

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>600</h1>
Chapter:	Emergency Procedures	
Subject:	Emergency Preparedness	Page 1 of 3
Approved:	Jay Simons, Director	Effective: 2/11/2019
Supersedes		Dated:

Purpose

To describe the policies and procedures Woodside and the State of Vermont have in place to plan for emergencies, including ensuring that staff are trained to respond in accordance with that plan.

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Related Policies

- Woodside Policy and Procedure 601: **Evacuation Plan**
- Woodside Policy and Procedure 602: **Evacuation Off-Site**

Policy

Planning

As a facility run by the State of Vermont, Woodside participates in the state’s Continuity of Operations planning process (COOP). The state’s planning process is carried out in accordance with all applicable federal and state laws.

As part of the COOP process, Woodside employs and documents an all-hazards risk assessment,

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which focuses on both facility and community-based hazards. The risk assessment specifies the approaches to be used should a hazard become a reality.

The COOP addresses the following topics, with content specific to emergencies of less than 24 - hours duration, 1-day to 1-week duration, or a longer-term emergency:

- the specific needs of residents and how they will be met;
- the types of services that can be provided during the emergency, treatment, medications, and education;
- the provisions for the subsistence needs for residents and staff, including shelter, food, water, basic hygiene, medical and pharmaceutical supplies;
- a means to ensure access to resident’s medical records.

The COOP articulates the incident command structure that will be put in place, specifying roles of Woodside staff, departmental staff, other state government staff and officials, and law enforcement. This include methods for calling staff in.

Woodside’s COOP is updated annually and is reviewed and approved by the Department of Buildings and General Services. The COOP is available for review by monitoring entities.

Communication Plan

Woodside’s COOP contains information about multiple methods to contact:

- Staff;
- Federal, state and local emergency preparedness staff.

Evacuation

Woodside’s COOP specifies evacuation sites which can be accessed in the event of need for short-term temporary or a longer-term evacuation. Plans for the safe transport of residents are outlined.

Tracking Location of Staff and Residents

Woodside has in place a system to track the location of on-duty staff and sheltered residents during and after an emergency.

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Staff will maintain communication during transport to the alternate site utilizing Woodside cellphones. Upon safe arrival at the alternate site, staff notify those designated in the COOP DCF Communication Plan.

Notifying Guardians

Woodside staff will contact both legal guardians and immediate family of the residents using communication that does not violate the confidentiality of the residents. (However, see next section.)

Allowable Use of Protected Health Information during Emergency

In an emergency, Woodside may use or disclose protected health information in order to:

- identify, locate or notify a resident’s guardian or family member about where the resident is located, and his or her general conditions or death;
- coordinate disaster relief efforts with public or private entities.