

ATTACHMENT W

Emergency Plan Requirements

The LIDDA shall have an emergency plan that addresses specific types of emergencies and disasters that pertain to the area of the state in which the LIDDA is located, including natural disasters, fire, equipment failure, a pandemic, and terrorism. The LIDDA's plan must include:

- A. a complete list of program sites (which include program sites of contract providers) in which the LIDDA is providing services funded by general revenue services;
- B. a process for a designated LIDDA staff to contact DADS LIDDA Section in a timely manner with details of an emergency, actions taken, and any future plans (e.g., a plan to evacuate consumers to another location);
- C. methods to physically protect or recover consumers' records;
- D. a training program for all staff on emergency situations (within 30 days of employment and annually) and a requirement for quarterly drills and post-drill evaluation;
- E. a process for post-emergency evaluation of the emergency plan's effectiveness, including incorporating improvement activities;
- F. a process by which the LIDDA can produce a complete list of consumers receiving services at each program site, the names and phone numbers of their emergency contacts, the level of assistance needed by consumers, any special needs of consumers (e.g., types of medication), and consumers' durable medical equipment or assistive devices;
- G. the LIDDA staff who have access to a list of:
 1. Names of all direct service LIDDA staff with their home addresses and personal telephone numbers; and
 2. one contact number for each contractor;
- H. the process to update staff and consumer information (e.g., departing staff and consumers are deleted from the list, new staff and their roles and responsibilities are added to the list, new consumers are added to the list, changing needs of a consumer);
- I. an emergency plan for each program site that addresses relevant emergencies appropriate to the program site's services, consumers, and geographic location. A program site emergency plan must:
 1. clearly identify the roles and responsibilities of specific staff during each type of emergency addressed in the plan;
 2. include a process for a program site staff to contact the LIDDA administrative office in a timely manner with details of an emergency, actions taken, and any future plans (e.g., a plan to evacuate consumers to another location); and
 3. include an evacuation plan for each type of emergency addressed by the plan, which ensures reliable and available transportation, an appropriate destination, that staff are knowledgeable about consumers' needs, and allows for consumers to have access to their assistive devices; and

- J. an exemption for the requirement in I. (above) for a program site that is accredited/certified/licensed through a certifying body provided the LIDDA has evidence that the program site has an emergency plan that has been reviewed and approved by the certifying body. The LIDDA must provide DADS with such evidence upon request by the DADS Contract Manager.

The LIDDA must ensure staff members at program sites are knowledgeable of the emergency plans and that staff and consumers follow the plans during drills and real emergencies.