

Preparing for a Natural Disaster or Other Emergency in Residential Settings October 26, 2012

It is essential that licensed settings be prepared for emergency situations. Emergency preparedness reduces the risk of harm to persons in care by ensuring that their needs will be met both at the setting and at offsite locations if long-term evacuation is warranted. This document provides tips for licensed settings to prepare for emergencies, based on regulatory requirements.

Emergency Management Agencies

Each municipality (city, borough, or township) in Pennsylvania has an Emergency Management Agency, and each agency has an emergency management plan. If a municipality does not have a plan, the county in which the setting is located will have one. Even if not required by regulation, it is recommended that each licensed setting have a copy of and be familiar with the local emergency preparedness plan.

The emergency management agency phone number is typically found in the blue government pages of the telephone book.

Licensed settings should also maintain contact information for the nearest hospital, police department, fire department, ambulance company, poison control center, and Pennsylvania Emergency Management Agency (PEMA).

Food and Water

Many licensed settings are required to maintain a 3-day supply of food and water for use in an emergency. It is recommended that settings maintain these emergency supplies even if there is no regulatory requirement to do so.

The number of meals needed for a three-day supply is determined by adding the number of persons in a setting, multiplying the result by 3 meals, and multiplying that number by 3 days.

A three-day food supply should require no refrigeration, minimal or no preparation or cooking, and little or no water. A sample menu appears below.

Grains (Bread, Cereal, Rice and Pasta Group)		
Quantity	Item	Servings
3	Single-serving packages ready-to-eat cereal	3
1	9-oz. box wheat crackers	9
1	4.2 oz bag mini rice cakes	6
1	1.5-oz. granola bar	1
Total # Servings (one person, three days)		19
Fruits		
Quantity	Item	Servings
1	6-oz. can orange juice	1

2	4-oz. can mixed fruit	2
1	.75-oz. fruit roll	1
2	1.5-oz. box raisins	2
2	8.45-oz. box apple juice	2
2	4-oz. cups apple sauce	2
Total # Servings (one person, three days)		10

Vegetables

Quantity	Item	Servings
1	11.5-oz. can vegetable juice	2
1	8.5-oz. can peas & carrots	2
1	8.75-oz. can cream style corn	2
1	8-oz. can cut green beans	2
1	14.5-oz. can stewed tomatoes	2
Total # Servings (one person, three days)		10

Meat & Beans (Meat, Poultry, Fish, Dry Beans, Eggs & Nuts)

Quantity	Item	Servings
1	15-ounces canned beans	2
1	2-oz. can chicken (3-oz)	1
1	3.25-oz. can tuna	1
1	12-oz. jar peanut butter	6
Total # Servings (one person, three days)		10

Milk (Milk, Yogurt & Cheese)

Quantity	Item	Servings
6	8-oz. boxes of shelf-stable milk or enriched soy milk	6
1	8.75-oz. box shelf-stable processed cheese	3
Total # Servings (one person, three days)		9

Water – It is recommended that settings store at least one gallon of water per person per day. A normally active person needs at least one-half gallon of water daily just for drinking.

Additionally, in determining adequate quantities, take the following into account:

- Individual needs vary, depending on age, physical condition, activity, diet, and climate.
- Persons who are ill may need more water.
- Very hot temperatures may double the amount of water needed.

A medical emergency might require additional water.

Water Storage - To prepare the safest and most reliable emergency supply of water, it is recommended that settings use commercially bottled water. Keep bottled water in its original container and do not open it until it needs to be used.

Preparing Containers of Water - If homes prepare their own containers of water, it is recommended that homes use food-grade water storage containers from surplus or camping supplies stores to use for water storage. Before filling with a container, thoroughly clean the containers with dishwashing soap and water, and rinse completely so there is no residual soap. To fill the bottle, add water to the top with regular tap water. If the tap water has been commercially treated from a water utility with chlorine, homes do not need to add anything else to the water to keep it clean. If the water homes are using comes from a well or water source that is not treated with chlorine, homes may treat the water as follows:

Add 16 drops (1/8 teaspoon) of bleach per gallon of water, stir, and let stand for 30 minutes. The water should have a slight bleach odor. If it doesn't, then repeat the dosage and let stand another 15 minutes. If it still does not smell of chlorine, discard it and find another source of water. If the procedure was effective, tightly close the container using the original cap. Be careful not to contaminate the cap by touching the inside of it. Place a date on the outside of the container. Store in a cool, dark place, and replace the water every six months if not using commercially bottled water.

Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 to 6.0 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used. (Source for above information: The United States Federal Emergency Management Agency)

A contract with a local bottled water supplier is acceptable if it includes:

- The amount of water to be delivered
- A guarantee that the water will be delivered immediately upon request, 24-hours-per-day
- A guarantee that the water will be delivered as a priority even in the event of a regional general emergency.

Homes may use a combination of onsite storage and water delivery. For example, if a bottled water supplier cannot guarantee immediate delivery, but can guarantee delivery within 24 hours, then the home may store a one-day supply of water and rely on the supplier to provide water for the remaining 48 hours.

An emergency water supply is not needed if the home has a private well or cistern and can demonstrate that the water will be accessible and safe for drinking in the event of an emergency, including power outage. This must include the ability to pump water and to run any necessary purification systems. Water may not be stored in previously used containers.

Operations Planning

Whether required to do so by regulation or not, settings should maintain emergency procedures that include the following, at a minimum:

- Contact telephone numbers of local and State emergency management agencies and local resources for housing and emergency care
- Means of transportation in the event that relocation is required
- The location to which persons will be evacuated for short- and long-term evacuations
- Duties and responsibilities of staff persons during evacuation, transportation and at the emergency location that is specific to each person's emergency needs
- Alternate means of meeting resident needs in the event of a utility outage

Additionally, it is recommended that the following information be available for all persons-in care such that it can accompany the person in the event of evacuation:

- The person's full name
- The person's Social Security number
- The person's medical diagnosis
- The person's physician's name and telephone number
- Current medications, including the dosage and frequency
- A list of allergies
- Other relevant medical conditions
- Health insurance information
- The name, address, telephone, and email of individuals to be contacted in the event of an emergency
- Health and safety plans
- Restrictive procedure plans

Regulatory Requirements

Compliance with regulations is important, but emergency situations sometimes require settings to deviate from normal standards. If you have concerns about regulatory compliance before, during, or after an emergency situation, please contact the Bureau of Human Services Licensing.

24-Hour Emergency Hotline:

1-877-401-8835

BHSL Headquarters

Traditional Mailing Address:

BHSL
Room 631 Health and Welfare Building
625 Forster Street
Harrisburg, Pennsylvania 17120
By facsimile: 717-783-5662

E-mail Address:

ra-pwarlheadquarters@pa.gov.

BHSL Operator Support Hotline:

1-866-503-3926

Director's Office:

Ronald Melusky
Telephone: 717-783-3670
E-Mail: rmelusky@pa.gov

BHSL Regional Offices

Central Regional Office Neil Cody, Licensing Director Address: 555 Walnut Street - 6th Floor, Harrisburg, PA 17120 Telephone Number: 717-772-4673 Toll-Free Number: 1-800-882-1885 Fax Number: 717-783-3956 Email: ra-pwarlcentral@pa.gov	Northeast Regional Director Bob Bisignani, Licensing Director Address: 330 Scranton State Office Building, 100 Lackawanna Avenue, Scranton, PA, 18503-1923 Telephone Number: 570-963-3209 Toll-Free Number: 1-800-833-5095 Fax Number: 570-963-3018 Email: ra-pwarlnortheast@pa.gov
Southeast Regional Office Sandi Wooters, Acting Licensing Director Address: 1001 Sterigere Street, Norristown State Hospital Building #2, Room 161, Norristown, PA 19401 Telephone Number: 610-270-1137 Toll-Free Number: 1-866-711-4115 Fax Number: 610-270-1147 Email: ra-pwarlsoutheast@pa.gov	Western Regional Office Sheila Page, Licensing Director Address: 11 Stanwix Street, Room 230, Pittsburgh, PA 15222 Telephone Number: 412-565-5614 OR 412-565-5616 Toll-Free Number: 1-888-464-6378 OR 1-888-322-3664 Fax Number: 412-565-2840 OR 412-565-5633 Email: ra-pwarlwest@pa.gov

Although BHSL operates four regional offices, the counties that make up a "region" vary by licensing type. The table below shows which regional office to contact based on county and license type.

County	Adult Residential Licensing	Child Residential Licensing	Intellectual Disabilities Licensing
ADAMS	Central	Central	Central
ALLEGHENY	Western	Western	Western
ARMSTRONG	Western	Western	Western
BEAVER	Western	Western	Western
BEDFORD	Central	Central	Central
BERKS	Northeast	Northeast	Northeast
BLAIR	Central	Central	Central
BRADFORD	Northeast	Northeast	Northeast
BUCKS	Southeast	Southeast	Southeast
BUTLER	Western	Western	Western
CAMBRIA	Central	Central	Central
CAMERON	Northeast	Western	Western
CARBON	Northeast	Northeast	Northeast
CENTRE	Northeast	Central	Central
CHESTER	Central	Southeast	Southeast
CLARION	Western	Western	Western
CLEARFIELD	Western	Western	Western
CLINTON	Northeast	Central	Central
COLUMBIA	Northeast	Central	Central
CRAWFORD	Western	Western	Western
CUMBERLAND	Central	Central	Western
DAUPHIN	Central	Central	Central
DELAWARE	Southeast	Southeast	Southeast
ELK	Western	Western	Western
ERIE	Western	Western	Western
FAYETTE	Western	Western	Western
FOREST	Western	Western	Western
FRANKLIN	Central	Central	Central
FULTON	Central	Central	Central
GREENE	Western	Western	Western
HUNTINGDON	Central	Central	Central
INDIANA	Western	Western	Western
JEFFERSON	Western	Western	Western
JUNIATA	Central	Central	Central
LACKAWANNA	Northeast	Northeast	Northeast
LANCASTER	Central	Central	Central
LAWRENCE	Western	Western	Western
LEBANON	Central	Central	Central
LEHIGH	Northeast	Northeast	Northeast
LUZERNE	Northeast	Northeast	Northeast
LYCOMING	Northeast	Central	Central
MCKEAN	Western	Western	Western
MERCER	Western	Western	Western
MIFFLIN	Central	Central	Central
MONROE	Northeast	Northeast	Northeast
MONTGOMERY	Southeast	Southeast	Southeast
MONTOUR	Northeast	Central	Central
NORTHAMPTON	Northeast	Northeast	Northeast
NORTHUMBERLAND	Northeast	Central	Central
PERRY	Central	Central	Central
PHILADELPHIA	Southeast	Southeast	Southeast
PIKE	Northeast	Northeast	Northeast
POTTER	Northeast	Western	Western
SCHUYLKILL	Northeast	Northeast	Northeast
SNYDER	Northeast	Central	Central

County	Adult Residential Licensing	Child Residential Licensing	Intellectual Disabilities Licensing
SOMERSET	Western	Central	Central
SULLIVAN	Northeast	Northeast	Northeast
SUSQUEHANNA	Northeast	Northeast	Northeast
TIOGA	Northeast	Northeast	Northeast
UNION	Western	Central	Central
VENANGO	Western	Western	Western
WARREN	Western	Western	Western
WASHINGTON	Western	Western	Western
WAYNE	Northeast	Northeast	Northeast
WESTMORELAND	Western	Western	Western
WYOMING	Northeast	Northeast	Northeast
YORK	Central	Central	Central