

Emergency Preparedness Plan

CCFFHs do not have to use samples/examples provided by CTA. However, any CCFFH may use this sample policy/form to comply with current regulations. CCFFHs are not required by CTA to utilize this specific form and may develop their own. CCFFHs may develop their own policies, make their own forms or alter any CTA sample in order to meet their individual business needs.

CTA samples are not written to comply with any legal requirements as they pertain to liability or any other required Federal or State laws or regulations. They are written only to comply with current Hawaii Administrative Rules (HAR) under HAR §11-800 as of October 01, 2021.

CTA provided samples are not inclusive to any other legal needs a CCFFH may have in their operations. It is suggested CCFFHs seek legal consultation for any specific need, particular to their circumstance, to ensure any item is legal and binding and does not violate any federal or state laws.

Emergency Preparedness Plan

In all scenarios below, the situation, with specific details, will be documented in the client's file. The client's case management agency and client's family/representative will be notified.

When 911 is called, the person making the call will stay on the phone until the dispatcher hangs up and all questions have been answered.

The CCFFH will identify and take clients to the nearest designated evacuation shelter when necessary.

Sudden Illness or Accident

- Call 911 for the emergency medical system (EMS) if situation is an emergency such as but not limited to: client is unresponsive, complains of chest pain, is short of breath or having difficulty breathing, general weakness or weakness only on one side of the body, significant bleeding or other serious injury
- Assist emergency medical personnel by giving them copies of client's medicines, face/info sheet and medical history
- Notify the client's physician
- Complete Adverse Event form, if applicable

Death

If a client expires in the CCFFH:

- Call 911 for EMS
- EMS will help determine if the death is "attended" or "unattended"
- In case of an unattended death, the medical examiner will remove the body for further examination
- In case of an attended death, a selected mortuary will be called to remove the body
- Follow client's specific emergency notification process
- Complete Adverse Event form

Violence

If a member of the foster family becomes violent or exhibits behavior that is threatening or intimidating towards another family member or a client.

OR

A client exhibits uncontrollable violence or behavior that is threatening to harm them or others, with or without a weapon.

- Call 911 for police assistance
- Call adult protective services
- Complete Adverse Event form

Caregivers are not required to remain with clients when client is exhibiting the behavior. Caregivers may choose to remain near the client.

Acts of Abuse

- Call 911 for police assistance, if necessary
- Call adult protective services whenever a client has reported abuse
- Complete Adverse Event form

Fire

- If attempts to extinguish a fire are unsuccessful or too dangerous to attempt, evacuate client and household members. Do not attempt rescue if unsafe to do so.
- Call 911 when safely outside the CCFFH
- Follow the CCFFH's fire evacuation map, which will be posted in the CCFFH in a visible location.

The CCFFH will emphasize fire prevention and preparedness

- The CCFFH shall conduct, document and keep a record of unannounced fire drills at different times of the day (6a-12p), evening (12p-6p), and night (6p-6a). Fire drills will be conducted at least monthly under various conditions (hot, cold, rainy, sunny, etc...) and will include the testing of smoke detectors. Each caregiver working in the CCFFH will conduct at least one fire drills a year.
- The PCG will make sure there is a designated trained person, for each client, available at all times capable of evacuating each client who is bed bound and/or unable to make independent decisions or follow direction (such as those with Dementia or Alzheimer's) for his/her own safety.
- Should the CCFFH be damaged by fire to the extent no one can stay in the CCFFH, temporary housing will be located.
- Runaway fires: These are possible, and the local county fire department may require evacuation due to possible fire or smoke hazards.

Tsunami

- A tsunami **watch** means an earthquake has occurred somewhere in the Pacific and could cause a tsunami. However, the presence of waves has not been confirmed. A **watch** means **prepare**. Watches are announced over radio and TV. The announcement will identify an estimated initial wave arrival time (which will help determine how fast evacuation should occur). The CCFFH will prepare an evacuation kit.
- If the CCFFH is in a coastal area (tsunami evacuation area), the CCFFH must be prepared to evacuate and go to higher ground immediately.
- A tsunami **warning** means waves have been confirmed and all coastal areas, as identified on the maps in the front of the telephone book or on the Civil Defense website, **must be evacuated**. Warnings are also announced over radio and TV and will be accompanied by Civil Defense sirens and public address systems. When sirens are heard, a radio or TV will be immediately turned on to listen for Civil Defense instructions.
- If a tsunami warning is issued or a local tsunami-producing earthquake occurs, evacuation to the CCFFH's nearest public evacuation site will occur.
- If CCFFH is in a safe area, stay in the safe area.

Hurricane/Tropical Storm

- Season in Hawaii runs June 1st to November 30th each year
- Hurricanes and tropical storms can produce high winds, heavy rain, flooding and damaging surf.
- Listen to broadcasts from the National Weather Service when a Hurricane Watch is initiated. These are usually issued about 48 hours prior to arrival of hazardous storms.
- The CCFFH will locate survival kit items, medication supply and available food and water supplies.
- When the situation is upgraded to a Hurricane Warning, the storm could affect Hawaii in less than 24 hours
 - Listen to radio or TV for instructions
 - Cover windows with boards or tape
 - Secure any loose objects that may blow away
 - Consider evacuation if in a low-lying area prone to flooding
 - Stay indoors during high winds

Earthquake

Hawaii is identified as a high seismic risk area.

Should an earthquake of significant magnitude occur in Hawaii, possible damage can be anticipated. This can include damage to a building, the loss of electrical power, telephones and water and considerable disruption to the road network. Standing and maintaining balance could be difficult. Earthquakes are natural Tsunami warnings.

- If indoors: stay indoors and immediately take cover under desks, tables, under supported doorways, etc...
- If outdoors: stay in open spaces, away from buildings, trees and poles
- If driving: stop car and stay in vehicle

Most casualties are the result of falling objects or collapsing structures. Quakes can also cause landslides, tsunamis or power failure. When the shaking stops, treat and care for anyone who has been injured and then evaluate the condition of the building.

Option 1:

If the building is **not** damaged, remain in place and listen on radio or TV for Civil Defense instruction. Make necessary preparations to survive in place for up to 7 days without outside assistance.

Option 2:

If the building **is damaged** or could sustain damage as the result of an aftershock, gather survival kit and attempt to move to a place where the civil defense center has instructed or an open area in the neighborhood. Sustain lives in the best way possible, for perhaps up to 7 days until assistance can be provided by civil authorities.

Flooding (can be caused by heavy rains, rapid flooding of streams and valleys)

Watch: flooding is possible: Be Alert

Warning: go to higher ground if in flooding prone areas. Do not enter flooded roads, paths or streams

Option 1:

The CCFFH is **not** located in an identified flooding zone. However, during extremely heavy periods of rain or under Tropical Storm or Hurricane conditions, flooding in the area is possible. In the event of evacuation or should water begin to rise around the CCFFH, survival kits will be gathered, and clients will immediately move to the CCFFH's public evacuation site or another facility designated by the Civil Defense Agency.

Option 2:

The CCFFH **is located** very close to/in an identified flooding zone. If water begins to rise around the building, or in the event of evacuation, survival kits will be gathered, and clients will move to the CCFFH's public evacuation site or another facility designated by the Civil Defense Agency.

Any evacuation, in any type of Natural Disaster, will be done by a caregiver or other trained person. At least one caregiver will stay with the clients at all times at the evacuation site. The CCFFH will remain at the evacuation site until "ALL CLEAR" is announced.

Loss of Telephone Service

CCFFH will have a charged cellular phone available until telephone service has been restored.

Power Outage

Have portable battery operated, solar powered or hand crank radio tuned in to a radio station for the latest updates. Keep refrigerator and freezer doors closed to conserve cold. Have an ice chest available for food storage, if necessary.

Use flashlights and candles

Transfer clients to a medical facility for medical emergencies

If CCFFH has clients on oxygen, portable oxygen tanks will be available.

If CCFFH has clients on any other life sustaining equipment a backup power supply will be available.

General

The following will be considered based on the situation:

1. Do not make unnecessary phone calls during emergencies and keep calls at a minimum, preferably less than a minute. Keep the telephone lines open and available for those who have urgent needs.
2. Assist clients to evacuate by automobile if necessary.
3. Survival kits or items will be ready for use or to take to a shelter if evacuation is necessary
4. It is preferable for the CCFFH to retain a half tank of gas in the vehicle at all times.

Location of CCFFH's fuse box/circuit breaker _____

Locations of CCFFH's water turn off valve _____

In the event of an evacuation, the CCFFH will notify client's family and the CMA of the situation as soon as possible when it is safe enough to do so. Caregiver will report the address and phone number of the temporary housing/evacuation site and any other contact information to be reached at.

If assistance is needed to evacuate DO NOT CALL 911. Call the civil defense office.

Oahu 733-4300 Big Island 935-0031 Kauai 241-1800 Maui 270-7285

CTA highly recommends all CCFFHs obtain an Emergency Preparedness Handbook, either in person or online, from the Hawaiian Electric Company. Other information and handbooks can also be obtained from the Civil Defense, the American Red Cross or the Department of Emergency Management.

The CCFFH is using this optional page to show all caregivers working in the CCFFH have been trained on emergency management procedures by the Primary Caregiver.

By signing below, I acknowledge I have been trained on all of the CCFFH's emergency management procedures.

PCG	Print Name:	_____
	Signature:	_____ Date: _____
SCG	Print Name:	_____
	Signature:	_____ Date: _____
SCG	Print Name:	_____
	Signature:	_____ Date: _____
SCG	Print Name:	_____
	Signature:	_____ Date: _____
SCG	Print Name:	_____
	Signature:	_____ Date: _____

Survival and Evacuation Kits (Optional Recommended Page)

Every CCFFH should have a survival kit or the items for a kit readily available, not only for major disasters such as hurricanes and tsunamis, but also for other occurrences, such as power outages or contaminated water supply.

A survival kit is a collection of items on hand for use during emergencies. A survival kit can include, but is not limited to:

- A battery powered, solar or hand crank portable radio
- Flashlights with extra batteries
- First aid kit
- Special medicines
- A Seven (7) day supply of nutritionally balanced canned goods and nonperishable foods that do not need cooking. Buy sizes that will supply only enough for immediate consumption.
- Containers of drinking water
- Sleeping bags or blankets
- Non-electric can opener
- Personal toiletry and hygiene items and sanitary needs (diapers, toilet paper, wipes, etc...)
- Plastic bags and ties for human waste

When told to evacuate, the survival kit is taken along to be used at the evacuation center/shelter. Evacuation centers and shelters will not supply people with everything they may need.

Other recommended items the CCFFH should have for convenience before an emergency arises include:

- Masking tape for windows
- An ice chest/cooler and ice packs for food and refrigerated medications
- Fuel for stoves, hibachis, grills, lanterns
- Candles and matches
- Extra pet food
- Whistle for help
 - 2 sets of clothing for each person, medical records for each client, enough medication for each client for at least 7 days, wireless phone and telephone numbers for family, physician and responsible agencies.

Emergency Water Supply – allow one gallon per person per day, for drinking, cooking, washing and sanitation. Be sure to include pets also.

Buy commercially bottled water and replace each year, or store tap water using clean, non-corrosive, non-breakable, tightly covered containers such as gallon-size beverage syrup bottles or soft drink bottles.