

# Emergency Disaster and Preparedness

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**THE DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION  
ADULT AND SENIOR CARE PROGRAM**



**CDSS**

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# PIN 20-28-ASC



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GOVERNOR

August 20, 2020

PIN 20-28-ASC

TO: ALL ADULT AND SENIOR CARE PROGRAM LICENSEES

FROM: *Original signed by Pamela Dickfoss*  
PAMELA DICKFOSS  
Deputy Director  
Community Care Licensing Division

SUBJECT: **EMERGENCY RESIDENT TRANSFERS DURING THE CORONAVIRUS  
DISEASE (COVID-19) PANDEMIC**

## Provider Information Notice (PIN) Summary

PIN 20-28-ASC provides guidance to adult and senior care program licensees for evacuating and transferring residents in emergency situations during the COVID-19 pandemic.

# PIN 20-28-ASC cont.

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## PIN 20-28: EMERGENCY RESIDENT TRANSFERS DURING THE CORONAVIRUS DISEASE (COVID-19) PANDEMIC

- Provides guidance to adult and senior care program licensees for evacuating and transferring residents in **emergency situations** during the **COVID-19 pandemic** and includes the following addendums:
  - ✦ **Addendum A:** Checklist. List of what to consider when evacuating residents during infectious disease outbreaks.
  - ✦ **Addendum B:** Decision Tree. Receiving emergency transfer placements decision tree based on COVID-19 screening and/or testing.

# Emergency Plan

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A current **Emergency Plan** is required per Title 22 and applicable statutes in the Health/Safety Code:

- Adult Residential Facility (ARF), Community Crisis Home (CCH), Enhanced Behavioral Supports Home (EBSH), Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN): Section 80023
- Residential Care Facility for the Elderly(RCFE): Section 87212, and HSC Section 1569.695
- Residential Care Facility for Chronically Ill (RCFCI): Section 87823
- Social Rehabilitation Facilities (SRF): Section 81023

Licensees must **be prepared** for natural disasters and emergencies such as wildfires, floods, earthquakes, and widespread serious illnesses.

- Licensees **required** to review and modify emergency plan, as needed.

## EMERGENCY AND DISASTER PLAN FOR RESIDENTIAL CARE FACILITIES FOR THE ELDERLY

**EXPLANATION:** A licensee is required to have an emergency and disaster plan that includes all of the elements on this form pursuant to Health and Safety Code [section 1569.695](#) and California Code of Regulations, Title 22, [Section 87212](#), Emergency Disaster Plan. The plan must be in writing and made available upon request to residents onsite, any responsible party for a resident, local long-term care ombudsman, and local emergency responders. *All resident and employee information on this form must be kept confidential.*

A licensee must provide training on the plan to all staff upon hire and annually thereafter. The training must include staff responsibilities during an emergency or disaster. Drills must be conducted by a licensee at least quarterly for each shift. The type of emergency covered in the drills must vary from quarter to quarter as specified in Health and Safety Code [section 1569.695\(c\)](#). *An actual evacuation of residents is not required during a drill.* While a licensee may provide an opportunity for residents to participate in a drill, they may not require resident participation. Documentation of drills must include the date, the type of emergency covered by the drill, and the names of facility staff participating in the drill.

The plan shall be reviewed annually, updated as necessary, and maintained on file at the facility. A licensee or administrator shall sign and date the plan to show that it has been reviewed and updated as necessary. *A licensee is encouraged, but not required, to have the plan reviewed by local emergency authorities.*

**Note:** An applicant seeking a license for a new facility must submit an emergency and disaster plan with their initial license application.

This form is provided as a courtesy to applicants and licensees.

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# Emergency Disaster Plan (LIC610E)

**EMERGENCY DISASTER PLAN FOR  
ADULT DAY PROGRAMS, ADULT  
RESIDENTIAL FACILITIES, RESIDENTIAL  
CARE FACILITIES FOR THE CHRONICALLY  
ILL AND SOCIAL REHABILITATION FACILITIES**

**INSTRUCTIONS:**

*Post a copy in a prominent location in facility, near telephone.*  
Licensee is responsible for updating information as required.  
Return a copy to the licensing office.

NAME OF FACILITY		ADMINISTRATOR OF FACILITY	
FACILITY ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE)		TELEPHONE NUMBER ( )	

**I. ASSIGNMENTS DURING AN EMERGENCY (USE REVERSE SIDE IF ADDITIONAL SPACE IS REQUIRED)**

NAME(S) OF STAFF	TITLE	ASSIGNMENT
1.		DIRECT EVACUATION AND PERSON COUNT
2.		HANDLE FIRST AID
3.		TELEPHONE EMERGENCY NUMBERS
4.		TRANSPORTATION
5.		OTHER (DESCRIBE)
6.		

**II. EMERGENCY NAMES AND TELEPHONE NUMBERS (IN ADDITION TO 9-1-1)**

FIRE/PARAMEDICS	POLICE OR SHERIFF
RED CROSS	OFFICE OF EMERGENCY SERVICES
PHYSICIAN(S)	POISON CONTROL
HOSPITAL(S)	AMBULANCE
DENTIST(S)	CRISIS CENTER
LONG TERM OMBUDSMAN	OTHER AGENCY/PERSON

**III. FACILITY EXIT LOCATIONS (USING A COPY OF THE FACILITY SKETCH [LIC 999] INDICATE EXITS BY NUMBER)**

1.	2.
3.	4.

**IV. TEMPORARY RELOCATION SITE(S) (IF AVAILABLE, SUBMIT LETTER OF PERMISSION FROM RENTER/LEASEE/MANAGER/PROPERTY OWNER)**

NAME	ADDRESS	TELEPHONE NUMBER ( )
NAME	ADDRESS	TELEPHONE NUMBER ( )

**V. UTILITY SHUT—OFF LOCATIONS (INDICATE LOCATION(S) ON THE FACILITY SKETCH [LIC 999])**

ELECTRICITY
WATER
GAS

**VI. FIRST AID KIT (LOCATION)****VII. EQUIPMENT**

SMOKE DETECTOR LOCATION (IF REQUIRED)
FIRE EXTINGUISHER LOCATION (IF REQUIRED)
TYPE OF FIRE ALARM SOUNDING DEVICE (IF REQUIRED)
LOCATION OF DEVICE

**VIII. AFFIRMATION STATEMENT**

**AS ADMINISTRATOR OF THIS FACILITY, I ASSUME RESPONSIBILITY FOR THIS PLAN FOR PROVIDING EMERGENCY SERVICES AS INDICATED BELOW. I SHALL INSTRUCT ALL CLIENTS/RESIDENTS, AGE AND ABILITIES PERMITTING, ANY STAFF AND/OR HOUSEHOLD MEMBERS AS NEEDED IN THEIR DUTIES AND RESPONSIBILITIES UNDER THIS PLAN.**

SIGNATURE	DATE
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LIC 610D (10/03) (PUBLIC)

# Emergency Disaster Plan (LIC610D)

# What To Do: Evacuation

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In preparation for emergency situations during the COVID-19 pandemic, CCLD **recommends** facilities:

- Be aware and **engage in regional planning** efforts to transfer residents with COVID-19.
- **Network with facilities** that may receive emergency transfer of residents and develop transfer agreements with other facilities.
- Review, plan, **modify** existing emergency plan to include infection control measures for COVID-19 and **ensure** all contact information is current.
- Ensure **staff** are trained, knowledgeable of emergency preparedness and procedures.
- **Prepare** client medication and Personal Protective Equipment (PPE) to be transferred with client.
- Refer to **Addendum-A** for infectious disease evacuation checklist.

# Continue Infection Control

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## Universal

1. **Use Barrier Protection:** Cover up any open wounds or sores before proceeding.
2. **Wear Gloves** when handling bodily fluids or contaminated materials and other waste.
3. **Wear a Face Mask/Gown**
4. **Use Caution** when handling sharp objects, needles, and waste.
5. **Discard Contaminated Materials.** Follow biohazard procedures for disposal.
6. **Clean Area** thoroughly with disinfectant.
7. **Wash Hands Thoroughly** with soap and water for at least 20 seconds.
8. **Wash Clothing** in hot water.

## Standard

- **Hand Hygiene:** wash hands after contact with blood or body fluids and after taking off gloves.
- **Mask, eye protection, face shield:** worn to protect eyes, nose and mouth.
- **Care equipment:** soiled care equipment should be handled to prevent contamination and exposure to skin and mucous membranes.
- **Sharps: DO NOT** recap, bend or break needles. Place in sharps container.
- **Gown/plastic apron:** wear to protect skin and prevent soiling of clothing during procedures.
- **Gloves:** should be worn for touching blood, body fluids, mucous membranes and contaminated items.
- **Environment:** clean toilets with alcohol wipes and blood spills immediately.
- **Resuscitation:** use mouthpiece to avoid mouth to mouth resuscitation

# Precautions!

# Developing a Plan

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1. Monitor your state and local health departments for additional information and **recommendations**.
2. **Prepare** your employees. Staff needs to be informed and prepared. Your review should include:
  - Infection control policies including hand hygiene, cough etiquette
  - Personal protective equipment
  - Staying home when sick
  - Focus on facts from verified resources, such as the CDC and the WHO
3. Gather supplies – You will want to have **supplies** on hand in the event your community is directly impacted by the outbreak.
4. Review **infection control protocols**, with a focus on hand hygiene and personal protective equipment.
5. Develop a **communication plan** – Give clear and direct communication to your staff, residents, and families. Be prepared to communicate with the media should you be approached. Focus on letting everyone know you are **following CDC and health department guidelines**.

# Addendum-A

Due to the **challenges of evacuating** a community care facility during COVID-19, or other infectious disease outbreak **CCLD recommends a checklist** (Addendum-A) as a new layer to **emergency preparedness** plans for emergency transfers.

- The following are some important things to consider:
  - ✓ Is it necessary to evacuate? If yes, when? How early?
  - ✓ How to maintain the separation of between Covid-19 (+) and (-) residents?
  - ✓ How to assist residents with physical distancing, hand hygiene, face covering, etc. while evacuating.
  - ✓ What can staff do to help minimize their risk of Covid-19 exposure?
  - ✓ How to implement isolation and quarantine if necessary?
  - ✓ Consider when to initiate communication with family members and intent to take family members home during potential emergency evacuation.
  - ✓ Anticipate the need for extra supply of PPEs and hand hygiene products.
  - ✓ Is there adequate transportation ready and available?

# What To Do: Evacuees

For facilities receiving emergency transfer of evacuated resident(s), **CCLD recommends** the following:

- **Communicate** with the transferring facility regarding space, staffing, transportation, medical records, transfer information, etc.
- Ensure **adequate supply of PPEs** (e.g. face covering, etc.) available for transferred residents and staff.
- Ensure all residents' medical records, medications, etc. are transferred with the **resident**.
- Designate an area to receive evacuated resident(s).
- Note, in the event that there are **no licensees** with the space and/or staff to accept emergency transfer of residents, the transferring facility should **contact** local and/or state authorities, including the Community Care Licensing Division Regional Office.

# Evacuation: Covid-19 Precautions

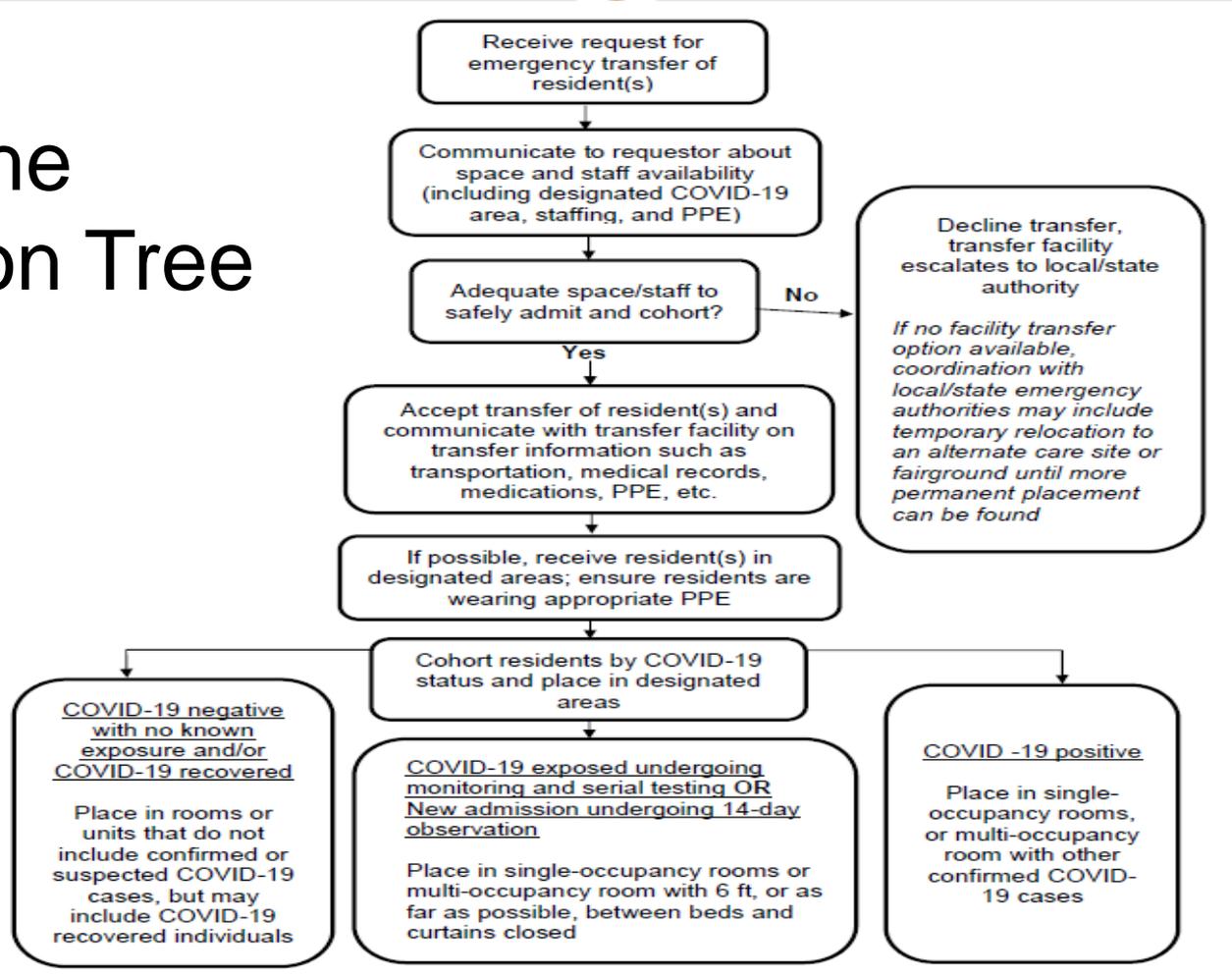
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The following COVID-19 precautions are recommended when evacuating or transferring residents:

- **Screen** residents for symptoms of COVID-19.
- **Test** residents experiencing Covid-19 symptoms prior to or upon transfer to new facility or shelter, *if possible*.
  - Residents experiencing symptoms should be isolated in the facility receiving emergency transfers.
  - Facilities do not have to wait for test results before accepting emergency transfer residents.
- **Organize** residents by their Covid-19 status, *if possible*.
- Evacuated **residents** with same Covid-19 status should be **transported** in the same vehicle.
- Residents should remain wearing **appropriate PPEs** (e.g. facemask, etc.) through the entire evacuation/transfer process.
- Refer to **Addendum-B** for receiving emergency transfer placement decision tree based on Covid-19 screening and/or testing.

# Addendum-B

## The Decision Tree



# Additional Resources

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## **CA Dept of Social Services (CDSS) Home Page:**

- Current information on COVID-19
- Current Adult and Senior Care Provider Informational Notices (PINs)
- To sign-up, visit [cald.ca.gov](https://www.cdss.ca.gov) and click on “receive important updates.”

<https://www.cdss.ca.gov/inforesources/community-care-licensing>

## **Everbridge Mass Notification System:**

- PIN 20-22-ASC

## **CA Dept of Public Health (CDPH):**

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>

## **Center for Disease Control (CDC):**

<https://www.cdc.gov/>

**QUESTIONS?**