

Required Contingency Plans for CMHCM Providers

- 1. Medical Emergency**
- 2. Missing Consumer**
- 3. Power Outage**
- 4. Water Shortage**
- 5. Fire**
- 6. Bad Weather**
- 7. Chemical/Shelter in Place**
- 8. Choking**
- 9. Death of Consumer**
- 10. Auto Accident**
- 11. Terrorism Emergency**
- 12. Chemical Emergency**
- 13. Hostage Situation**
- 14. Emergency Shelter Plans**

1. Medical Emergency

Follow home specific medical emergency plans as the situation indicates. Call 911, administer emergency care as indicated in first aid and CPR training. Request that another staff (if available) call case worker, guardian and home administrator. If an ambulance is needed, follow consumer to the hospital if staffing allows. Call the licensing agent, fill out forms as required.

2. Missing Consumer

First look for consumer, then call police. A second person (if available) will continue to look for the consumer while the other is calling support worker and guardian. Use cell phones (if available) so when a consumer is located, everyone will be aware. Fill out forms and documentation as required.

3. Power Outage

Get emergency lighting, flashlights and bottled water out if needed. Call consumers energy to report outage and get a time on restoration of power. If available turn on the generator. Prepare to relocate following short term housing plans.

4. Water Shortage

Use water from storage supply for drinking. If needed prepare to purchase additional water for drinking and cooking. Water for flushing toilets and other needs will be obtained from: _____ . If water supply is not restored within 24 hours, follow short term placement procedures.

5. Fire

Follow home specific fire evacuation procedures! Evacuate consumers as stated in the home specific protection plan. Call 911; call case worker and home administrator. If two staff are available, one staff will stay on property in a safe area in case they are needed by authorities. The other staff will remain with consumers making calls as needed to obtain additional staff, medicines and any other urgent items, (never return to the house until the firemen tell you that it is o.k.). Call guardians from a cell phone. Prepare to follow short term or long term placement procedures. Fill out all forms and documentation as required.

6. Bad Weather

Follow home specific tornado or winter storm procedures depending on the situation. Get emergency kit out and ready for use. Listen to weather advisories on portable radio. Document as required.

7. Chemical/Shelter in Place

If a chemical situation or act of terrorism such as an attack makes it unsafe to go outdoors we will shelter in place. All staff and consumers will go to a room with as few windows and doors as possible using a room with a water supply if available and safe. Take the emergency kit bag and a phone to this area for use.

Our area is: _____

8. Choking

Call 911 if:

- The person is choking
- The person is unconscious

While Waiting for 911

If the Person Is Conscious but Not Able to Breathe or Talk:

1. Give Back Blows

- Give up to 5 blows between the shoulder blades with the heel of your hand.

2. If Person Is Still Choking, Do Thrusts

If the person is not pregnant or obese, do abdominal thrusts:

- Stand behind the person and wrap your arms around the waist.
- Place your clenched fist just above the person's navel. Grab your fist with your other hand.
- Quickly pull inward and upward.
- Continue cycles of 5 back blows and 5 abdominal thrusts until the object is coughed up or the person starts to breathe or cough.
- Take the object out of his mouth only if you can see it. Never do a finger sweep unless you can see the object in the person's mouth.

If the person is obese or pregnant, do high abdominal thrusts:

- Stand behind the person, wrap your arms them, and position your hands at the base of the breast bone.
- Quickly pull inward and upward.
- Repeat until the object is dislodged.

3. Give CPR, if Necessary

If the obstruction comes out, but the person is not breathing or if the person becomes unconscious:

4. Follow Up

When emergency medical personnel arrive, they will take over and may do CPR or take the person to the hospital, if needed.

9. Death of Consumer

When a resident dies, the licensee will immediately notify the resident's physician, the next of kin or legal guardian, the licensing social worker and the person or agency responsible for placing and maintaining the resident in the adult foster home.

10. Auto Accident

If an accident occurs while there is one staff transporting, the following steps should be taken:

Notify police if you are able, if you are not have someone call 911. Remain at the scene. The first priority is to ensure appropriate medical care for driver and passengers. Request an ambulance if there is a person in need. If your vehicle is damaged in a high traffic area, and it is drivable, attempt to move it out of the high traffic area to avoid another accident if you can do so safely.

- If you are uninjured and are able, check on the consumers providing care as needed. Provide reassurance and remain calm. If you are unable to care for consumers, have police call emergency back up staff and, if possible, wait there until backup staff arrive

Emergency back up staff/supervisors:

Name	Contact number
_____	_____
_____	_____
_____	_____

- If consumers are injured and need to be transported by ambulance, accompany them if possible.
- Get the name, phone number, address, license number and insurance information of the other driver if possible.
- If you are driving your own vehicle provide the name of your insurance provider, policy # and name of the insurance agent to contact.

Insurance Provider _____
Policy Number _____
Agents Contact Number _____

- Do not discuss responsibility of the accident with anyone other than the police.
- Make arrangements to have the vehicle towed and to get people home if needed.

If two staff are available and uninjured follow the procedure above assuring consumer safety and well being.

11. Terrorism emergency:

An act of terrorism most likely will be sudden and without any warning. Having this plan in place is the best way to prepare for an act of terrorism. This plan contains key components to preparing for and responding to an act of terrorism.

Identify Meeting Locations:

Most household members will be in various places in the course of a day. In a terrorism situation you must know how to make contact. A meeting location that you frequent should be identified as your meeting area.

Our Meeting area is: _____

What to do in a terrorism emergency:

- Be alert and aware of your surroundings.
- If traveling, watch for conspicuous or unusual behavior.
- Don't accept boxes, envelopes or packages from strangers and do not leave any suitcases or luggage unattended.
- Always know where emergency exits are located.
- Be ready to enact your terrorism plan.

What to do during a terrorism emergency

- In a situation where there is a building Explosion remain calm gathering anyone who is with you and leave as quickly and calmly as possible.
- If objects are falling from above you quickly get under a sturdy object such as a table or desk.
- If there is fire remember to stay as low to the floor as possible and exit as quickly as possible. If possible cover your nose and mouth with a wet or damp cloth. Never open a door if it is hot to the touch! Seek an alternate escape route.
- Stay below the smoke. .

What to do after a terrorism emergency

If you find yourself trapped in debris, use a flashlight if one is available. Try to cover your mouth with a piece of cloth. Tap on objects that will make noise allowing rescuers to hear where you are. Shout only as a last resort because this could result in inhalation of dangerous amounts of dust.

12. Chemical emergency

If there is a known chemical emergency local authorities will instruct you to either seek shelter immediately and to seal off area or to evacuate immediately. It is very important to have a battery operated radio in order to ensure you get this information.

If you must shelter in place use a room with as few windows and doors as possible. Take the following items with you:

- First aid kit
- Emergency bag
- Working telephone

- Food and bottled water
- Duct tape, scissors and plastic sheeting (if available).

Develop Family Emergency Contact List

Put these contact numbers on your refrigerator and in your wallet or purse:

- 911
- Out-of-town Family Contact
- Schools
- Work
- Neighbors
- County Emergency Management

13. Hostage situation

Remain calm! Call 911.

The following are recommendations in case you are in a hostage situation:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is in a highly emotional state of mind. Don't make mistakes that could jeopardize your well being.
- Don't speak unless you are spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or may escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

The following are safety recommendations in case you are in a building in which a hostage situation is taking place:

- If you are able to leave the area or the building without placing yourself in danger, take the closest exit and go to the nearest phone and call the University Police Department by dialing 911.
- If you are unable to leave the area of the building without placing yourself in danger, go to the nearest unused office, lock and barricade the door, and call the University Police Department by dialing 911.

- While on the phone to police, state clearly that you need immediate assistance. If you are not in immediate danger, don't hang up until told to do so. Give your name, location, the nature of the problem and the people or area it involves.

14. Emergency Shelter Plans

Hotel or Motel that will provide rooms if they are available:

_____ Phone number: _____

A letter must be obtained as documentation that the hotel or motel has been contacted and will provide rooms if they are available. (Attach a copy of the letter to this plan).

Interim housing plans:

Short Term: _____.

Long Term: _____.

Resources:

<http://www.southernct.edu/emergencypreparedness/hostagesituations/>

<http://www.fema.gov/>

http://www.mi.gov/dhs/0,4562,7-124-5455_27716_27717---,00.html

<http://www.redcross.org/>