

BRAZOS VALLEY COUNCIL ON ALCOHOL
AND SUBSTANCE ABUSE (BVCASA)

EMERGENCY MANAGEMENT AND
DISASTER RECOVERY PLAN

2023

Plan Adopted February 15, 2018, Updated March 2, 2023

4001 E. 29th Street; 405 W. 28th Street and 300 S. Sims, Bryan, TX 77803

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INTRODUCTION AND PURPOSE

BVCASA is committed to the safety and well-being of its staff, clients, and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the organization and any of its facilities.

Goals

The goals of BVCASA in responding to an emergency situation include:

- Ensure the safety of all staff, residents, and guests.
- Safeguard the physical and emotional well-being of staff, residents, and guests.
- Ensure the timely stabilization of an emergency situation, along with orderly actions and decisions to control damage and loss.
- Ensure the protection of BVCASA facility, property, and the belongings of staff, residents, and guests.
- Resume partial or complete agency activities in a timely manner, including both service provision and administrative functions, such as payroll, accounting functions, computer/data access, etc.

Applicability and Scope

This plan applies to all employees of BVCASA and any person occupying the physical plant of BVCASA; to include employees, residents, clients/participants, and guests.

The scope of this plan is intended to encompass all emergencies and disasters. For the purpose of this manual, an emergency is defined as an event impacting only BVCASA that requires an urgent response (e.g., medical emergencies, fire in the building, power outage in the building). A disaster, on the other hand, is characterized by an event that impacts a larger population of our community and/or state and requires the coordination between multiple organizations and/or entities to provide response and support (e.g., flooding, hurricane/tornado, severe weather, mass power outages). A disaster is also defined as any event that overwhelms local resources as a result of natural or manmade causes.

This plan may be consulted when responding to any and all emergencies or disasters. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

This Emergency and Disaster Operations Manual will not:

- Tell us exactly what to do from minute to minute once an event occurs.
- Answer every question or solve every problem encountered in an emergency.

This Emergency and Disaster Operations Manual will:

- Provide us with a well-devised system to best organize our resources and guide each person to the duties and functions he or she will be responsible for in the event of an emergency.
- Help our staff prepare, as well as effectively and efficiently organize, to quickly begin recovery from an emergency or disaster.
- Need to be updated and improved upon on an annual basis and as needed with staff changes.
- Need to be practiced. Many vital questions and problems will be answered and solved by activating and practicing the Emergency Plans. It is especially important that new information learned after using this plan in practice and in response to real emergencies become incorporated in revisions.

Responsibility

The BVCASA emergency plan is the responsibility of the Executive Director. The Executive Director, in coordination with leadership and quality assurance staff, will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Executive Director.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Executive Director
2. Finance Director
3. Facility/Program Director

Emergency Communications

During an emergency, BVCASA will use the following means and methods of communication.

- Landline telephones
- Cell phones
- Texting
- Email
- Two-way radios at the facility

Plan Locations

Horizon First Floor	Reception Desk and Program Director's office
Horizon Second Floor	Monitor's office
Horizon Third Floor	Monitor's office
McCaffrey House	Monitor's office
Carter Creek	Reception Desk and Executive Director's Office

Exits

Exit signs and directional arrows are easily seen and read. Exit signs indicate an exit route in a continuous and unobstructed path of exit travel from any point within the facility to a place of safety. The exit route consists of three parts:

- Exit access portion of an exit route that leads to an exit.
- Exit portion of an exit route that is generally from other areas to provide a protected way of travel to the exit discharge.
- Exit discharge part of the exit route that leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.

Drills

Monthly fire drills are conducted in all facility locations, and on every shift, including administrative areas. These drills will address several alternate evacuation routes that apply to all emergencies/disasters addressed in this plan. Additionally, the location of the main water valve and circuit breaker/main fuse box will be addressed.

KEY CONTACTS

BVCASA STAFF PHONE LIST			
NAME	TITLE	WORK PHONE	CELL/OTHER
Crystal Crowell	Executive Director	979-846-3560, x111	979-450-1627
Tiffany Cantrell	Finance Director/Placement Coordinator	979-846-3560, x112	979-220-5522
Candice Williams	Human Resources Director	979-846-3560, x102	979-599-4418
Josh Stone	Director of TDCJ Programs	979-823-5300, x103	979-422-1090
Brenda Pavelka	Clinical Manager	979-823-5300, x114	979-220-9419
Kayla Wilson	Lead Counselor	979-823-5300, x105	972-922-6902
Vacant	Direct Care Staff Supervisor	979-823-5300, x108	N/A
Dena Horsman	Facilities Coordinator	979-823-5300, x104	979-574-7665
Joshua McDowell	Quality Assurance/PREA Coordinator	979-846-3560, x139	979-219-7810
Gary Jones	Maintenance Supervisor	979-823-5300	979-229-6833

EXTERNAL PHONE LIST			
AGENCY	OFFICE PHONE	CELL PHONE	EMAIL/WEBSITE
American Red Cross: - Main - Toll Free - Nate Kidwell	979-776-8279 888-776-9226 979-253-8714		nate.kidwell@redcross.org
Brazos County Emergency Communications District (9-1-1) - Emergency - Laura Blackburn	9-1-1 979-779-0911		lblackburn@bc911.org
Brazos County Inter-Jurisdictional Emergency Management: - General - Michele Meade (Brazos Co.) - Jason Ware (Brazos Co.) - Jerry Henry (Bryan)	979-821-1000 979-821-1010 979-821-1011 979-821-1030	979-255-6182 979-595-6251	mmeade@co.brazos.tx.us jhenry@bryantx.gov
Brazos County Roads and Bridges - Main - Gary Arnold (Director of Planning)	979-822-2127		garnold@co.brazos.tx.us
Brazos County Sheriff's Department - Main - Non-emergency	979-361-4900 979-361-4100		www.brazoscountysheriff.org
Brazos Food Bank: - Main - Theresa Mangapora	979-779-3663	979-220-3418	tmangapora@brazosfoodbank.com

EXTERNAL PHONE LIST

AGENCY	OFFICE PHONE	CELL PHONE	EMAIL/WEBSITE
Brazos Valley Volunteer Organizations Active in Disaster (VOAD) - Amy Grace, Chair - Alison Prince, Sub-Chair	979-696-4483	979-220-3046	aprince@uwbv.org
Bryan Fire Department - Emergency - City of Bryan - Marc McFeron	9-1-1 979-209-5960 979-209-5960	979-492-5297	www.bryantx.gov mmcferon@bryantx.gov
Bryan Police Department - Emergency - City of Bryan - PIO – Kelly McKethan	9-1-1 979-209-5387 979-209-5350		www.bryantx.gov kmckethan@bryantx.gov
Bryan Texas Utilities (BTU) - Administration Office - 24-hour Power Outage line	979-821-5715 979-822-3777		www.btutilities.com
BVCOG – Public Safety Planning - Rebecca Hill	979-595-2800 x2041	979-229-9949	Rebecca.Hill@bvcog.org
City of Bryan Public Works	979-209-5900		helpbryan@bryantx.gov
City Public Communication - Kala McCain (Bryan)	979-209-5141		www.bryantx.gov kmccain@bryantx.gov
First United Methodist Church *EVACUATION SITE 506 E. 28 th Street, Bryan 77803	979-779-1324		
Texas Department of Criminal Justice - Contracts – Rebecca Jones - Monitor – Amanda Brown	936-437-2805 936-581-8688		Rebecca.Jones@tdcj.texas.gov Amanda.Brown2@tdcj.texas.gov
Texas Department of State Health Services - Contracts – Kari Shaff - Licensing – Tom Millenbach	512-862-7830 512-834-6700, x2127		Kari.Shaff@hhsc.state.tx.us Tom.Millenbach@hhsc.state.tx.us
Texas Department of Transportation (TxDOT) - Administrative Office - Public Information Office	979-778-9600 979-778-9764		www.txdot.gov
Texas Information and Referral Network (TIRN): - Debbie Wise (Interim Program Mgr.)	512-483-5100	512-839-5103	Deborah.Wise@hhsc.state.tx.us

EXTERNAL PHONE LIST

AGENCY	OFFICE PHONE	CELL PHONE	EMAIL/WEBSITE
- Debi Smith (Program Liaison)	512-406-2821 (Ext. 62821)	512-589-8843	Debi.smith@hhsc.state.tx.us
- Melissa Korpi (Resource Specialist)	512-406-2818 (Ext. 62818)	512-633-7141	Melissa.Korpi@hhsc.state.tx.us
- Anisha Vichare (Database Administrator)	512-406-2808 (Ext. 62808)	512-426-6643	Anisha.Vichare@hhsc.state.tx.us
- Cathy Elliott (Contract Mgr.)	512-406-2822 (Ext. 62822)		Cathy.Elliott@hhsc.state.tx.us
- Michael Grisham (Interim Director)	512-406-2819 (Ext. 62819)		Michael.Grisham@hhsc.state.tx.us
- Ryan Ward (Administrator Manager)	512-406-2810 (Ext. 62810)		Ryan.Ward@hhsc.state.tx.us
- Suzanne Heritage (Program Specialist)	512-406-8217 (Ext. 62817)		Suzanne.Heritage@hhsc.state.tx.us
- Dudley Smith (Access & Eligibility Services/Support Telephony)	512-406-2816 (Ext. 62816)	512-736-9444	Dudley.Smith@hhsc.state.tx.us
Volunteer Center (RSVP - BVCOG)			
- Curt Sterner	979-595-2800 x2026	979-777-7837	acsterner@gmail.com

PHONE LIST – FACILITY SERVICES

AGENCY	OFFICE PHONE	CELL PHONE	EMAIL/WEBSITE
Acme Glass Company			
- Main	979-822-1577		
- After Hours	979-822-5871		
- Toll Free	800-324-2263		
Atmos – Gas			
- Main	979-744-2500		
- Customer Service	888-286-6700		
- Emergency	866-322-8667		
BVCOG – IT Services			
- Bo Moncivais	979-595-2800	979-777-1841	bo.moncivais@bvcog.org
Tuma Plumbing – Plumber Caleb Tuma	979-739-1996		
Kay Electric Co. – Electrician	979-219-1598		https://www.plumberbryantx.com/
- Bruce Kay			
Landlords/Property Managers Carter Creek:			
- BVAHC (Paul Turney)	979-595-2809	979-777-1915	pturney@bvahc.org
- Josh Isenhour	979-268-6840	979-220-1317	josh@clarkisenhour.com

PHONE LIST – FACILITY SERVICES

AGENCY	OFFICE PHONE	CELL PHONE	EMAIL/WEBSITE
Acme Glass Company - Main - After Hours - Toll Free	979-822-1577 979-822-5871 800-324-2263		
Atmos – Gas - Main - Customer Service - Emergency	979-744-2500 888-286-6700 866-322-8667		
Carter Creek: - Clark Isenhour (Josh Isenhour) Horizon: - Hussain Askari - Equity Real Estate	(979) 696-4464	979-575-7461	haskari@suddenlink.net pm@equitybcs.com
Lindsay Communications - Phone - Bruce Lindsay	979-779-5555, x102		phoneman5555@gmail.com
Orkin – Exterminator	855-628-5591		
Stephens Insurance - Scott McGuire	512-542-3211		scott.mcguire@stephens.com
Superior Air Repair – A/C repair	979-472-3267		http://www.superiorairrepair.com
Superior Service Company – Freezer repair	979-775-8700		

HORIZON EMERGENCY EQUIPMENT/SUPPLIES

- | | |
|--------------------------------------|---------------------------|
| 1. Keys | Gary Jones (979) 229-6833 |
| 2. Main Utilities | |
| a. Main electrical cut off switch | Outside behind kitchen |
| b. Main water shut off valve | Sub basement:B17 |
| c. Main gas shut off | Gas meter |
| 3. Sprinkler system | Sub basement:B17 |
| 4. Fire Extinguisher | |
| a. All routine fire types (Type ABC) | |
| b. Bicarb | |
| c. Compress Nitrogen | |
| 5. Master fire alarm (pull box) | Behind front desk |
| 6. Smoke and heat detectors | In each room/office |

General Facility Supplies & Equipment

- First Aid Kits
- Hand sanitizer
- Self-clinging bandages
- Latex gloves
- Coolers
- Plates, cups, straws, and utensils
- Plastic bags
- Hand wipes
- Personal wipes
- Toilet Paper
- Batteries
- Bleach/sterilizing cleaners
- Flashlights
- Radio
- Mops and Buckets
- Extension cords
- Lighters and Matches

SECTION I:

TYPES OF EMERGENCIES/DISASTERS

Bomb Threats

While threats to detonate a bomb are usually not enacted, each and every threat potentially jeopardizes the life of all those in and around the targeted area. As such, each threat must be taken seriously and precautionary procedures implemented. Bomb threats usually are generated via telephone and email, but can also be sent using a variety of different methods, such as letter, text message, etc.

Individual and Group Safety Guidelines

The following are important safety considerations for individuals:

- A bomb or incendiary device can take almost any form and can be triggered in a wide variety of ways. Therefore, under NO CIRCUMSTANCES should a suspicious object be touched or removed. People should be removed from the bomb, not vice versa.
- Communication in any area where a bomb may be present will be by telephone to prevent detonation by radio frequency.
- The decision to evacuate a building will be made by the Incident Commander, in consultation with the Executive Director or senior available administrator, if available.

The decision will be made with consideration given to a variety of factors, such as:

- Recommendation of Incident Commander
- Credibility of Threat
- Recent History of Bomb Threats
- Current Social/Political Climate
- General Public Safety Matters

If evacuation is chosen, an announcement will be made in each area that there is a potentially serious electrical problem in the building and that the building must be closed. Occupants will be asked to proceed to the nearest exit, taking their personal belongings with them and leaving doors and windows open to dissipate the energy of a potential explosion. Appropriate staff will be posted if deviation from standard exit routes is necessary. Staff conducting the evacuation should behave in a calm and assured manner so as not to promote panic. If groups of people need to be relocated temporarily, the Incident Commander will establish a campus assembly point. The campus assembly point is designated as St. Anthony's Catholic Church parking lot located at 401 S. Parker St., Bryan, TX.

Telephone Bomb Threat Checklist

Instructions:

Be calm, be courteous and listen. Do not interrupt the caller when he or she is speaking, but when the caller stops talking, ask questions to get additional information.

Caller's Identity:

Male _____ Female _____
Adult _____ Juvenile _____ Estimated age _____ years

Origin of Call:

If you have Caller ID, record the caller's phone number _____
Phone Booth _____ Local Call _____ Long Distance Call _____

Caller's Voice:

Calm _____ Angry/Upset _____ Nervous _____ Laughing _____
Clear _____ Slurred _____ Muffled _____ Loud _____ Soft _____
Speech Impediment _____ Accent _____
High Pitch _____ Low Pitch _____ Taped Message _____
Do you know who the caller is? _____

Threat Language:

Well-spoken _____ Incoherent _____ Abusive _____
Record any details given such as location of bomb, who is targeted, time of detonation, the reason for the threat, etc. Be as exact as possible.

Additional Questions *(keep caller talking to obtain as much information as possible).*

Where did you put the bomb? _____

What time will it explode? _____

What does the bomb look like? _____

What kind of a bomb is it? _____

What will make the bomb explode? _____

Have you notified anyone else? _____

Are there others involved? _____

Who do you represent? _____

Did you place the bomb? Who did? _____

Where are you now? _____

Who are you? _____

What is your address? _____

When did you place the bomb? _____

How do you know so much about this facility? _____

Do you know there are innocent people who may be killed/injured? _____

Your Name & Phone Number _____ Date/Time of call _____

Drought or Extreme Heat

Drought is caused by long periods of time with little or no rainfall. Extreme heat occurs when the temperature reaches excessively high levels or when the combination of heat and humidity causes the air to become oppressive. Drought or extreme heat can occur in any area of the country. Extreme heat is especially dangerous to medically frail individuals, the very young, and the very old. Pay particular attention to these individuals in times of extreme heat.

Readiness:

- Conserve water throughout the year.
- Insulate facilities to reduce need for air conditioning.
- Acclimate to heat.
- Be able to recognize and treat heat impairment symptoms.

Response:

- Use water only for essential purposes.
- Reuse water whenever possible.
- Avoid overexertion.
- Pace yourself while working, wear light colored, loose-fitting clothing.
- Keep body fluid and salt level as close to normal as possible.
- Rest regularly.

Recover:

- Put heat victim in the shade and give water to drink.
- Lower body temperature.
- Get immediate medical attention to anyone who faints from heat exposure.

Earthquakes

An earthquake is a “shaking or trembling of the earth that is volcanic or tectonic in origin.” Most earthquakes result from an abrupt rupturing of great masses of rock beneath the earth’s surface and usually occur without warning. Aftershocks can be as dangerous as the initial earthquake. Although 39 states in the U.S. have medium to high potential for a quake to occur and thousands occur yearly, most of these are too mild to feel.

Readiness:

- Support implementation of safe building codes and comply with these codes in your facility.
- Organize and support programs to prepare for future earthquakes.
- Train staff and consumers on how to avoid injury and panic during an earthquake.
- Train staff on how to turn off water, gas and electricity at main switches and valves.
- Check facilities for earth quake hazards.

Response:

- Indoors—stay inside against an inside wall or inside a stairwell.
- High-rise or large commercial building—get under a desk or heavy table. Do not try to leave the building.
- Turn off utilities at main shut-off.
- Outside—get away from buildings, utility poles and trees.
- In vehicle—pull safely off the road and avoid bridges and overpasses.

Recover:

- Check for injuries and fires and respond.
- Check for imminent hazard, leaking gas lines, downed electrical wires, etc.
- Clean up spilled medicines and other potentially harmful materials.
- Check chimneys, closets and all storage areas carefully.
- Report damages to your insurance carrier.

Fire

The following evacuation procedure for staff, clients and visitors is followed in the event of a fire:

- When an alarm sounds, staff directs clients outside facility in accordance to posted fire evacuation route(s). Clients with handicaps receive first priority.
- Visitors and staff follow the posted fire evacuation route
- Staff checks each living area to ensure everyone is out of the building, directs clients to St. Anthony's Church parking lot located at 401 Parker St., Bryan, TX., conducts a count to insure all clients are safe and accounted for, require everyone to stay away from the building until fire department gives the all clear signal, and in the event the facility is determined unsafe, clients are transported to a designated temporary location as determined by Brazos County Health Department.
- Fire exits are marked and easily accessible
- Monthly fire drills requiring evacuation are conducted in all facility locations, and on every shift, including administrative areas.

Floods and Flash Floods

A flood is defined as the rise and overflow of a body of water that covers land not usually under water, occurring over a long period of time. Flash floods are quick rising floods usually from heavy rains over a short period of time, often several hours or even less.

Readiness:

- Ask your insurance broker about flood insurance.
- Avoid building in a flood plain.
- Follow local building codes.
- Stockpile emergency building materials.
- Make evacuation plans.
- Keep vehicles fueled to ensure rapid evacuation.
- Store drinking water in jugs, bottles and pans.

Response:

- As flood water rises:
 - Shut down utilities, turn off open flames, shut off main gas valves, and close all discharge valves on all tanks containing flammable liquid or dangerous chemicals.
 - Seal openings (doors and windows) or other vulnerable areas (cracked foundations) by using sandbags.
 - Secure all outdoor items, such as furniture, lumber, etc.
 - Move valuables to upper levels.
 - Move car, machinery, and livestock to higher ground.
 - Check emergency supplies.
- Do not attempt to drive on flooded roads or through underpasses
- Do not cross streams where water is above your knees.
- If a flash flood warning is given, move immediately to higher ground.
- Listen for evacuation announcements.

Recover:

- Report damages to your insurance carrier.
- Clear drains of debris.
- Be aware that there may be fires, flooding, or impairment to your facility's fire protection system.
- Exercise care around damaged or submerged power lines.
- Do not use food that has come in contact with floodwaters.
- Have all drinking water tested.
- Check for structural damages before re-entering any building.
- Let buildings are out for several minutes before re-entering and do not use matches or lanterns inside.
- Shovel mud while it is still moist.

Flood Checklist

When planning for a flood, a detailed checklist should be developed indicating the order in which processes are to be shut down and the facility secured. Determine in advance the length of time needed – expressed in hours or days – to accomplish these tasks, so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a flood watch or flood warning, check it off and move on to the next one.

Action	Time Needed	Done
1. Shut down processes safely.	_____	<input type="checkbox"/>
2. Brace unsupported structural members at construction sites.	_____	<input type="checkbox"/>
3. Update important backup records and move them to a location not vulnerable to flooding.	_____	<input type="checkbox"/>
4. Anchor outdoor items that can be moved by flood waters, such as trailers, lumber, outdoor furniture, etc.	_____	<input type="checkbox"/>
5. Assemble the following supplies and equipment at a central, secure location:	_____	<input type="checkbox"/>
__ Portable pumps and hose		
__ Mops and squeegees		
__ Emergency lighting		
__ Tarpaulins		
__ Lumber and nails		
__ Power and manual tools		
__ Sandbags		
__ Shovels and axes		
6. Ensure that the emergency staff remaining on premises has the following:	_____	<input type="checkbox"/>
__ Non-perishable food		
__ Radio receivers		
__ First aid equipment		
__ Bottled drinking water		
__ Lighting		
7. Fill emergency generator tanks.	_____	<input type="checkbox"/>
8. Inspect all fire protection equipment to be sure it is in service.	_____	<input type="checkbox"/>
9. Place sandbags at vulnerable openings. Divert water from critical areas, such as holes in the foundations, doorway and sills.	_____	<input type="checkbox"/>
10. Move important machinery, stock and reports to higher elevations. By knowing the past flooding history of the area, reasonably safe areas can be selected.	_____	<input type="checkbox"/>
11. Shut off all flammable and combustible liquids lines at their source to prevent the discharge of such liquids from pipes broken by floating debris. Support exposed piping properly.	_____	<input type="checkbox"/>

- 12. Make sure above and below ground tanks are properly anchored to prevent flotation. Fill empty tanks with water or product and extend vent lines on active tanks above the anticipated maximum water level.
- 13. Lash down portable containers of flammable or combustible liquids.
- 14. Shut off electrical power at the main building. Disconnect when that building is in imminent danger of flooding.
- 15. Install flood doors/covers.

Forest Fire/Wildfire

Forest fires or wildfires often begin unnoticed and spread quickly, sometimes changing direction with the wind and igniting brush, trees, and homes. Weather conditions can directly contribute to the occurrence of wildfires through lightning strikes, or indirectly through an extended dry spell or drought that contribute to the availability of fuel.

Readiness:

- Learn how to recognize fire conditions.
- Use fire carefully and wisely.
- Plan several escape routes.
- Clear an open space around your facility.

Response:

- Leave immediately if officials are evacuating your area.
- Breathe through a wet cloth; try to breathe air close to the ground where it is cooler and contains more oxygen and less smoke.
- Do not try to outrun a fire that is burning uphill – travel at right angles to the fire if possibly.

Recover:

- Report damages to your insurance carrier.
- Check carefully for hot spots upon re-entering.

Hazardous Materials and Radiation Release

Hazardous materials can include solids, liquids or gases. Unless properly handled, these materials can cause serious injury or death due to inhalation, fire, explosion or other serious accident. Radiation can cause serious illness or even death.

Readiness:

- Attend public information meetings to learn about the presence of dangerous chemicals and radioactivity, safety precautions, and mitigation measures being taken by the utility company, the local community, and the state.
- Learn about special dangers, especially to young children and elderly people.
- Know the locations of nuclear power plants, radioactive materials storage sites and radioactive waste dumps.
- Learn the major transportation routes through and around your community.
- Know the properties, hazards, and emergency procedures of any hazardous material used within your own agency. Obtain Material Safety Data Sheets (MSDS) from the manufacturer.
- Address evacuation routes during monthly fire drills.
- Ask your local emergency manager about correct responses to hazardous materials spills or radiological accidents.
- Learn specific dangers of the hazardous material and radiological materials kept in your community.
- Know what to do and whom to call if you are exposed to radioactive materials.
- Keep an emergency supply of food, water and medicines.

Response:

- If an accident occurs that endangers one of your facilities, a local emergency official will contact you.
- Move far away from the scene of the accident and keep others away.
- Do not walk into or touch any spilled substances.
- Avoid inhaling gases, fumes and smoke. Keep in mind that harmful gases may be colorless and odorless.
- Isolate your clothing and shoes after exposure to a radioactive substance; shower for 15 minutes with soap & water and seek emergency medical assistance.
- Evacuate immediately or stay indoors, depending on instructions from local emergency officials.
- In the event of a hazardous material spill, instruct maintenance staff to turn off all air and heating vents. Close all doors and windows and seal gaps under doorways and windows with wet towels.
- Avoid taking vegetables from your garden or milk from livestock until they can be inspected by a local emergency official.

Recovery:

- Do not clean up strange spills or substances without consulting a qualified radiation authority. Consult local newspapers, radio and television for cleanup and recovery instructions.
- Follow local instructions concerning local produced food and water supplies.
- Clean up any residue carefully; follow instruction from local media or chemical manufacturer on cleanup methods.

Hostage Situations

A hostage situation refers to the unlawful abduction or restraint of one or more individuals with intent to restrict their freedom.

Individual and Group Safety Information

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 captor(s) 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 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 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.

Hurricanes

Hurricanes are storms with pronounced rotary circulation and winds that exceed 74 miles per hour. They are normally accompanied by torrential rains and flooding. They typically occur from mid-June through mid-November.

Readiness:

- Reinforce facilities to withstand wind and flooding.
- Avoid coastal areas during hurricane advisories.
- As hurricane season approaches, recheck window shutters, and supply of boards, tools, batteries, and non-perishable foods.
- If your area receives a hurricane warning, moor your boat securely or evacuate it to a safe area.
- Secure outdoor objects such as furniture, garbage cans or bicycles.

Response:

- If monitor storm advisories issued by the National Weather Services.
- Take precautions and appropriate action as soon as a hurricane warning is announced.
- Mobile homes and low lying coastal areas must be evacuated.
- Stay indoors only if you are in a sturdy structure on high ground and away from the shore – otherwise move to a designated shelter and stay there until the storm has passed.
- Follow state and community advisories as to evacuate the area, however, do not attempt to travel during winds and storm surges.
- Do not be fooled into thinking the hurricane has passed while the eye of the storm is in your area—leave your shelter only after the “all clear” signal is broadcast over the radio or television.

Recover:

- Report damages to your insurance carrier.
- A disaster assistance center may be established in severely damaged communities.
- Be aware that there may be fires, flooding, or impairment to your facility’s fire protection system.
- Clear roof drains of debris to prevent water from pooling on the roof, which could lead to roof collapse.
- Avoid loose or dangling wires; report them to the power company.
- Protect against further damages by boarding broken windows, placing a tarp on a damaged roof, etc.

Hurricane Checklist

When planning for hurricanes, a detailed checklist should be developed indicating the order in which processes are to be shut down and the facility secured. Determine in advance the length of time needed – expressed in hours or days – to accomplish these tasks, so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a hurricane watch or warning, check it off and move on to the next one.

Action	Time Needed	Done
1. Shut down processes safely.	_____	<input type="checkbox"/>
2. Inspect roof edging strips, gutters, flashing, covering and drains.	_____	<input type="checkbox"/>
3. Inspect sign and stack supports, guy wires and anchorages.	_____	<input type="checkbox"/>
4. Check for wear door and window latches or hardware and for insecure panel fastenings. Expedite repairs.	_____	<input type="checkbox"/>
5. Protect vulnerable windows from flying debris.	_____	<input type="checkbox"/>
6. Brace unsupported structural members at construction sites.	_____	<input type="checkbox"/>
7. Protect important records from wind, debris, and rain.	_____	<input type="checkbox"/>
8. Update important backup records and move them to a location not vulnerable to the same incident.	_____	<input type="checkbox"/>
9. Fill aboveground tanks to capacity with product or water to minimize wind damage.	_____	<input type="checkbox"/>
10. Anchor outdoor items that can be moved by high winds, such as trailers, lumber, outdoor furniture, etc.	_____	<input type="checkbox"/>
11. Assemble the following supplies and equipment at a central, secure location:	_____	<input type="checkbox"/>
___ Emergency lighting		
___ Caulking compound		
___ Tarpaulins		
___ Lumber and nails		
___ Power and manual tools		
___ Sandbags		
___ Shovels and axes		
___ Roofing paper		
___ Chain saws		
12. Ensure that staff remaining on premises has the following:	_____	<input type="checkbox"/>
___ Non-perishable food		
___ Radio receivers		
___ First aid equipment		
___ Bottled drinking water		
___ Lighting		
13. Fill emergency generator tanks.	_____	<input type="checkbox"/>
14. Inspect all fire protection equipment to be sure it is in service.	_____	<input type="checkbox"/>
15. Clean out drains and catch basins.	_____	<input type="checkbox"/>

Landslides and Mudflows

Landslides include a wide range of ground movement, such as rock falls, deep failure of slopes, and shallow debris flows. Although gravity is the primary reason for a landslide, there are other contributing factors. Erosion, snowmelt or heavy rains, earthquakes, volcanic eruptions, vibrations from machinery, traffic, blasting, and even thunder may trigger failure of weak slopes. Slope material that becomes saturated with water may develop a debris flow or mudflow. The resulting slurry of rock and mud may pick up trees, houses, and cars, thus blocking bridges and tributaries, causing flooding along its path.

Readiness:

- Check with the county land commission or local office of the US Geological Survey for ground composition, drainage, and stability information.
- Plant ground cover or build retaining walls on slopes.
- Reinforce the foundation and exterior walls of your facilities.
- Construct catch basins, dams, or channels for mudflow control.
- Purchase flood insurance if available, in mudflow areas.
- Be prepared to evacuate
- Know whom to call at the first signs of a landslide.
- Evacuate quickly if you are warned of an impending landslide or mudflow.

Response:

- If inside a building during a landslide, stay inside and find shelter under a desk, table or sturdy piece of furniture.
- If outside in the open, roll into a tight ball and protect your head. Mudflows usually can only be survived by avoiding them. Move to higher ground at the first signs of a mudflow coming your way.
- If caught in a mudflow, try grabbing anything that is being carried along.

Recover:

- Report damages to your insurance carrier.
- Thoroughly check the foundation, chimney, and surrounding land for damage.
- Stabilize land as quickly as possible to avoid secondary slippage.
- Re-seed damaged land to help stop erosion.

Pandemics

In the event of a pandemic caused by an agent spread through person-to-person contact or through air or respiratory droplets, BVCASA will implement the following actions. These actions may be adjusted based on guidance from local, state, or national public health or governmental authorities.

Employees

1. Employees will not be allowed to come to work sick or to enter any of BVCASA's facilities while sick under any circumstances. If there is something the employee needs at the office while sick, they should contact their supervisor and we will work with that employee to get them what they need. If the employee has symptoms of the pandemic-related illness, BVCASA must be immediately notified by emailing hr@bvcasa.org and the employee will need clearance from a doctor to return to work. Otherwise, for other illnesses requiring an employee to stay home that are NOT consistent with symptoms of the pandemic-related illness, we will waive the requirement for a doctor's note unless there are special circumstances where the Executive Director feels one is necessary, such as FMLA qualifying conditions or concerns about staff abusing leave. The purpose of this is to keep the employee from possible exposure and also to minimize our burden on the health care system.
2. For all employees who have been out sick or have recently traveled must have a screening completed by phone prior to returning to work.
3. The Direct Care Staff Supervisor must report to the Executive Director immediately upon learning an employee is out sick.
4. If an employee has concerns about making child care arrangements, staying home with a child because of school closures, being off from work for an extended period of time due to illness, and/or not having enough leave time, the employee should speak with their supervisor as soon as possible. We will work with employees as much as we can to support them during this time.
5. If the Executive Director has determined that an employee is able to work from home, then the employee must do so in accordance with the rules set forth by the Executive Director and the employee's supervisor.
6. Employees who are required to report to work should limit in-person meetings as much as possible. If an in person meeting is necessary, employees must space themselves at least 6 feet apart, use hand sanitizer at the start and end of the meeting, and wipe down all surfaces when the meeting is over.
7. Employees must practice physical distancing and good hygiene at all times. Stay at least 6 feet away from others, wash hands with soap and water and/or use hand sanitizer frequently, and avoid touching your face as much as possible.

Facilities

1. Employees and clients will participate in a complete facility cleaning/wipe down of all surfaces, door knobs, table tops, keyboards, phones, computer mice, copier handles/buttons, etc. no less than EVERY TWO HOURS with a 10% bleach solution.
2. All individuals who enter the facility must have their temperature taken. If the individual's temperature is 100.4 or above, they must take the screening and follow the instructions on the form.
3. All staff and clients must wear masks in hallways and common areas.

4. We will continue to look for and stock up on cleaning supplies. Staff must notify their supervisor immediately if we are running low.
5. All individuals in the facility will be instructed to maintain physical distancing of 6 feet or greater at all times and to maintain good hygiene practices.
6. The kitchen will maintain a 10-day supply of food.

Clients and Visitors

1. Only staff and clients are allowed in the facility. No visitors, guests, or volunteers will be allowed in the facility until further notice. Staff should meet delivery drivers at the door to accept deliveries.
2. All new/incoming clients must be given a screening upon entry to the facility.
3. If it is determined by a medical professional that the client must self-quarantine, BVCASA will follow TDCJ guidelines on isolating the client.
4. All clients will be required to have training on the pandemic and prevention practices.
5. The number of group sessions and chow times will be increased to allow for proper social distancing. Increased outdoor rec times will also be added, though clients will still be required to maintain social distancing during rec.
6. Daily Plans will be temporarily suspended, if needed. Only clients with employment will be allowed to leave the facility.
7. Clients must sanitize the phone after each use.

Resource Shortage

Resource shortages can include water supplies, power outages, and food shortage.

Readiness:

- Use personal conservation measures.
- Reduce dependency on any single resource.
- Teach all staff and participants conservation methods.
- Keep a supply of emergency food, water and medicines. The supply of food and water may be enough to sustain the facility for 10 days.
- Stock wood or other fuels for your alternate heat source.
- Stock battery powered lamps and batteries.

Response:

- Consult local media for recommended conservation practices and sources of special assistance.
- Avoid opening your refrigerator during a power failure; food can be kept no longer than two days.
- Go to a local shelter if you have no heat; contact your local emergency manager for shelter locations.

Recover:

- Take only what you need as a resource becomes available; do not hoard supplies. As resources become available, the facility may restock the 10-day emergency food and water supply.
- Continue conservation practices.

Riots and Civil Disturbances

Civil disturbance can range from mischievous pranks to mass armed aggression.

Readiness:

- Install and use effective locks on all doors and windows.
- Install fire extinguishers in facilities; train staff in their use.
- Have facility plans for response to violence.
- Contact local police to determine what services are available.
- Train employees to report, but not handle, suspicious packages, actions or conditions.
- Designate a safe place in each facility for shelter in violent situations.

Response:

- When violence or looting is threatened or erupts, leave the area immediately.
- Alert staff.
- Notify emergency services as needed for fire, ambulance, or police response.

Recover:

- Report damages to your insurance carrier.
- Obtain recovery information from your local emergency manager.
- Salvage undamaged goods and equipment and re-secure facility by boarding windows, changing locks, arranging for 24 hour guard service, etc.

Structural Fire

Readiness:

- Develop and teach staff fire safety curriculum, consult state regulations.
- Install smoke detectors, and where appropriate, heat detectors.
- Follow safe building codes.
- Do not store combustible materials in closed areas or near a heat source.
- Keep fire extinguishers in facility.
- Maintain fire insurance.
- Plan alternate escape routes from every room of each facility; conduct fire drills and be sure each participant knows each exit.
- Install metal or rope fire ladders from upper floors.
- Post fire department phone number.
- Teach participants what to do in case of a fire.

Response:

- Immediately report any fire.
- Contain the fire if possible (i.e. close the doors).
- Stay low in a burning building, away from smoke and toxic fumes.
- Check doors before opening; do not open a door that feels hot.
- If your clothing catches fire—stop, drop, and roll.

Recover:

- Report damages to your insurance carrier.
- If temporary housing is needed, see if your insurance will cover expenses or contact the Red Cross or the Salvation Army.

Utility Outages

The following are safety procedures in dealing with a utility outage:

- All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
- Assist the handicapped in exiting the building! Remember that the elevators are reserved for those with physical disabilities. Do not use elevators in case of fire.
- Once outside, move to a clear area at least 500 feet away from the affected buildings. The parking lot of St. Anthony's Church has been designated as the meeting place for an evacuation. Keep walkways, fire lanes and hydrants clear for emergency crews.
- If requested, assist emergency crews as necessary.
- A Field Incident Command Post may be set up near the emergency site.
- Keep clear of the command post unless you have official business.
- Do not return to an evacuated building affected by the utility loss until told to do so by an appropriate university official.
- Electrical/Light Failure—Emergency lighting systems should provide sufficient illumination to exit buildings in an orderly manner. Call Bryan Texas Utilities (24 hours a day) at 979-822-3777 to report an outage.
- Elevator Failure—If you are trapped in the elevator, use the emergency phone to directly notify the Police and Fire Department by calling 911. If the elevator does not have an emergency phone, turn on the emergency alarm to signal for help. Both are located on the elevator's front panel.
- Plumbing Failure/Flooding—Cease using all electrical equipment. Notify the Police and Fire Department at 911. If necessary, vacate the area.
- Gas Leak—Cease all operations. Do not switch on/off lights or any electrical equipment. Remember electrical arcing can trigger an explosion! Notify the Police and Fire Department from a phone away from the gas leak area by calling 911. A 10 Day food supply of nonperishable items may be maintained in the event of a gas leak.
- Ventilation Problem—If smoke odors come from the ventilation system, immediately notify the Police and Fire Department by calling 911. If necessary, cease all operations and vacate the area.
- In the event of a power outage that causes loss of electricity to fire alarms, a "Fire Watch" will be instituted in which a designated staff will inspect the entire facility in 15 minute intervals. Should a fire threat be identified, the facility will be immediately evacuated, and the Bryan Fire Department will be notified.
- The facility will rent a generator that will provide enough energy to power the facility, including the kitchen in order to provide food services to clientele.

Generator Sources

Fuel Source Differentiations:

- Gas: less expensive than diesel; these machines are quieter, less expensive, and require less maintenance
- Diesel: machines run longer; diesel is less flammable; diesel powered machines can work under heavier loads

RENTAL

- United Rentals (2 locations)
 - <https://www.unitedrentals.com/search?search=generator#/>
 - Large, towable generators
- Redtail Equipment Rental LLC
 - <https://www.redtailrental.com/rental-equipment/generators%20-%20welding/381>
- Sunstate Equipment Co.
 - <https://www.sunstateequip.com/s/equipment/electrical/generators>
- Derrick Rental Equipment
 - https://www.constructionequipment.com/search/all?search_api_fulltext=generator

Most average anywhere from \$550-\$700 per week, or about \$1500 a month for rental

TO PURCHASE

- Tractor Supply portable generators
 - https://www.tractorsupply.com/tsc/catalog/generators?cm_mmc=SEM--Google--Generators--GasGeneratorsRespAd&gclid=Cj0KCQiAhP2BBhDdARIsAJEzXIF7jRqcJ20MgNnc7x-09qKT5TmMQn770QQaruLwly1At6zLulni88aAu59EALw_wcB
 - Range from about \$300-\$3,000
- Home Depot whole house generators
 - <https://www.homedepot.com/b/Outdoors-Outdoor-Power-Equipment-Generators-Whole-House-Generators/N-5yc1vZbx9s?sortorder=asc&sortBy=price>
 - Start at \$2,999 up to \$15,864
- Lowes home standby generator
 - https://www.lowes.com/pl/Home-standby-generators-Generators-Electrical/4294641572?goToProdList=true&int_cmp=Generators:C:Electrical:Merch:hero_banner_copy&searchTerm=generators&sortMethod=sortBy_priceLowToHigh
 - Start at \$1,999 up to \$15,898
- Generator Supercenter of College Station
 - <https://generatorsupercenterofcollegestation.com/about-generator-supercenter/>
 - Local retailer, contact them for a quote

Winter Storms/Cold Weather

Cold weather and associated winter storms are common throughout most of the United States. However, shifts in the jet stream can force extremely cold, arctic air into warmer regions. Winter storm precipitation can include snow, sleet or freezing rain.

Readiness:

- Keep posted on weather conditions.
- Learn about the three types of storms: blizzards, heavy snowstorm, and ice storm.
- Assign specific tasks such as plowing, shoveling, sanding or salting, including roof areas, if necessary.
- Have heating systems inspected every fall.
- Provide adequate building heat during cold weather to prevent freeze-up of sprinkler systems and other interior water piping. Pay particular attention to the temperature of crawl spaces or other poorly heated areas through which piping may run.
- Install alternate heat sources.
- Keep an adequate supply of heating fuel on hand.
- Have a battery powered radio, flashlight and extra batteries on hand.
- Know where to locate and how to use equipment needed to light a fire.
- Know how to use emergency heating and lighting equipment to prevent fires or dangerous fumes.

Response:

- Determine if early closing or delayed opening of your program sites is necessary.
- Avoid all unnecessary trips.
- Know when your body is tiring and do not overexert yourself.
- If you must be outdoors, wear several layers of loose-fitting clothing.
- Cover your mouth to protect your lungs from cold air.
- If your car breaks down do not leave your car unless you are certain there is help available within one hundred yards.

Recover:

- Re-enter buildings with extreme caution.
- Be alert for fire hazards.
- Report damages to your insurance carrier.
- Clean up fallen trees, branches, and debris.
- Report any downed electrical wire to emergency personnel.

Cold Weather Checklist

When planning for an arctic freeze, a detailed checklist should be developed indicating the order in which processes are to be shut down and the facility secured. Determine in advance the length of time needed – expressed in hours or days – to accomplish these tasks, so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a winter watch or storm warning, check it off and move on to the next one.

Action	Time Needed	Done
1. Restore any cutback of heat to buildings or processes.	_____	<input type="checkbox"/>
2. Provide additional heat for normally cold areas.	_____	<input type="checkbox"/>
3. Make certain there is an adequate supply of fuel for the heating systems.	_____	<input type="checkbox"/>
4. Expedite the completion of any postponed repairs to the heating system.	_____	<input type="checkbox"/>
5. Forgo any planned heating plant or boiler inspections until the danger of the severe cold has passed.	_____	<input type="checkbox"/>
6. Keep someone on the premises who will continually monitor all areas of the premises for signs of impending trouble and provide that person with an up-to-date list of emergency numbers to call should trouble be detected.	_____	<input type="checkbox"/>
7. Add heat tracing, such as heat tape and thermal panels, etc., to roofs and to pipes that might freeze, including protective system piping such as sprinklers.	_____	<input type="checkbox"/>
8. Check insulation on piping and structures to be certain it will protect them against extreme cold.	_____	<input type="checkbox"/>
9. Where processes are shut down, drain piping and tanks to prevent freezing damage.	_____	<input type="checkbox"/>

SECTION II:

SHELTERING IN PLACE

SHELTERING IN PLACE

It is strongly recommended that facilities located in non-evacuation zones take all possible measures to secure the building(s) against wind damage. Buildings fail and interior destruction occurs when winds or wind-driven debris breach the integrity of the building. This can happen through doors, windows, and roofs when buildings are not properly protected against wind damage. Each facility should be structurally evaluated to determine the safest areas. Window, door and roof retrofitting measures should be considered where appropriate.

Securing the Facility

When a Hurricane/Tornado Warning or other severe weather warning is issued, preparatory activities should include, as appropriate:

- **Installing shutters.** Ensure they are appropriate for hurricane force winds and are installed according to the manufacturer specifications.
- **Plywood coverings.** A minimum of 5/8" thick and anchored at least 1 ½" deep every 12 inches. Do not anchor plywood directly to window frames. Leave at least 6" of space between the plywood and glass window to allow for deflection and deformation of plywood if struck by an airborne object. Plywood installed too close to the glass will bend if/when hit, therefore breaking the glass window it is supposed to be protecting. (sources: FEMA, FDEM)
- **Braces behind doors.** This takes pressure off latches. Double doors with pins top and bottom are especially vulnerable. Be sure braces do not create a "trapping" effect in the building.
- **Hardening a specific area of the facility.** This would become the "*place of last refuge.*" This should be an area with minimal outside exposure and is structurally the strongest part of the building. This area is usually in the center of the structure.

Staff Coverage

All available personnel from each shift are asked to report to the facility to be present for the allotted period of time before, during, and after the hurricane. This decision will be made by the Administrator, or their designee, as to the length of time that coverage is necessary. Adequate staffing will be maintained at all times. The Direct Care Staff Supervisor and Residential Clinical Manager may assist in contacting and transporting available staff to the facility in the event of a Sheltering in Place order.

Personnel Pool

The personnel pool consists of all personnel not specifically assigned duties, or who have completed their duties and are available. They will report to the designated area and await further instructions.

Collecting Water in Bathtubs and Pitchers

All bathtubs will be filled and all pitchers filled with water. Assign specific staff to be responsible for this task.

Business Office/Purchasing/Storeroom

Ensure that all essential and emergency supplies are available. Provide 24 hour communication coverage for the switchboard or command post. Safeguard all resident files and company records.

Driver-Messenger

Assist in transportation services as needed. Check fuel, oil, and water levels for each vehicle. After the storm, learn what routes to the hospital are open in case you have to transport individuals needing hospital care.

Points to Remember at the time of the severe weather

- Function as normally as possible, continuing the routine work schedule, as this helps to keep people calmer.
- Keep yourself as quiet and as calm as possible so that the feeling of security is passed on to the residents.
- Check residents frequently.
- Keep activities up so residents are not only thinking about the storm.
- Check windows and door areas at frequent intervals.

The department heads or designated key people are to inaugurate proceedings to adequately care for the safety and comfort of the residents during this period.

During the Hurricane

- Maintain resident care at the highest level possible; encourage normal routines where possible.
- Be especially alert for leaking water or gas, broken windows, fire hazards, and electrical wires.
- Do not go outside of the building. After the first part of the storm passes, there may be a lull in the storm, but the rest of the storm usually follows shortly after the first impact.
- Monitor the local media on radio to await the all clear.
- Staff is to be given rest periods on a rotating schedule.
- Maintain communications with all occupied areas of the facility.

After the Hurricane

- Evaluate resident status changes and needs. This is especially important if power is lost.
- Do not touch loose or dangling wires.
- Do not step in pools of water where such wires may be grounded.
- Remove boards from windows as appropriate to reduce the growth of mold.
- Make a thorough check of the facility. Make repairs as necessary.
- If water supply was interrupted during the storm, do not empty emergency water containers until advised by authorities that your regular water service is potable.
- Return to normal scheduling of activities as soon as possible.
- Give a thorough situational briefing to on-coming staff. Relieve those on duty through shift rotations.

SECTION III: EVACUATION PLAN

PREPARING FOR EVACUATION

In the event of a disaster or evacuation, BVCASA staff may have to perform many tasks across multiple domains (but will *not* practice outside of their professional scope). The following section will identify the key responsibilities by staffing category for the evacuation decision and operational standards for a safe evacuation.

Key people that are to initiate proceedings to adequately care for the safety and comfort of the residents during this period of time are:

- Program Director
- Residential Manager
- Assistant Residential Manager
- Clinical Manager
- Lead Counselor
- Medication Technician
- Shift Leaders
- Maintenance Supervisor

All available personnel from each shift are asked to report to BVCASA and to be present for the allotted period of time before, during, and after the evacuation event. The Executive Director or their designee will make the decision as to the length of time this level of coverage is necessary. Adequate staffing will be maintained at all times.

Ensure that all essential and emergency supplies are available for resident needs. Provide 24-hour communication coverage for the switchboard or command post. Safeguard all resident files and company records. Each supervisor will be responsible for reviewing and implementing those sections of the disaster preparedness plan as needed to coordinate and update their activities with the command post. Review the facility's emergency preparedness plan with all personnel in your department. Departments responsible for different tasks should review those specific responsibilities.

EVACUATION LOCATION

Immediate evacuation location:
St. Anthony's Church parking lot
306 S. Parker, Bryan, Texas 77803

Location for evacuation shelter:
First United Methodist Church
506 E. 28th Street, Bryan 77803
979-779-1324

TASKS BY DEPARTMENT

The following sections on staff and departmental roles show tasks assigned by appropriate specialties and/or skill sets. Tasks are not exclusive. In the process of determining roles, your facility may identify the need for additional training for current staffing or for additional outside assistance.

Primary Coordinator/Executive Director

The Primary Coordinator, or their designee, will designate the location of a command post. Activities of the facility will be coordinated from the command post. The Primary Coordinator will act as a liaison to the Fire Department and Police, if necessary. The Primary Coordinator, or their designee, will put into effect the emergency preparedness plan upon the first notice of a weather alert to ensure the required steps are taken as the storm intensifies and forecasting suggests. The Command Post will be the hub for the information flow and assignments given or modified.

The Primary Coordinator will:

- Oversee the backup of all electronic data prior to the evacuation
- Assign staff to monitor local media
- Plan special purchases as required
- Coordinate in advance with external resources
- Establish a command post and assure 24/7 surveillance

On-site Coordinator/Program Director

The On-site Coordinator is responsible for overseeing the collaboration of staff, acquisition of vehicles, and assignment of roles. In addition, they will attain any specialized information including, but not limited to client records and personal files.

The Program Director will:

- Secure transportation for BVCASA residents to evacuation sites – contact First United Methodist Church for use of their van(s) for additional transportation
- Function as a resource to residents at the assigned facility until the Primary Coordinator or their designee releases them
- Brief the Primary Coordinator on the progress of the evacuation of the facility
- Establish a recovery team
- Conduct a resident and staff briefing
- Consider options and decide priorities for resuming operations
- Perform a walking check with the Maintenance Supervisor or Assistant Residential Manager to check that the facility is fully vacated
- Ensure that an up-to-date listing of all employees and their phone numbers is available

Maintenance Supervisor

In the event of a building evacuation, it is the primary responsibility of the maintenance department to prepare the building for evacuation. If time permits, the Maintenance Supervisor will check all rooms and seal them (tape the doors). The maintenance department will be responsible for maintaining appropriate inventories of emergency supplies and will also

perform any emergency repairs. In the event of a disaster, The On-site Coordinator's duties will include, but not be limited to performing a walking check with the Program Director or their designee to check all rooms and equipment prior to vacating the facility, assisting in the movement of residents into transport vehicles, being available to accompany residents to the receiving facilities, and assisting in any capacity deemed necessary until released by the Administrator or their designee.

The Maintenance Supervisor will:

- Document and report any repairs needed for the building and any supplies needed to properly secure the building
- Mitigate potential fire, airborne, and "lay-down" hazards by keeping up to date on safe landscaping practices such as, removing diseased or dead trees
 - Outside – Ensure that all potential hazards such as, loose boards, metal patio furniture, etc. are secured properly or brought inside and stored.
 - LP or Natural Gas Tanks – Shut off the fuel supply for cooking or heating and move small tanks into a secure location or contact the local gas supplier for instructions regarding safe storage. **For large tanks, ensure that they are securely anchored and grounded. Then shut off the flow of gas into the building.
 - Doors - Ensure that all external doors, not boarded, are working properly.
 - Fire Alarms - Test the sprinkler system.
- Shutter/secure the entire building and make final rounds of grounds and the facility
- Coordinate with city officials to make sure road and building signs are secure to prevent them from becoming projectiles
- Check and restock essential supplies if low. Essential supplies include, but are not limited to:
 - Fuel, belts, filters, and lubricants for emergency power system
 - Flashlights and batteries
 - Portable radios
 - Materials to secure windows and doors (*see Securing a Facility section on page 31*)
- Advise the Administrator or their designee on the availability of stored supplies

Direct Care Staff Supervisor

The Residential Manager is responsible for the collaboration of staff, acquisition of vehicles, and assignment of roles. In addition, they will provide any specialized training needed to secure transportation for the residents at the evacuation site.

The Residential Manager will:

- Post updated emergency phone lists at each residential common areas including, but not limited to the kitchen and offices
- Ensure that portable radios and batteries are available
- Have supervisors review staffing needs every eight (8) hours
- Have up-to-date listings of all employees and their phone numbers

Direct Care Staff Assistant Supervisor

The Assistant Residential Manager is responsible for ensuring that there is an adequate level of all supplies by conducting inventories to make sure there is at least (10) days' worth of supplies.

The Assistant Residential Manager will:

- Ensure enough supplies of linens, blankets, and pillows will be available so the laundry department can close during an evacuation
- Make sure that adequate supplies such as toilet tissue and cleaning supplies are on hand for a minimum of ten days
- Assist residents moving to designated areas
- Contact all laundry and housekeeping personnel to report for duty
- Supervise the loading of laundry, housekeeping equipment, and supplies into various transport vehicles
- Assign monitors to evacuation sites
- Accompany residents to the evacuation facility's laundry and/or housekeeping area and remain until released by the Primary Coordinator or their designee.

Kitchen Manager

BVCASA will maintain a (10) day supply of non-perishable food, which is based on the number of weekly meals that the facility is contracted to serve. In addition, water sufficient for drinking and food preparation will be stored, or the facility will have a plan to obtain water in an emergency. BVCASA will have at least one gallon of water per person per day for (10) days. When evacuation is considered, the Kitchen Manager will report to the On-site Coordinator or their designee to discuss food stores and needs.

The Kitchen Manager will:

- Notify all food service staff of intent to evacuate
- Turn off gas appliances before departure
- Contact all food service staff who are needed to report for duty
- Supervise the movement and separation of food stores to evacuation departure area
- Supervise and record the placement of all foods into departing vehicles
- Supervise the assignment of food service personnel to the evacuation site
- Be available to accompany residents to evacuation sites. If needed, function as a resource at assigned facility until released by Executive Director or their designee
- Supervise the closing of the kitchen and secure all equipment in the kitchen area
- Assist with moving residents from rooms to departure areas
- Assist with transferring residents into departing vehicles
- Prepare food stores and portable meals that can be transported to the receiving facility. If possible, communicate with receiving facility about how much food needs to be transported along with the residents
- Use disposable utensils

Shift leaders

During the evacuation, it is imperative that the hallways along the evacuation route remain free of unnecessary equipment, chairs, etc. It is also important that the movement of residents from their rooms be accomplished in a smooth and coordinated manner. This is the responsibility of the shift leaders.

Shift Leaders will:

- Brief the On-site Coordinator on the evacuation progress of the facility
- Supervise and/or assist in clearing all hallways along the exits and departure areas
- Coordinate the movement of residents from floor to floor
- Assist in the transport of residents from rooms to departure areas
- Assist in transferring residents into evacuation vehicles
- Serve in a capacity necessary and remain there until released by the Primary Coordinator or On-site Coordinator in charge as needed
- Assist, in conjunction with the Lead Counselor or their designee, with the coordination of resident council activity as a means to keep residents informed
- Keep all doors clear of equipment, chairs, etc
- Comfort and reassure residents
- Coordinate resident specific activities
- Keep intercom system clear and perform all necessary communications and/or announcements throughout the facility
- Check all residents are clean, dressed properly, and in possession of all required/essential belongings
- Be available to assume a supervisory capacity directed by the Primary Coordinator or their designee
- Safeguard all records, including the maintenance of electronic data backups
- Assure residents have identification with them
- Assist residents as they pack at least (3) days of personal clothing

Medication Technician

The Medication Technician is responsible for making sure residents or nursing staff contacts the physician for each resident to secure special instructions and a 30-day medication order. They will secure telephone numbers where the physicians can be reached if landlines are down.

The Medication Technician will:

- Ensure that enough medications and medical supplies are on hand to care for the uninterrupted medical needs of the residents (at least a 10 day supply)
- Check all medical supplies periodically to make sure that the proper equipment for treating minor injuries is available
- Review and prioritize resident care requirements. Specifically, focus on residents who use portable oxygen and anticipate health related or cognition problems

- Coordinate staffing needs based on resident acuity and individualized needs
- Notify all nursing/direct care staff when to report to the facility
- Designate nursing/direct care supervisors
- Assist in the movement of residents from rooms to departure areas and assist in the transferring of residents into transport vehicles
- Be available to serve in any capacity assigned by the Primary Coordinator or their designee
- Ensure residents that are able to be discharged to families have left the facility with adequate medication
- Safeguard all medical records and release charts of the evacuating residents

Count Room Personnel

The Count Room Personnel will:

- Work with the Program Director or their designee to notify state regulators of the intention to evacuate
- Provide a list of resident and staff names
- Assist in the movement of residents from rooms to departure areas and assist in the transferring of residents into transport vehicles
- Establish communications with TDCJ, PCOMD, Local County Emergency Operations Center, and the Agency for Health Care Administration
- Prepare incident reports if something unusual occurs, which adversely impacts the residents

Clinical Manager

The Clinical Manager will:

- Assist with contacting family members or individuals responsible for residents to inform them of the intent to evacuate
- Oversee staff to ensure that residents have some form of identification on their persons, including the name of the departing and receiving facilities and contact phone numbers
- Assist with the coordination of resident council activity as a means to keep residents informed
- Oversee and document the care and treatment of displaced, but not discharged residents
- Oversee the collecting, storing, and transporting of resident files

Lead Counselor

The Lead Counselor will:

- Have an up-to-date listing of residents with proper family or responsible party contact information
- Contact family members/guardians of residents and inform them of the intent to evacuate
- Have an up-to-date listing of advance directives
- Respond to the personal and emotional needs of the residents

- Provide a continuous information flow to residents
- Coordinate feedback information to responsible supervisors and the Primary Coordinator or their designee

PREPARING RESIDENTS FOR EVACUATION

To prepare residents for evacuation:

- Conduct yourself in a calm and efficient manner.
- Residents should be dressed appropriately for travel.
- Assure residents have identification with them.
- Assist residents as they pack at least 3 days of personal clothing.
- Safeguard all medical records and release charts with the evacuating residents.
- Assist in the movement of residents from rooms to departure areas for transport.
- Assist in transferring residents into transport vehicles.
- Accompany assigned residents to receiving facility.
- Remain with residents and tend to their needs while in the receiving facility in accordance with job description until released by the Administrator or executive in charge.
- Be available to assist in any capacity assigned by the Administrator, executive in charge, or supervisory staff member.
- Provide cots, sleeping bags, etc. for staff to sleep on, if needed.
- Pack an adequate supply of blankets, bath towels, washcloths, pillows and disposable sheets.
- Supply of linens, pillows, blankets, etc.
- Personal hygiene items.
- Send all adaptive aids - glasses, teeth, hearing aids, and prosthetics - properly labeled.

List of Supplies

Put aside a store of basic necessities to have on hand in case of a disruption in normal services due to an emergency or an evacuation.

Residents' Personal Supplies

- Toothbrush and Toothpaste
- Deodorant
- Comb/Brush
- Lotion
- Soap
- Shaving Cream and Razor
- Mouthwash
- 3 day supply of clothing, including extra underclothes
- Denture Cleaner
- Potable Water - 1 gallon per day, or some available during an evacuation
- Batteries for hearing aids
- Batteries for diabetic pump if needed
- Personal medications, labeled
- Rain poncho
- Sunscreen/sunglasses

Disposition and Temporary Housing of Clients

In the event that residential clients must be relocated due to a disaster at the facility, we will implement the following steps for the disposition and temporary housing of clients.

- Immediate shelter will be provided by First United Methodist Church, 506 E. 28th Street, Bryan 77803
- Facility administrators will notify TDCJ immediately and work with them on the relocation of clients to other facilities. Transportation will be provided to the other facilities using our two 15-passenger vans and additional rental vans, if needed.
- Work with POs to get clients approved for passes to go home, when appropriate, and successfully discharge clients who were close to completion if approved by the treatment team.
- For remaining clients requiring overnight accommodations until placement can be found elsewhere, temporary housing will be arranged in conjunction with Brazos County Emergency Management:

Physical Address:

110 N. Main Street

Suite 100

Bryan, TX 77803

Phone: (979) 821-1010

emc@bcdem.org

Emergency Management Coordinator:

Michele Bailey-Meade

(979) 821-1011

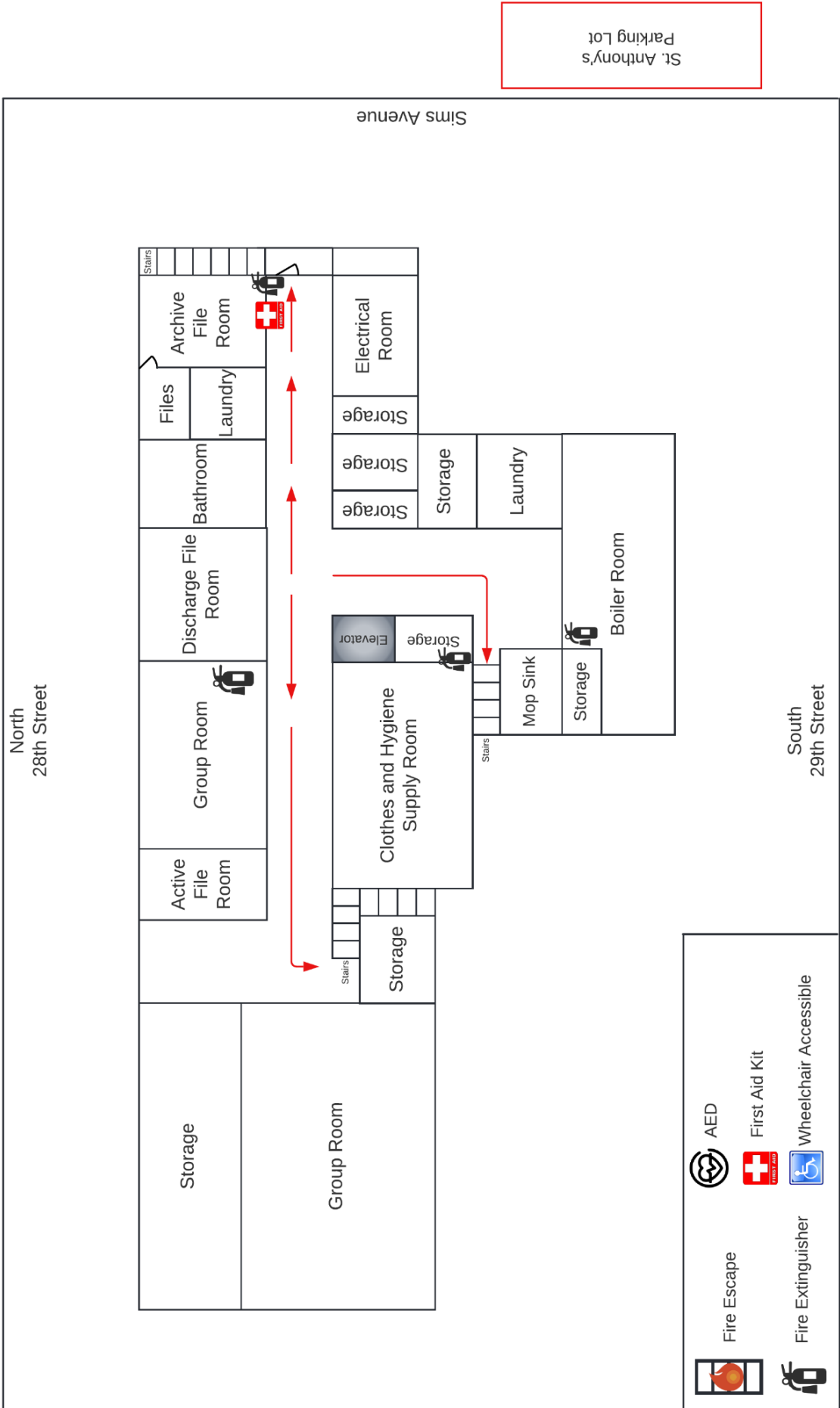
Medical Care/Hospital Transportation for Injured Clients/Staff

All clients or staff with injuries will be sent to CHI St. Joseph Health hospital for medical care.

Minor, non-emergent cases will be transported by BVCASA staff in a BVCASA-owned vehicle.

Emergent cases will be sent to the hospital via ambulance.

EMERGENCY EVACUATION OF THE HORIZON BUILDING BASEMENT

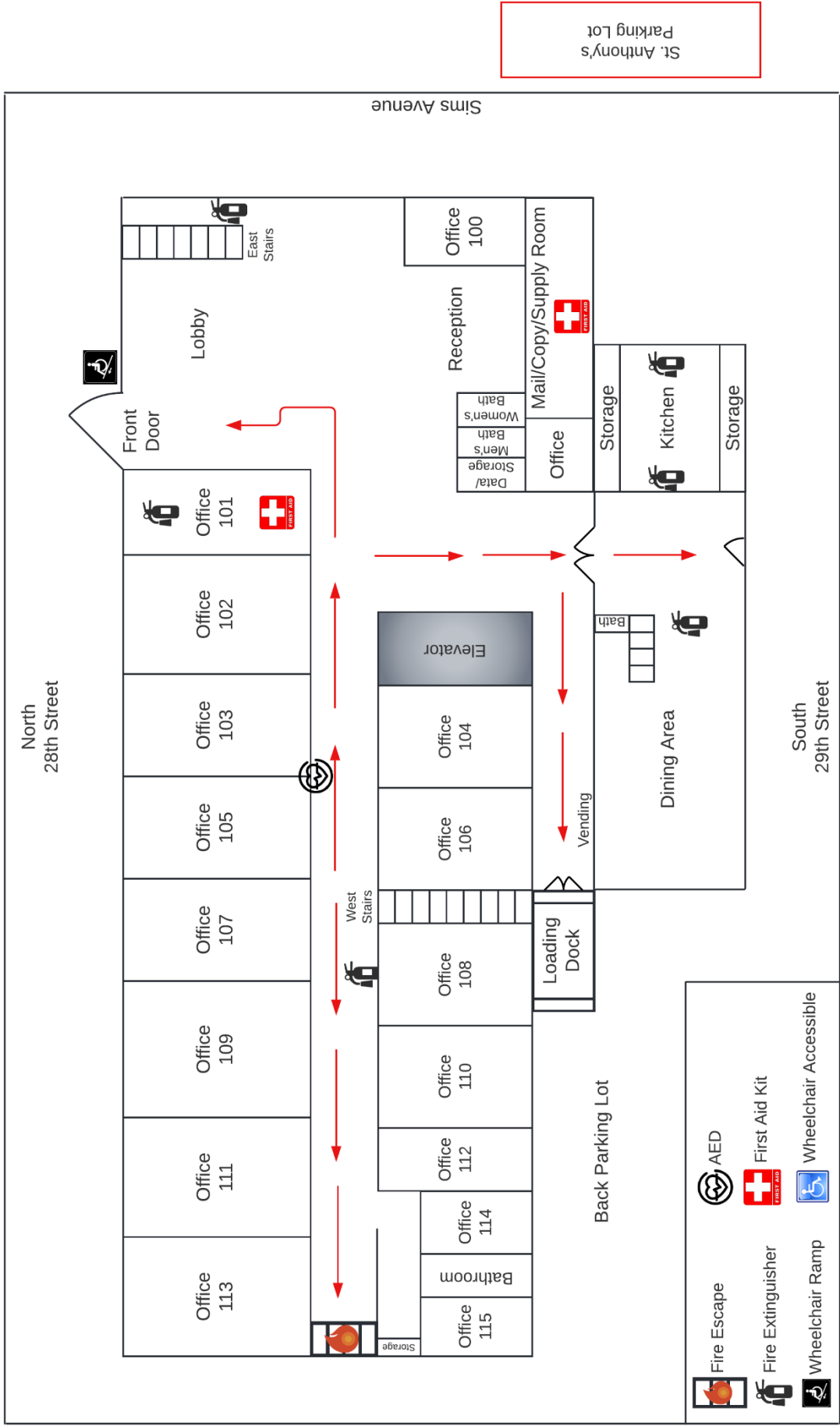


1. When the alarm sounds, identify the nearest exit and leave the building. **DO NOT USE THE ELEVATOR DURING EMERGENCY EVACUATION!**

2. Staff will check bathrooms, showers, and rooms to ensure all clients have responded to the alarm. Assist any client who may need help exiting the building.

3. Staff and clients must report to the southeast corner of 29th St. and Sims Ave. at the St. Anthony's Church Parking Lot to facilitate a head count. Ensure staff and clients stay clear of emergency vehicles.

EMERGENCY EVACUATION OF THE HORIZON BUILDING FIRST FLOOR



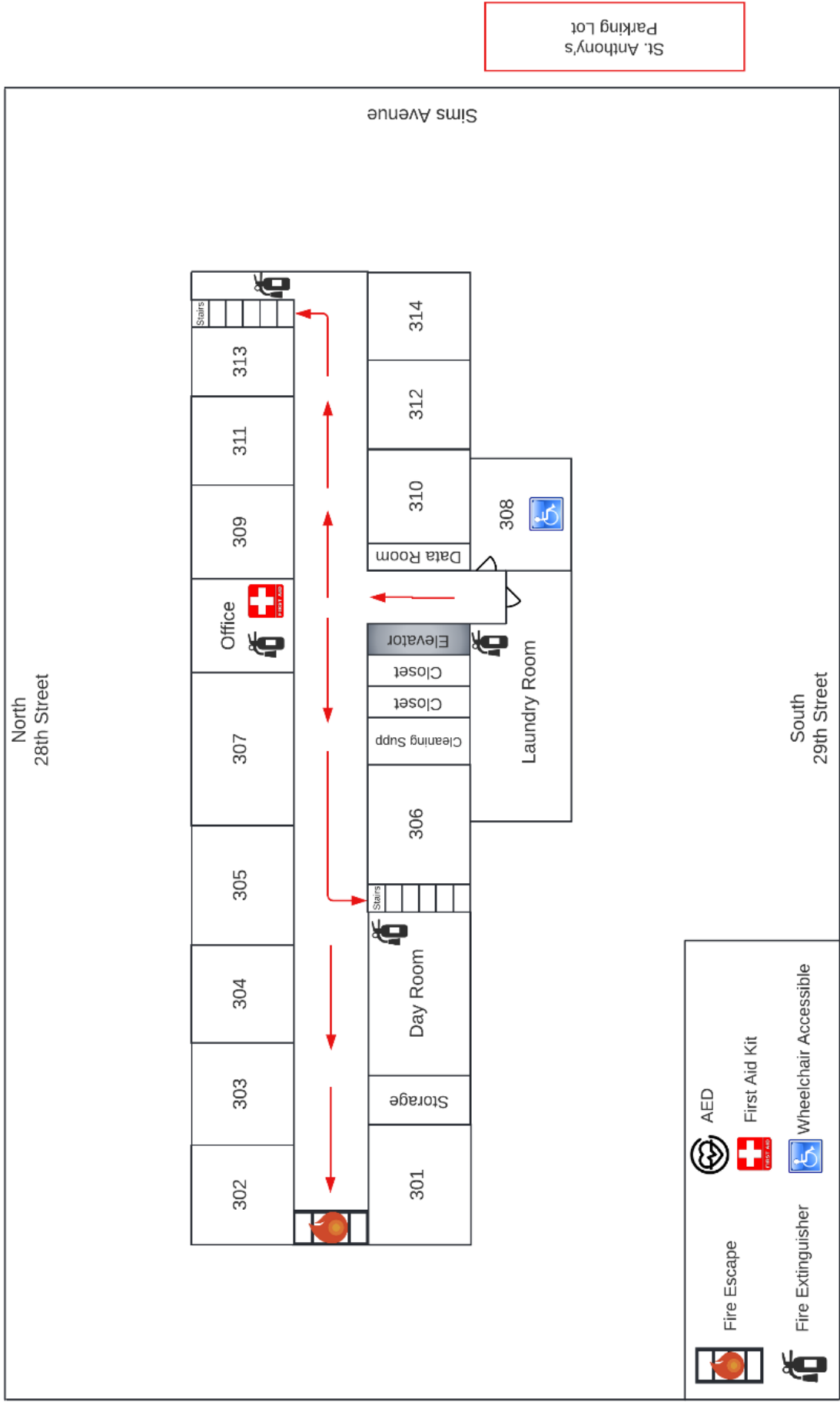
1. When the alarm sounds, identify the nearest exit and leave the building. **DO NOT USE THE ELEVATOR DURING EMERGENCY EVACUATION!**
2. Staff will check bathrooms, showers, and rooms to ensure all clients have responded to the alarm. Assist any client who may need help exiting the building.
3. Staff and clients must report to the southeast corner of 29th St. and Sims Ave. at the St. Anthony's Church Parking Lot to facilitate a head count. Ensure staff and clients stay clear of emergency vehicles.

EMERGENCY EVACUATION OF THE HORIZON BUILDING SECOND FLOOR



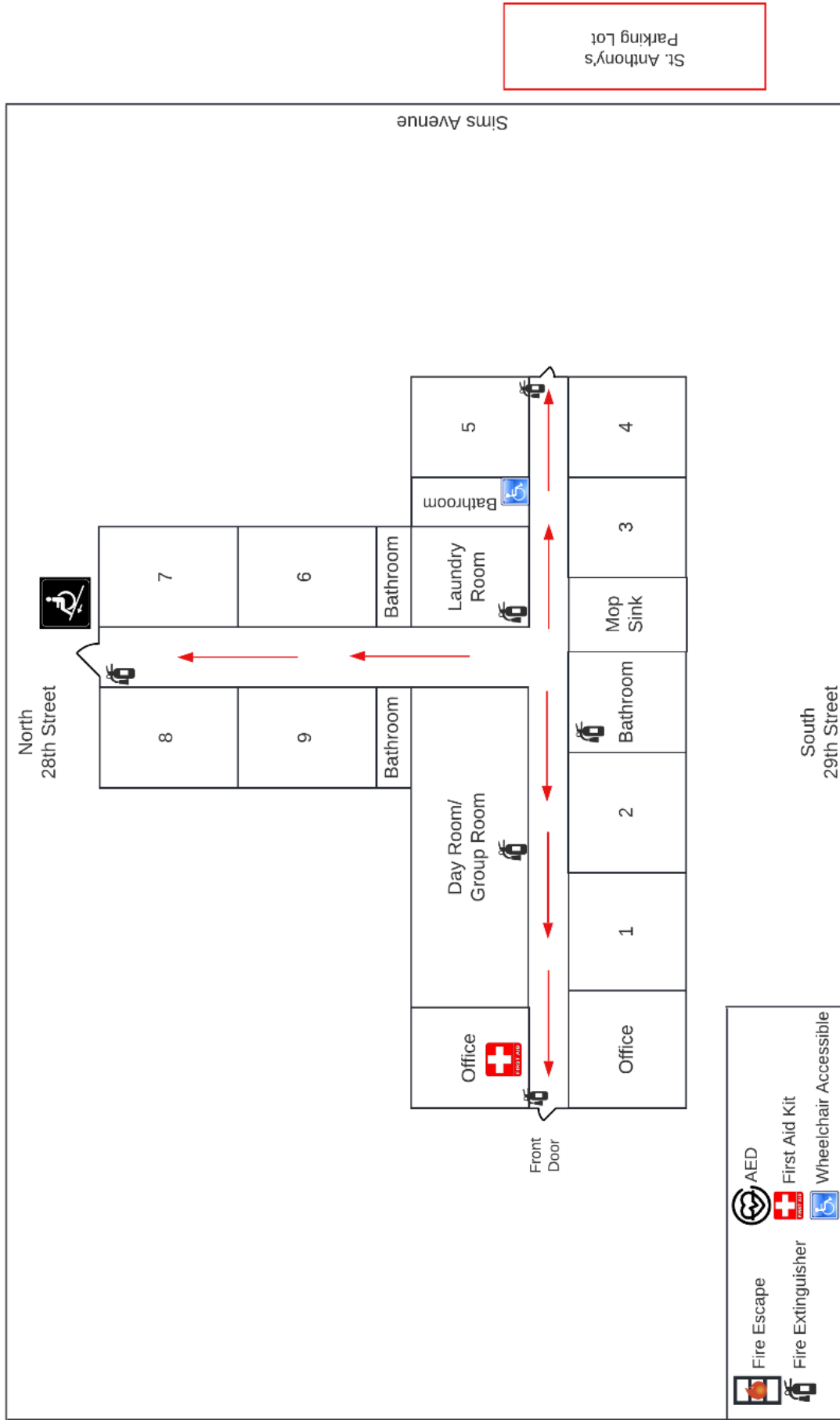
1. When the alarm sounds, identify the nearest exit and leave the building. **DO NOT USE THE ELEVATOR DURING EMERGENCY EVACUATION!**
2. Staff will check bathrooms, showers, and rooms to ensure all clients have responded to the alarm. Assist any client who may need help exiting the building.
3. Staff and clients must report to the southeast corner of 29th St. and Sims Ave. at the St. Anthony's Church Parking Lot to facilitate a head count. Ensure staff and clients stay clear of emergency vehicles.

EMERGENCY EVACUATION OF THE HORIZON BUILDING THIRD FLOOR



1. When the alarm sounds, identify the nearest exit and leave the building. **DO NOT USE THE ELEVATOR DURING EMERGENCY EVACUATION!**
2. Staff will check bathrooms, showers, and rooms to ensure all clients have responded to the alarm. Assist any client who may need help exiting the building.
3. Staff and clients must report to the southeast corner of 29th St. and Sims Ave. at the St. Anthony's Church Parking Lot to facilitate a head count. Ensure staff and clients stay clear of emergency vehicles.

EMERGENCY EVACUATION OF THE MCCAFFREY HOUSE



1. When the alarm sounds, identify the nearest exit and leave the building. **DO NOT USE THE ELEVATOR DURING EMERGENCY EVACUATION!**
2. Staff will check bathrooms, showers, and rooms to ensure all clients have responded to the alarm. Assist any client who may need help exiting the building.
3. Staff and clients must report to the southeast corner of 29th St. and Sims Ave. at the St. Anthony's Church Parking Lot to facilitate a head count. Ensure staff and clients stay clear of emergency vehicles.

SECTION IV:

RECOVERY

RE-ENTRY PLAN

Everyone will be eager to return to the facility after the stress and upset of an evacuation. Facility personnel, to include Maintenance, Food Services, and external environmental services authorities, if necessary, will perform necessary inspections and preparations to restore the facility for re-entry. Residents will be transported back to the facility in the same fashion in which they were evacuated once the facility is cleared. Traffic may still be unexpectedly heavy, so stock vehicles with water and snacks if a long ride is anticipated.

If a mandatory evacuation was ordered or if there was damage to the facility structure, the area may have to be cleared for re-entry by various government entities. BVCASA will consult with local emergency management officials to determine if inspections are required, including structural engineering, air quality testing, etc. Make sure to resume pest control as soon as possible since pests may be a problem following a weather-related disaster.

The key to re-entry is to not be too hasty in returning to the facility. Be sure that utilities have been restored to support the facility operations.

Initial Re-Entry of the Facility

When entering the facility, there are certain things you should do. Enter the facility carefully and check for damage. Be aware of loose boards and slippery floors.

The following items are other things to check inside the facility prior to bringing residents back:

- **Natural gas.** If you smell gas or hear a hissing or blowing sound, open a window and leave immediately. Turn off the main gas valve from the outside, if you can. Call the gas company from a neighbor's residence. If you shut off the gas supply at the main valve, you will need a professional to turn it back on. Do not smoke or use oil, gas lanterns, candles, or torches for lighting inside a damaged home until you are sure there is no leaking gas or other flammable materials present.
- **Sparks, broken or frayed wires.** Check the electrical system unless you are wet, standing in water, or unsure of your safety. If possible, turn off the electricity at the main fuse box or circuit breaker. If the situation is unsafe, leave the building and call for help. Do not turn on the lights until you are sure they are safe to use. You may want to have an electrician inspect your wiring.
- **Roof, foundation, and chimney cracks.** If it looks like the building may collapse, leave immediately.
- **Appliances.** If appliances are wet, turn off the electricity at the main fuse box or circuit breaker. Then, unplug appliances and let them dry out. Have appliances checked by a professional before using them again. Also, have the electrical system checked by an electrician before turning the power back on.
- **Water and sewage systems.** If pipes are damaged, turn off the main water valve. Check with local authorities before using any water; the water could be contaminated. Pump out wells and have the water tested by authorities before drinking. Do not flush toilets until you know that sewage lines are intact.
- **Food and other supplies.** Throw out all food and other supplies that you suspect may have become contaminated or come into contact with floodwater.

- **Open cabinets.** Be alert for objects that may fall.
- **Clean up household chemical spills.** Disinfect items that may have been contaminated by raw sewage, bacteria, or chemicals. Also, clean salvageable items.

DOCUMENTATION

One person will be assigned as a record-keeper. The person will document steps that were taken throughout the disaster. An After-Action Report will be developed following the disaster. This report is an internal document that is used to strengthen the agency's response in subsequent emergencies. The After-Action Report will summarize BVCASA's activities in response to the disaster and identify those areas in which the organization's response was not optimal and include recommendations for strengthening the response in future disasters/emergencies. Primary input for the After-Action Report will be generated in a debriefing of all staff and clients.

The After-Action Report will be structured as follows:

- Description of the disaster.
- Description of BVCASA operations in response to the disaster.
- BVCASA staff observations and comments.
- External observations and comments (other agencies, service providers, and clients).
- Recommendations, with timelines and assignments of responsibilities for tasks.

When the After-Action Report is completed, the Executive Director will draft any changes in the Emergency Operations Manual required to implement recommendations from the After-Action Report.

LONG TERM RECOVERY

As soon as possible after an emergency, the Executive Director will convene a work group to develop a plan for transitioning to and carrying out long-term recovery work. The Executive Director will set policy for the transition and long-term recovery within which the plan will be developed. The end of the acute phase and transition into long-term recovery will be made as soon as the disaster situation is stabilized.

Long-term recovery tasks:

- **Cost recovery:** seek to recover the costs of damage to facilities, equipment, and extraordinary operating costs through insurance claims and government assistance, when available.
- Re-establish technology set up and connectivity; restore data from backup servers.
- Replace any damaged furniture, equipment, and make other repairs that were not high priority during initial post-disaster stabilization.

**BRAZOS VALLEY COUNCIL ON ALCOHOL AND
SUBSTANCE ABUSE**

EMERGENCY MANAGEMENT PLAN

Plan Adopted: February 15, 2018

1st Annual Facility Review Date: _____ Certified By: _____

2nd Annual Facility Review Date: _____ Certified By: _____

3rd Annual Facility Review Date: _____ Certified By: _____

4th Annual Facility Review Date: _____ Certified By: _____

5th Annual Facility Review Date: _____ Certified By: _____

**BRAZOS VALLEY COUNCIL ON ALCOHOL AND
SUBSTANCE ABUSE**

EMERGENCY MANAGEMENT PLAN

Bryan Fire Department Approval

Initial Approval Date: _____ Certified By (Signature): _____

Printed Name: _____ Title: _____

Review Date: _____ Certified By (Signature): _____

Printed Name: _____ Title: _____

Review Date: _____ Certified By (Signature): _____

Printed Name: _____ Title: _____

Review Date: _____ Certified By (Signature): _____

Printed Name: _____ Title: _____

Review Date: _____ Certified By (Signature): _____

Printed Name: _____ Title: _____