

# Emergency Readiness Plans

- Reviewed (and updated if needed) at least annually with submission of the Service Delivery Narratives
- A manual of instruction for how to respond to natural disasters and other emergencies that may take place. Should, at a minimum, include:
  - Fires
  - Bomb threats
  - Natural disasters (hurricanes, tornados, floods, and severe weather are required)
  - Utility failures
  - Medical emergencies
  - Pandemic
  - Violent or other threatening situations
- Addresses (at a minimum) annual staff training and education

# Essential Elements of an Emergency Readiness Plan

Emergency Readiness Plans should address the following:

1. When evacuation may be appropriate
2. Complete evacuation from the physical facility
3. When sheltering in place is appropriate
4. The safety of all persons involved
5. Accounting for all persons involved (including individuals served).
6. Temporary shelter, when applicable for residential programs
7. Identification of essential services
8. Continuation of essential services
9. Emergency phone numbers
10. Notification of the appropriate emergency authorities