

## Sample Plan

### Hazard #1: Wildfire

Situation/Indicator	Actions
Fire requires response	<p>Executive appoints Incident Command position, possibly the Safety Officer.            Incident Commander determines if more Incident Management staff is needed.</p> <ul style="list-style-type: none"> <li>✓ Identifies site manager at affected site (usually appointed by Operations Chief)</li> </ul>
Evacuation required (Fire or law enforcement)	<p>Incident Commander and/or site manager informs Executive of evacuation order.</p> <ul style="list-style-type: none"> <li>✓ Informs staff &amp; patients of the evacuation order and recommended route(s)</li> <li>✓ Assign staff member to functionally impaired clients (mobility, visual, hearing)</li> <li>✓ Patients or staff without transportation are assigned to carpools with others</li> <li>✓ Inform MHOAC of facility evacuation (via EMResource &amp;/or phone call)</li> <li>✓ Inform administration when evacuation is completed</li> <li>✓ Notify CDPH Licensing &amp; Certification (Medical)</li> </ul>
Report received that a wildfire is near facility (no evacuation order yet) during normal operational/business hours	<p>Inform Administration-Executive</p> <ul style="list-style-type: none"> <li>✓ Verify information is from a trusted source. Monitor events.</li> <li>✓ Inform local fire &amp; medical/health officials of changes in operational status</li> <li>✓ Based on reports from site managers, provide accurate information &amp; appropriate advice to patients &amp; other community members</li> <li>✓ To the extent possible, provide immediate care for fire victims through ongoing services</li> <li>✓ Alert at-risk sites &amp; determine their status &amp; level of threat, in addition to the recommendations of local fire services</li> <li>✓ Relay requests for assistance to the Operational Area response agencies. (This is usually the MHOAC, Medical Health Operational Area Coordinator, in the affected county)</li> </ul>
Report of wildfire; outside of normal hours of operation	<p>Inform Executive Director</p> <ul style="list-style-type: none"> <li>✓ Monitor local media, CAHAN, &amp; other emergency information sources</li> <li>✓ Confirm threat with local fire services &amp; obtain advice on facility closure</li> <li>✓ Contact site managers to recommend closure or reduction in hours</li> <li>✓ Update your facility call center &amp;/or answering service</li> <li>✓ Notify the MHOAC of the status of your facility</li> </ul>
Limit exposure to smoke	<ul style="list-style-type: none"> <li>✓ Monitor air quality reports</li> <li>✓ Keep indoor air clean by closing windows &amp; doors</li> <li>✓ Use recycle or recirculate mode on air conditioners</li> <li>✓ When smoke levels are high, do not increase pollution. Do not vacuum.</li> <li>✓ Patients or staff with asthma or lung disease to follow advice of physician and/or Health Officer</li> <li>✓ Consider using N95 masks when outdoors (fitted properly)</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>✓ If facility is damaged, wait for official approval to enter</li> <li>✓ Use caution. Some fire hazards may still exist</li> <li>✓ Wet debris to minimize breathing particles</li> <li>✓ Wear protective equipment, such as heavy gloves &amp; footwear</li> <li>✓ Power breakers should be on. However, fires may cause breakers to trip. If breakers are on &amp; there is no power, contact utility company. Do not reset breakers without inspection from a licensed electrician.</li> <li>✓ If a propane tank is present, contact propane supplier. If appropriately trained, maintenance staff should turn off valves on the system</li> </ul>
Documentation of event	<p>Event is documented with the Disaster Evaluation tool            (After Action evaluation completed after the event)</p>