3-day supply of food that needs no cooking □1 gallon of water per day for each person = to four, 40 packs of 16 oz water bottles for 6 people, additional packs for DSP's □Manual can opener □Pet Supplies (listed on next page) if needed

#### **STEP 2 FIRST AID, MEDICATION, HYGIENE**

□First-aid kit (listed on next page) □Prescriptions and backup medications, MARS □Hand sanitizer, wipes, bleach (To purify water, mix 1/8 teaspoon per gallon. Stir and let stand for 30 minutes.) □Toilet paper, paper towels, garbage bags □Dental care, hearing aids, and vision products □Soaps, personal supplies, diapers □Sunscreen, insect repellent □Face masks to filter air (N-95 rating)

#### STEP 3 COMMUNICATION, LIGHTING, DOCUMENT BAG ITEMS

□Battery back-up power pack\ □Battery-powered radio with extra batteries or crank radio (emergency alert radio is best) □Extra cell phone battery and car charger □Flashlights and extra batteries □Matches and lighter □Whistle □Reading glasses and sunglasses □Document bag items (listed on next page) You may have to leave in a hurry to get to a safe place. Keep these supplies maintained. When it's time, grab them and go.

#### STEP 4 ADD THESE ITEMS FOR EVACUATING BY CAR

Road maps, attached to this plan
Car repair items (spare tire, flashlight)
More food and water
Plastic plates, cups and utensils
Tent, blankets and pillows
Clothes and sturdy shoes
Rain gear and towels
Books, games and toys
KEEP YOUR GAS TANK FILLED, YOU NEVER KNOW WHEN A DISASTER MAY HIT
Check your spare tire
Cash, checkbook and credit cards (if in home take)

Charge your mobile phone AND BACK UP BATTERY PACK – TAKE BOTH WITH YOU

Get a map of your route (ATTACHED)

When staying home is your safest choice, add these items to your kit and stay tuned to the news.

STEP 5 ADD THESE ITEMS FOR SHELTERING IN PLACE

□Smoke detectors with extra batteries □Carbon monoxide detector (if using generators, charcoal grills or camp stoves) □Fire extinguisher □Land line phone with extra long cord □Plastic sheeting and duct tape (to seal doors, windows and air vents from contaminated air or to build an emergency shelter)**TexasPrepares.org** 

## ODESSA DAY HAB TO MIDLAND DAY HAB (REVERSE TO GO FROM MIDLAND DAY HAB TO ODESSA DAY



From: 3128 Kermit Hwy, Odessa,

(Ector), TX. To: 1403

E Front St, Midland,

(Midland), TX. Total

Distance: 24.91 miles

Total Time: 31 min

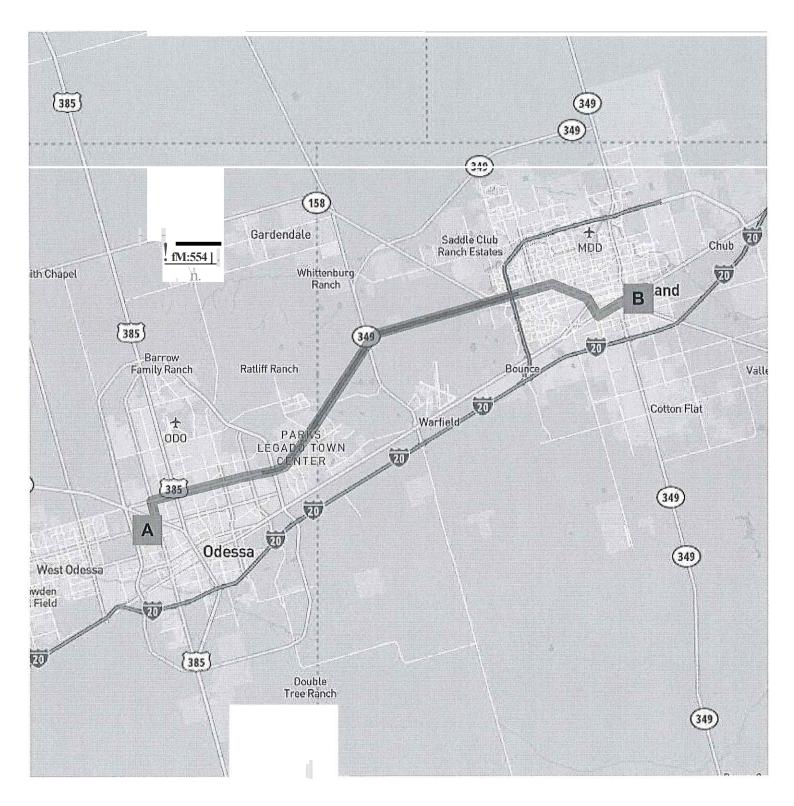
# 3128 Kermit Hwy, Od & sa, (Ector), TX.

**Distance:** 24.907 miles **Time:** 31 min

Directions	Distance	<b>Total Distance</b>	
<ol> <li>Start out going east on Spur 450/Kermit Hwy toward FM 1882/ N County Rd W.</li> </ol>	0.09 miles	0.09 miles	Show Sten Man
2. Turn left onto FM 1882/N County RdW.	0.79 miles	0.88 miles	Show Step Map
<ol> <li>Turn right onto TX- 191/W 42nd St. Continue to follow TX-191 E.</li> </ol>	17.15 miles	18.03 miles	Show Step Map
4. TX-191 E become s TX-158-B Business E.	0.85 miles	18.88 miles	Show Step Map
5. Take the TX-158-B Business exit.	0.03 miles	18.91 miles	Show Step Map
<ol> <li>Stay straight to go onto TX-158-B Business/ Andrews Hwy. Continue to follow TX-158-B Business.</li> </ol>	3.79 miles	22.7 miles	Show Step Map
7. Turn left onto 1-20-E Busiine ss W Front St. Continu e to Follow 1- 20-E	2.21 miles	24.91 miles	Show Step Map

Busines s.

34



#### **ODESSA DAY HAB TO MIDLAND ADMINISTRATIVE OFFICE**

From: 3128 Kermit Hwy, Odessa, (Ector), TX.

To: 400 N Carver St, Midland, (Midland),

TX. Total Distance: 25 miles

Total Time: 32 min

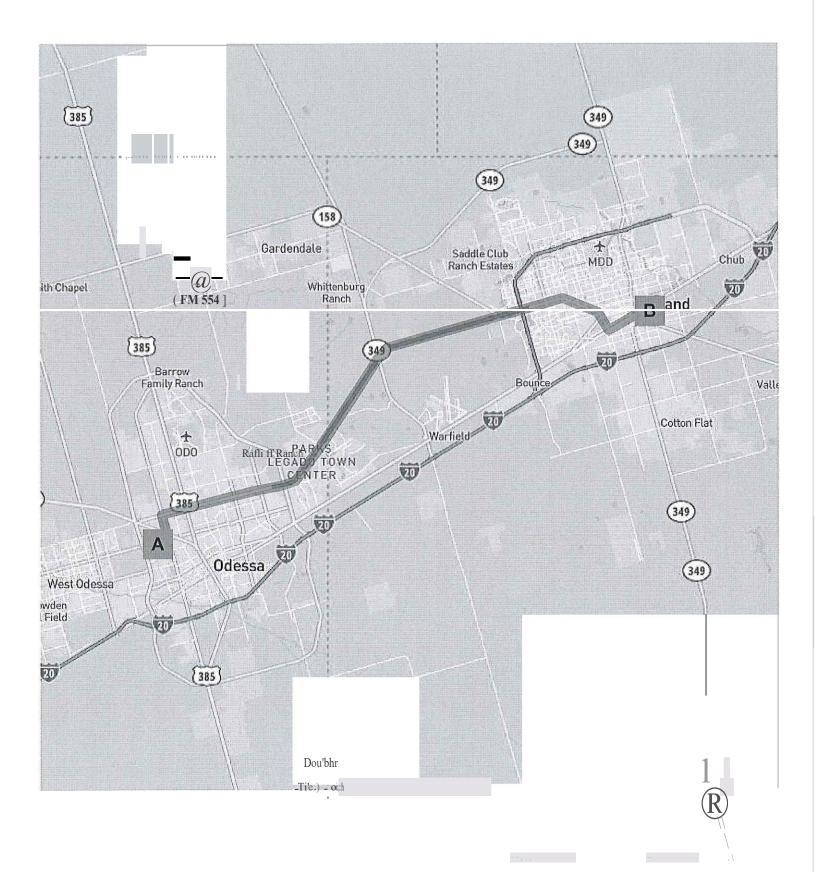
# 3128 Kermit Hwy, Odessa, (Ector), TX.

Distance: 25.002 miles Time: 32min

	Directions	Distance	Total Distance	
1.	Start out going east	0.09 miles	0.09 miles	ShowStep
	Map on Spur 450/Kermit			
	Hwy toward FM			
	1882/N County Rd W.			
			-··	*
2.	Turn left onto FM	0.79 miles	0.88 miles	Show Step
	Map 1882/N County Rd W.			
3.	Turn right onto TX-	17.15 miles	18.03 miles	Show Step
	Map 191/W 42nd St.			
	Continue to follow			
	TX-191 E			
4.	TX-191 E becomes	0.85 miles	18.88 miles	Show Step
	Map TX-158-BBusinessE.			
5.	Take the TX-158-B	0.03 miles	18.91 miles	Show Step Map
	6. Stay straight to go	3.79 miles	22.7 miles	Show Step
	Map onto TX-158-B			
	Business/ Andrews			
	Hwy. Continue to			
	follow TX-158-B			
_	Business.			
7.	Turn left onto 1-20 -E	2.25 miles	24.95 miles	Show Step
	Map Business/W Front St.			
	Continue to follow			
	I- 20-E Business.			

8. Turn left onto N Carver St.





#### **ODESSA DAYHAB TO PERMIACARE MIDLAND ADMINISTRATION**

From: 3128 Kermit Hwy, Odessa, {Ector), TX. To:

401 EIllin ois Ave, Midland, {Midland), TX.

Total Distance: 24.62 miles

Total Time: 32 min

A

# 3128 Kermit Hwy, Odessa, (Ector), TX.

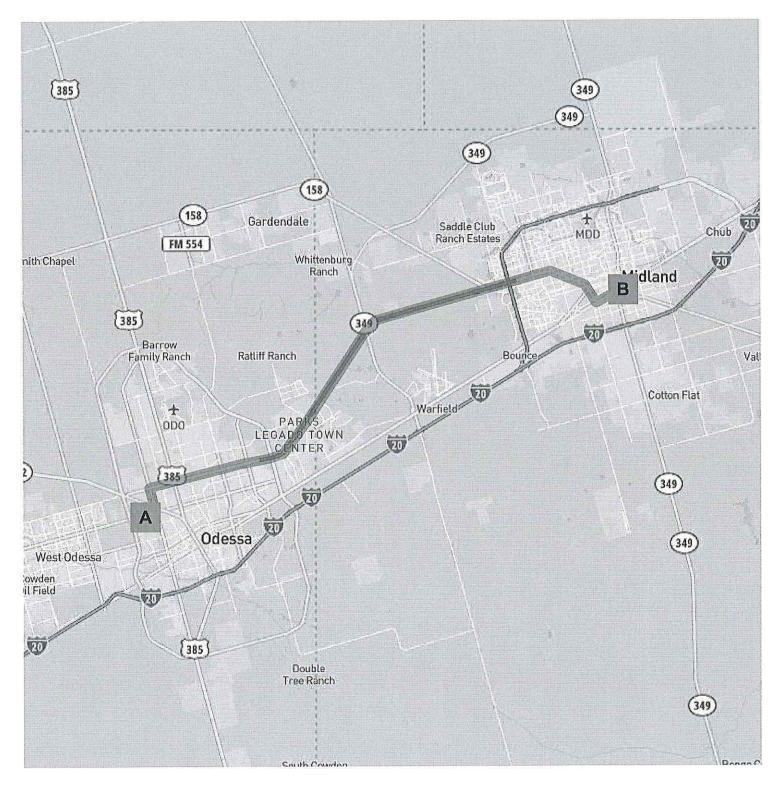
Distance: 24.624 miles Time: 32 min

	Directions	Distance	Total Distance	
1.	Start out going east on Spur 450/Kermit Hwy toward FM 1882/N County Rd W.	0.09 miles	0.09 miles	Show Step Map
2.	Turn left onto FM 1882/ N County Rd W.	0.79 miles	0.88 miles	Show Step Map
3.	Turn right onto TX- 191 /W 42nd St. Continue to follow TX-191 E.	17.15 miles	18.03 miles	Show Step Map
4.	TX-191 E becomes TX- 158-B Business E.	0.85 miles	18.88 miles	Show Step Map
5.	Take the TX-158-B Business exit.	0.03 miles	18.91 miles	Show Step Map
6.	Stay straight to go onto TX-158-B Business/Andrews Hwy. Continue to follow TX-158-B Business.	3.79 miles	22.7 miles	Show Step Map
7.	Turn left onto 1-20 -E Business/ W Front St. Continu e to follow I- 20-E Business.	1.73 miles	24.45 miles	эло ж экерттар

	Directions	Distance	Total Distance	
8.	Turn left onto N Terrell St	0.05 miles	24.5 miles	Show Step Map
9.	Tum left onto E Illinois Ave.	0.12 miles	24.62 miles	Show Step Map

B

# 401 E Illinois Ave, Midland, (Midland), TX.



Any directions obtained from this site or obtained from a Rand McNally mobile device are intended to be used for planning purposes, and are subject to Rand McNally's Terms of Use and Privacy Policy. Do not use this site or other Rand McNal/y mobile devices or services in a way that distracts you and prevents you from obeying traffic and safety laws. Rand McNal/y makes no representation or guarantee concerning the accuracy of the content, route usability, traffic, road conditions or road construction projects, and you assume all risk in planning your route. © 2014 Rand McNally

#### MIDLAND DAY HAB TO PERMIACARE ADMINISTRATION

From: 1403 E Front St, Midland, (Midland), TX.

To: 401 EIllinois Ave, Midland, (Midland), TX.

Total Distance: 0.57 miles

Total Time: 1 min

<u>A</u>

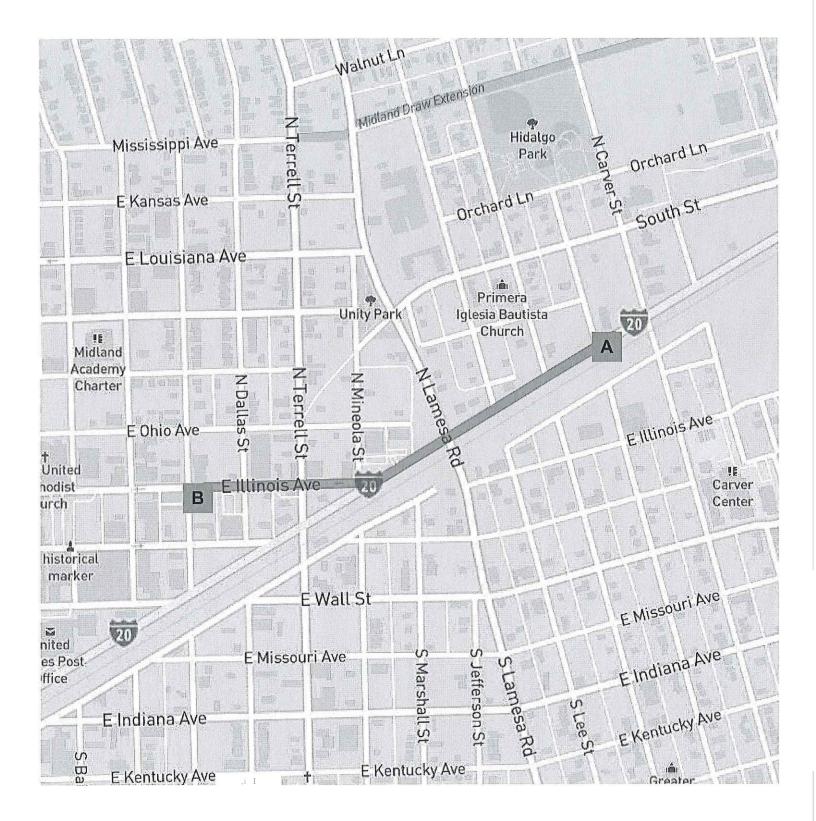
# 1403 E Front St, Midland, (Midland), TX.

**Distance:** 0.567 miles **Time:** 1 min

	Directions	Distance	Total Distance	
1.	Start out going southwest on 1-20-E Business/ E Front St toward N Madison St.	0.35 miles	0.35 miles	Show Step Map
2.	Turn slight right onto EIllinois Ave.	0.21 miles	0.56 miles	Show Step Map

B

# 401 E Illinois Ave, Midland, (Midland), TX.



Any directions obtained from this site or obtained from a Rand McNally mobile device are intended to be used for planning purposes, and are subject to Rand McNal/y' s Terms of Use and Privacy Policy. Do not use this site or other Rand McNal/y mobile devices or services in a way that distracts you and prevents you from obeying traffic and safety laws. Rand McNally makes no representation or guarantee concerning the accuracy of the content, route usability, traffi c, road conditions or road construction projects, and you assume all risk in planning your route.@2014 Rand McNalfy

https://maps.randmcnally.com/prinl

#### FT. STOCKTON DAY HAB TO PECOS COUN TY BANK BASEMENT

From:	1123 N Main Ave, Fort Stockton, (Pecos), TX.			
To:	500 N Main St, Fort Stockton, (Pecos), TX. Total			
Distance: 0.67 miles				
Total Time:	1 min			

<u>A</u>

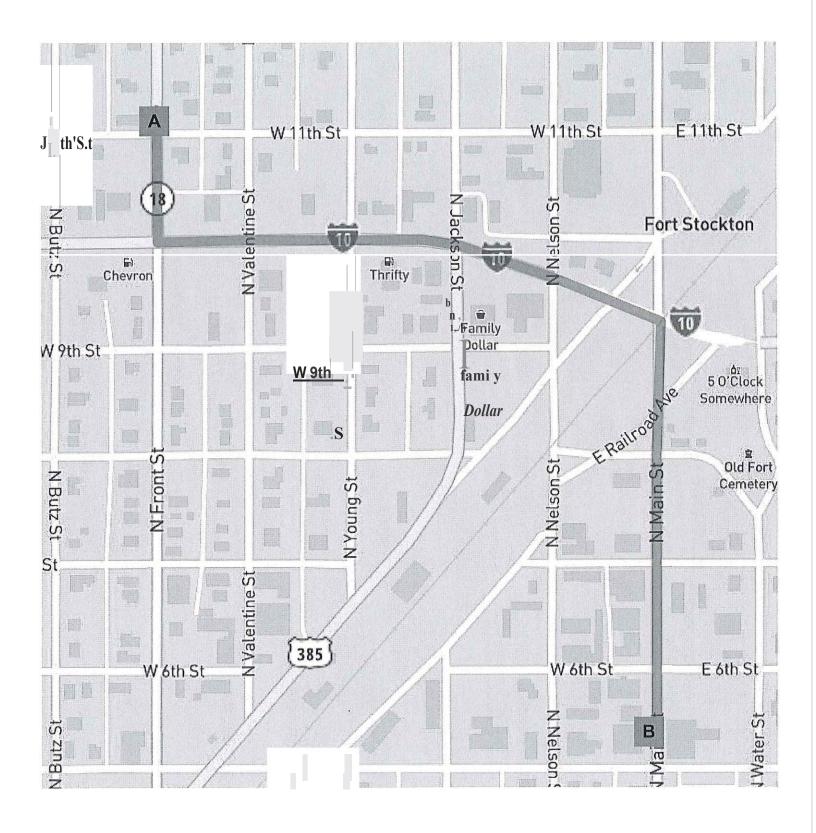
# 1123 N Main Ave, Fort Stockton, (Pecos), TX.

**Distance:** 0.669 miles **Time:** 1 min

	Directions	Distance	Total Distance	
1.	Start out going south on TX-18/N Front St toward W 11th St.	0.08 miles	0.08 miles	Show Step Map
2.	Turn left onto 1-10 Business/US-285/W Dickinson Blvd.	0.33 miles	0.41 miles	Show Step Map
3.	Turnright onto FM 1053/N MainSt.	0.25 miles	0.66 miles	Show Step Map

B

# 500 N Main St, FortStockton, (Pecos), TX.



• **w.5thst** 

#### FT. STOCKTON DAY HAB TO PECOS COUNTY CIVIC CENTER

From:1123 N Main Ave, Fort Stockton, (Pecos), TX.To:1674 Airport Dr, FortStockton, (Pecos), TX.Total Distance:2.25 miles

Total Time: 3 min

A

# 1123 N Main Ave, Fort Stockton, (Pecos), TX.

**Distance:** 2.247 miles **Time:** 3 min

	Directions	Distance	Total Distance	
1.	Start out going south on TX-18/N Front St toward W 11thSt.	0.08 miles	0.08 miles	ShowStepMap
2.	Turn right onto 1-10 Business/US-285/W Dickinson Blvd.	0.65 miles	0.73 miles	Show Step Map
3.	Turn slight right onto US-285.	1.48 miles	2.21 miles	Show Step Map
4.	Turn right.	0.03 miles	2.24 miles	Show Step Map

#### B

# 1674 Airport Dr, Fort Stockton, (Pecos), TX.

