



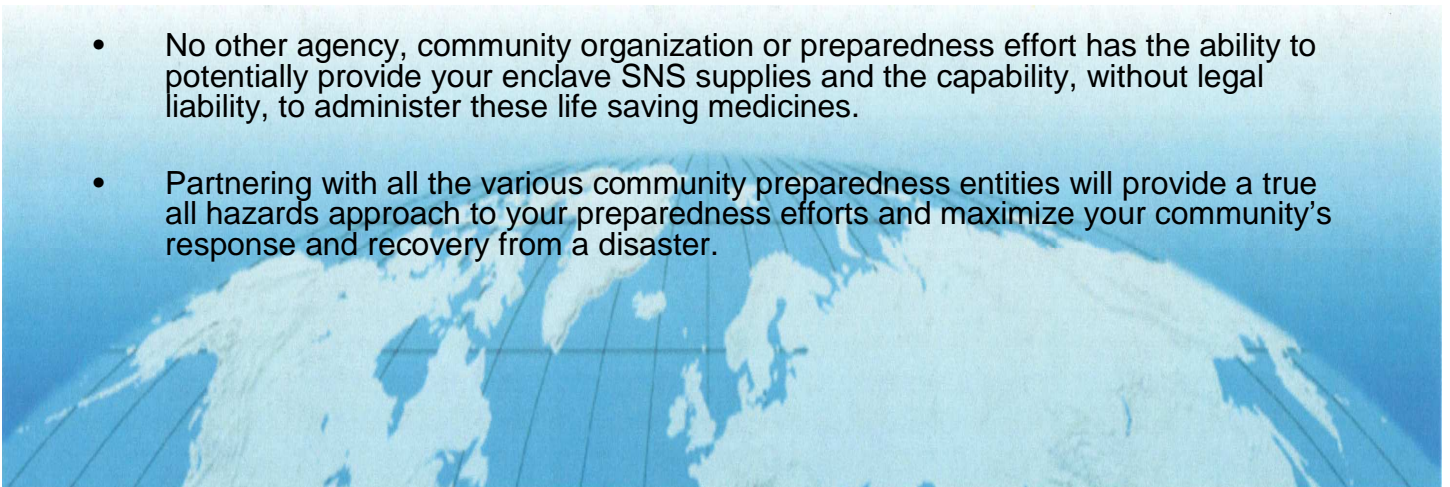
# **DISASTER PREPAREDNESS**

## **Residential Enclave Planning Guide**

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## **RESIDENTIAL ENCLAVE DISASTER PLAN (RED)**

- During an emergency event, the responsibility for the overall coordination of health resources from outside the local area becomes the responsibility of the Department of Health Emergency Support Function (ESF) 8.
- In the event of a bioterrorism event, accidental or intentional nuclear radiation release, widespread communicable disease such as a pandemic flu event or large scale food borne illness, the State Pharmaceutical Stockpile (SPS) and the Strategic National Stockpile (SNS) of antibiotics and antidotes can be in our community within 12 hours of the request.
- The Collier County Health Department (CCHD) has developed a program to assist our residential enclave communities with their preparedness efforts.
- The intended outcome is an active emergency management resource that is aware, educated, organized and trained to meet the challenges during a natural or man made disaster.
- RED plan communities will be provided consistent communication of vetted, useful public health information, assistance with continuity of operations planning (COOP), and development of an all hazards operations plan (EOP). [Collierprepares.org](http://Collierprepares.org) is a great source of public health preparedness information and is updated daily.
- With health department provided planning and training, RED plan communities will possess the unique ability to potentially operate their own Point of Dispensing (POD) clinic for their community's residents.
- To receive SPS/SNS supplies and operate a medicinal distribution POD, a community will be required to have a NIMS compliant command structure, MRC personnel, a preplanned POD and basic logistical requirements.
- Liability protection is provided by the Federal volunteer protection act, FL DOH chapter 110 sovereign immunity statute, and the good Samaritan act.
- Activation of a RED plan community POD is at the discretion of the CCHD Director.
- No other agency, community organization or preparedness effort has the ability to potentially provide your enclave SNS supplies and the capability, without legal liability, to administer these life saving medicines.
- Partnering with all the various community preparedness entities will provide a true all hazards approach to your preparedness efforts and maximize your community's response and recovery from a disaster.



## **Continuity of Operations: Issues That Should Be Addressed By Your Enclave**

### **1. Plan for the impact of a disaster on your residential community and facilities.**

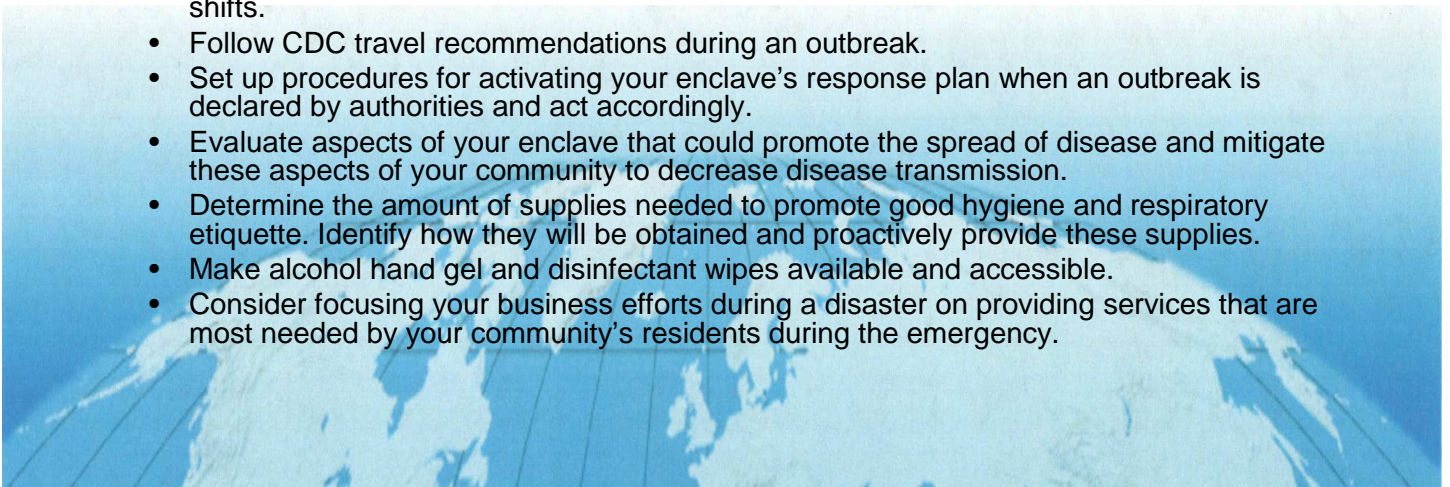
- Form a preparedness committee; assign key individuals with the authority to develop, maintain, and act upon a disaster preparedness and response plan.
- Determine the potential impact of a disaster on outside resources that your community depends on for services (e.g., suppliers, delayed deliveries, infrastructure etc.).
- Identify the technology needs related to large-scale disasters (i.e. purchase of laptops).
- Develop a continuity of operations plan (COOP) to assist your decision making during a crisis.
- Identify and prioritize functions essential to accomplishing your enclave operations and clearly document so resources can be pulled from non-essential functions in an emergency.
- Identify clear delegations of authority, and three deep leadership for management/critical function lines of succession.
- Identify functions that can be suspended while staff is reassigned to more critical roles.
- Identify staff / residents that can be cross trained to fill critical function roles and provide training opportunities.
- Plan on staff absences during a disaster by making task checklists for assignments so individuals can perform new duties easily.
- Identify confidential/sensitive material locations including room, cabinet and key number.
- Work with surrounding residential enclaves, form partnerships, and develop Memorandums of Agreement for shared facilities and resources.

### **2. Communicate with, and educate your neighbors, enclave staff, and vendors in your communities.**

- Consider your communities unique contribution to addressing rumors, misinformation and fear.
- Find up-to-date, reliable disaster preparedness information and make this material available. [Collierprepares.org](http://Collierprepares.org), [Collierem.org](http://Collierem.org), [Colliercountyredcross.org](http://Colliercountyredcross.org).
- Distribute materials and disseminate basic information about disaster preparedness.
- Provide information via newsletters, e-mails, posters, phone messages, websites etc.
- Encourage individual preparedness training opportunities through the Collier Red Cross and Collier Emergency Management.
- Work with the health department and encourage yearly influenza vaccinations for your staff and residents. Provide public health messages to your communities.

### **3. Set up policies to follow during a flu or other disease outbreak.**

- Establish staff leave policies for personal illness or care of sick family members.
- Establish policy whereas staff and residents stay home if they are symptomatic for influenza or other communicable diseases.
- Determine if working from home is an option for your employees or consider staggered shifts.
- Follow CDC travel recommendations during an outbreak.
- Set up procedures for activating your enclave's response plan when an outbreak is declared by authorities and act accordingly.
- Evaluate aspects of your enclave that could promote the spread of disease and mitigate these aspects of your community to decrease disease transmission.
- Determine the amount of supplies needed to promote good hygiene and respiratory etiquette. Identify how they will be obtained and proactively provide these supplies.
- Make alcohol hand gel and disinfectant wipes available and accessible.
- Consider focusing your business efforts during a disaster on providing services that are most needed by your community's residents during the emergency.



### *Free*

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate or shelter-in-place. Practice the plans. Talk to your staff and residents about the community's disaster plans.
- Two-way communication is central, before, during and after a disaster.
- Create an emergency contact list including employee emergency contact information. Identify those individuals within your enclave with special needs.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally. Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify back-up options.
- Promote family and individual preparedness among your co-workers.
- Include emergency preparedness planning information during staff meetings. Disseminate information to residents in newsletters, e-mails, or other internal communications tools.

### *Minimal \$ \$*

- Buy fire extinguishers and smoke alarms.
- Decide which emergency supplies the enclave can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the enclave's Web site, e-mail alert or call-in voice recording to communicate with employees and residents in an emergency.
- Provide first aid and CPR training to key staff and residents.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and is well-maintained.
- Backup your records and critical data. Keep a copy off-site.