



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

Developmental Disabilities Administration

Michael S. Chapman, Director

December 17, 2007

Dear DDA Licensed Provider:

Subject: Emergency Plans and Procedures

Attached are recently adopted amendments to COMAR 10.22.02.10 (Administrative Requirements for Licenses) which became effective on December 17, 2007. These regulations require that Group Homes and Alternative Living Units develop emergency plans and procedures regarding the evacuation, transportation, or shelter-in-place of individuals served. Please take note and ensure that appropriate individuals within your organization are notified and that measures are taken to comply with these requirements. In order to assist you in the development of your plans, a template is available at <http://ddamaryland.org/>. If you have questions regarding these new requirements, please contact your DDA Regional staff.

Sincerely,

Michael S. Chapman
Director

Attachment

cc: Assistant Directors
Regional Directors
Jennifer Baker
Earl Beatty
Arthur Gold
Barbara Hull-Francis
Joanne Knapp
Wendy Kronmiller
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Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258

Web Site: www.dhmh.state.md.us

10.22.02 Administrative Requirements for Licenses

Authority: Health General Article §§7-904, 7-909, Annotated Code of Maryland

10.22.02.10 (8-24-06)

.10 Policies and Procedures.

A. (text unchanged)

B. A licensed community residential service provider offering services in alternative living units or group homes shall develop an emergency plan for all types of emergencies and disasters that shall include:

(1) Procedures that will be followed before, during and after an emergency to address the following:

(a) The evacuation, transportation, or 72 hour shelter-in-place of individuals and staff served;

(b) Holding an annual practice drill coordinated with local emergency planners for sheltering in place or evacuating;

(c) Preparing an after action report and improvement plan after drills which evaluates the plan and takes corrective actions;

(d) Ensuring that individuals served and staff have identification with current health, contact, and other important information that is immediately accessible in the event of evacuation;

(e) The role of the resident, family member, or legal representative in the event of evacuation;

(f) Arranging for medical needs and other accommodations for individuals served and staff at alternative facilities or shelters; and

(g) Establishing a communication protocol among all appropriate parties that includes redundant communication means.

(2) The notification to families, staff and respective DDA Regional Office (licensing authority) regarding the action that will be taken concerning the safety and well-being of the individuals served;

(3) The staff coverage, organization and assignment of responsibilities that includes:

(a) Planning staff coverage needs for ongoing shelter in place or evacuations;

(b) Identifying staff members available to report for work or remain during extended periods;

and

(c) Establishing staff notification and recall contingency plans and procedures;

(4) The continuity of operations, including, but not limited to, redundant communications systems, preservation of records and electronic data, the procurement of essential goods, equipment and services, plans to secure vacated facilities, and the relocation to alternate facilities;

(5) Procedures to:

(a) Back up and electronically store off site, appropriate records and data of consumers, staff and facility documents, for access under emergency conditions;

(b) Ensure access to an electronic copy of the emergency plans when requested by local, State or federal emergency management organizations;

(6) Provisions to ensure facility's emergency and disaster plans are shared with local emergency management organizations for the purpose of coordinating local emergency planning; and

(7) Executive summary of the evacuation procedures shall be provided to the family member of a resident on request.

[B.] C. – [C.] D. (text unchanged)

JOHN M. COLMERS