

From: **Edwina Williams** <edwina.williams@dss.virginia.gov>
Date: Wed, Oct 10, 2018 at 12:25 PM
Subject: Emergency Preparedness and Response Plan Reminder for Hurricane Michael
To: <DSS_LICENSING@listserv.cov.virginia.gov>

This file is being sent to assisted living facilities, adult day care centers, independent foster homes, child placing agencies, children's residential facilities, child caring institutions, child day centers, certified preschools, family day homes, voluntarily registered family day homes, family day systems, religiously exempt child day centers, short-term child day centers and unlicensed child day programs receiving child care subsidy assistance from the Virginia Department of Social Services Email Distribution Service.

*****Please do not reply to this email.*****

Good Afternoon,

For all adult and children's programs licensed by the Department of Social Services:

In preparation for potential severe weather from Hurricane Michael, the Department of Social Services Division of Licensing Programs would like to encourage each of you to review your emergency preparedness and response plan, make any necessary updates or revisions, and gather any needed supplies necessary to sustain operations. Additionally, please remind your staff to have a personal/family response plan to ensure their safety away from the workplace. The exact path and severity of this storm is still unknown, therefore it is imperative that you stay informed by following your local news or a national weather news service. **Also, please review your tornado sheltering plan as this was a major issue for the Central Virginia region after Hurricane Florence.** For additional information please access the following websites:

Virginia Department of Emergency Management: www.vaemergency.gov

Ready Virginia: www.vaemergency.gov/ReadyVirginia

Federal Emergency Management Agency: www.fema.gov

National Weather Service: www.weather.gov

National Hurricane Center: www.nhc.noaa.gov

American Red Cross: www.redcross.org

Evacuation Zone Notification: <http://www.knowyourzoneva.org/>

Licensed Assisted Living Facilities and Children's Residential Facilities:

If you find yourself in a situation where you must relocate your residents, or accept residents from another facility, please reference the following guidelines:

If you are a facility that is RELOCATING within the state:

Please contact your licensing office immediately to notify them that you are relocating. You may contact your licensing inspector or the licensing administrator by phone or email. If you do not reach them, please call the main number for your licensing office, state that you are planning to relocate your residents and ask to speak to an inspector or licensing administrator.

When you reach a licensing staff person, please be prepared to provide them with the following information:

1. The name and location of your facility. Additionally, please provide a contact name and number to be accessed during the relocation time period.
2. The name and location of the facility that you are relocating to. Additionally, please provide a contact name and number at the receiving location.
3. The number of residents that are relocating.
4. The number of staff that are relocating, including the number of licensed healthcare providers and registered medication aides, if appropriate.

Important measures to take as you relocate:

1. Maintain active communications with the receiving facility to ensure they are prepared and capable of providing for the health, safety and welfare of your residents.
2. Follow your established relocation plan, paying attention to major issues such as taking resident information, family/legal representative contact information and notifications, medications/MARs, assistive devices, etc.
3. Take extra precautions with your special needs populations as the relocation process may increase distress responses.
4. Only residents currently residing in a safe, secure environment should be placed in a safe, secure environment at the receiving location.
5. Contact your local emergency management official to notify them that you are evacuating the area and let them know how long you plan to be evacuated. Additionally, upon return to your facility you should again contact your local emergency management official to let them know you have returned.
6. If you have contractual agreements with support services (water, food, generators, etc.), you should also notify them that you will be evacuating and will not need to access those services. This will allow those supports to become available for others.
7. Exercise safety in your relocation travel.
8. Ensure that you have means to account for all residents during the relocation, sheltering, and return movement phases.
9. Contact your LI when you have returned to your facility.

If you are a facility that is RECEIVING residents from another Virginia facility:

Please contact your licensing office immediately to notify them that you are receiving relocated residents. You may contact your licensing inspector or the licensing administrator by phone or email. If

you do not reach them, please call the main number for your licensing office, state that you are planning to accept relocated residents and ask to speak an inspector or licensing administrator.

When you reach a licensing staff person, please be prepared to provide them with the following information:

1. The name and location of your facility. Additionally, please provide a contact name and number to be accessed during the relocation time period.
2. The name and location of the facility that you are receiving residents from. Additionally, please provide a contact name and number for the relocating facility.
3. The number of residents that are relocating.
4. The number of staff that are relocating, including the number of licensed healthcare providers and registered medication aides, if appropriate.

Important measures to take as you are receiving residents:

1. If your facility will be exceeding your current use and occupancy classification number, you must contact your local building and fire officials to discuss this with them prior to the arrival of the relocated residents. The Department of Social Services Division of Licensing Programs has been told by the Department of Housing and Community Development that most local officials will allow an increase in occupancy during an emergency and for a limited time period. However, there are stipulations that you may need to follow so it is imperative that you make this contact.
2. Maintain active communications with the relocating facility to ensure you are prepared and capable of providing for the health, safety and welfare of their residents, and your own.
3. Only residents that currently reside in a safe, secure environment should be placed in a safe, secure environment at the receiving location.
4. Ensure that you have enough staff and emergency supplies to provide for additional residents.
5. If you have contractual agreements with support services (water, food, generators, etc.), you should notify those services that you have additional needs. You should determine if those support services can meet your additional needs. If not, you will need to develop a plan to ensure you can address these needs.
6. You will need to contact your local emergency management official to notify them that you will have additional residents. You should give them the number of residents and, if possible, care levels, i.e. ambulatory versus non-ambulatory. Additionally, you should contact them when the relocated residents have departed to notify them that you are back to normal operations.
7. When the relocated residents have departed the facility, you should call your inspector to notify them that you are back to normal operations.

If you are an ALF that is receiving residents from a North Carolina facility:

In addition to the above requirements for receiving in-state residents:

Medication aides trained in North Carolina are not allowed to administer medications in Virginia. You will need to ensure that medications are being administered by a healthcare provider licensed to do so in Virginia or a medication aide registered in Virginia.

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