



## **Imagine! Disaster Preparedness Plan**

### ***Introduction***

The purpose of a Disaster Preparedness Plan is to delineate task assignments and responsibilities for the operational actions that will be taken prior to, during, and following a disaster affecting Imagine! operations in order to alleviate suffering, save lives, and protect property.

The types of disasters that may occur in our area include pandemics, and natural and human-caused events. Flash floods pose the greatest natural threat to Boulder city and county. Other natural hazards that occur in our area include wildfire, severe weather events such as tornadoes, lightning, high winds, hail, snowstorms and drought. Human-caused disasters include hazardous material spills, fire, civil disturbance, terrorism and nuclear attack.

### ***Risk Assessment***

The [Federal Emergency Management Agency](#) (FEMA) identifies risks to different types of disasters across the United States. In our geographic area, FEMA has identified low or no risk of disaster for atmospheric, environmental, fire, geological, hydrological, man-made, and seismic, types of disasters.

The [Boulder Office of Emergency Management](#) assesses our risk of losing widespread power for an extended period of time to be extremely low, due to the layout of the power grid. However, they have noted two classes of power failures: failures internal to the power distribution system and failures from external causes such as severe storms. The devastating effect on power systems by major natural disasters can cause widespread outages over a long period of time. Windstorms, heavy, wet snow; flooding and tornadoes can take down power lines and interrupt service.

As well, The [Boulder Office of Emergency Management](#) has conducted detailed risk assessments and developed advanced flood plain mapping in our area. One of Imagine! owned or leased properties falls within the Boulder 100 Year Flood Plain, and the Boulder 500 Year Flood Plain. That is at 1805 Iris Avenue in Boulder.

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza - A virus emerges for which there is little or no immunity in the human population. The virus begins to cause serious illness and then spreads easily person-to-person worldwide. The federal government, states, communities and industry are taking steps to prepare for and respond to an influenza pandemic.

If a pandemic occurs, it is likely to be a prolonged and widespread outbreak that could require temporary changes in many areas of society, such as schools, work, transportation

and other public services. An informed and prepared public can take appropriate actions to decrease their risk during a pandemic.

## **Readiness**

Imagine! has a Disaster Preparedness Plan, shared with [Boulder Office of Emergency Management](#), [Broomfield Emergency Management](#), and Imagine! Administrative Staff subscribes to [Boulder County Emergency Notification System](#) in order to receive emails with updates about emergency preparedness in Boulder County.

## **Assets**

As part of our readiness and preparation, Imagine! recognizes and understands the usefulness of company emergency related assets. Imagine! emergency related assets include:

- Business locations that are geographically spread across multiple counties.
- Ownership of vehicles, all of which are equipped with GPS tracking devices to identify the vehicles location. Each is equipped with a First Aid Kit.
- Ownership and distribution of a substantial number of Laptops with WiFi capability.
- Ownership of sufficient desktop computer stations.
- Ownership of adequate network computer servers.
- A Policy for Bring Your Own Mobile Device for employees.
- Administration and most if not all management staff has Internet access from home.
- Web-based vital records.
  - Consumer, contact, provider, employee demographics information available on a secured web based application, along with critical business transaction information, maintained and mirrored in locations outside of Boulder and Broomfield counties.
- Ownership of two administrative / management buildings.
- Owned or leased residences, each with multiple beds across Boulder and Broomfield counties. Each is equipped with First Aid supplies.
- Day services facilities in multiple cities.
- Disaster Preparedness Documents, employee, consumer and family contact information are available via web-based database. Disaster Preparedness Plan is maintained by all administrative staff in offsite locations.
- Crisis Communications Plan.
- Information Systems Backup Plan with Developmental Disabilities Resource Center in Lakewood Colorado.
- Individual Residential Settings Crisis Plans.
- Comprehensive Residential Exchange Plan with Developmental Disabilities Resource Center in Lakewood Colorado.

## **Delegation of Authority**

Imagine! delegation of decision-making authority during a disaster response:

1400 Dixon Street, Lafayette, Colorado 80026-2790  
Ph: 303-665-7789 Fax: 303-665-2648 [www.imaginecolorado.org](http://www.imaginecolorado.org)

1. Chief Executive Officer
2. Chief Finance Officer
3. Chief Strategy Officer
4. Director of Client Relations
5. Director of Service Operations

Contact information for each person holding these roles is maintained in the web-based vital records, as well as maintained offsite at each person's home and mobile telephone. Delegation of responsibilities during *Response Strategies* implementation will flow to subordinate managers of each Director, as determined by each Director. Each Director will in turn, maintain offsite the contact information of each subordinate manager at his/her disposal.

### **Human Resources**

Awareness training that covers the existence of the Plan, Delegation of Authority, and information access to implement the Plan will be included in our web-based Employee Training Application.

Imagine! stays prepared for influenza through our well-informed nursing staff. Imagine! currently takes steps through employee training such as "infection control" and first aid, and encourages annual flu shots for seasonal flu for consumers, and staff through our health insurance coverage.

## **Response**

Implementation of Disaster Preparedness follows the delegation of Imagine! decision-making authority with information from the [Broomfield Emergency Management](#), [Boulder Office of Emergency Management](#) and [Colorado Division of Emergency Management](#). In each category, Managers and Supervisors are held accountable to insure steps of mitigation are completed.

### **Transportation**

#### *Mitigation*

- Make a habit of maintaining a minimum of ½ tank of gas in each vehicle.
- Keep all vehicle maintenance and maintenance records up to date.
- Store backup keys in at least two locations.

#### *Response Strategies*

- Transportation needs will be coordinated by Managers and Supervisors who have access to information about vehicle locations and areas affected by the disaster.

## **Communication**

### *Mitigation*

- Maintain charged mobile telephones, and digital land lines.
- Keep one analog telephone available in each facility location.

### *Response Strategies*

- Stay connected with local media.
- Utilize the Internet to stay informed.
- Utilize analog land line, and mobile telephones with loss of power.
- Maintain an updated Imagine! web site for employees and families.
- Utilize text messaging, email and instant messaging for communication.

## **Information Systems**

### *Mitigation*

- Imagine! and The Developmental Disabilities Resource Center, located at 11177 West 8th Avenue, Suite 300, Lakewood, Colorado 80215, (303) 233-3363, weekly exchange “back-up” of critical data on servers located within each corporate headquarters.
- Vital records of consumers, contacts, providers, and employee demographics information are maintained on a secured web based application, along with critical business transaction information, in locations outside of Boulder and Broomfield counties.
- The same vital records are mirrored at additional locations outside of Boulder and Broomfield counties.

### *Response Strategies*

- With the exception of a disruption of Internet service in this geographic area, all vital records will continue to be accessible.
- In the event of localized internet disruption due to power outages, employees may redeploy to alternative near-by worksites where Internet access is available to operate business as usual.
- In the event of long-term, widespread Internet disruption, files with contact information are stored and accessible at Imagine! 1400 Dixon Street, Lafayette CO. Alternative communication will be assessed and deployed in order to established a virtual office at a distant location that does have uninterrupted Internet access, and can accommodate communication in alternative modes.

## **Individual Living Units**

### *Mitigation*

- Individuals living in semi-independent situations (those receiving Supported Living Services and not living with their family) will include Emergency Preparedness in their annual IDT meeting. This preparation will begin with the completion of a Health and Safety Assessment and Plan document. Contacts identified in this assessment will be included in the contact list of the consumer record in Imagine!'s web-based database. A copy of the assessment should be accessible to members of the IDT as well as the listed contacts from the assessment. The Health and Safety Assessment and Plan will cover in detail, emergency information, response strategies, and responsible parties for each individual.

### *Response Strategies*

- Individuals living in semi-independent situations should follow their personal Health and Safety Assessment and Plan.
- Individuals living with their family will rely on the preparedness of each family. Families will have access to resources outlined in Imagine! Disaster Preparedness Plan via the internet. A useful resource for families is [The American Red Cross – Preparing for Emergencies](#).
- Individuals living in Host Homes, or Foster Care Homes will rely on the preparedness of each contracted provider. Providers will have access to resources outlined in the Imagine! Disaster Preparedness Plan.

## **Mass Care and Shelter**

### *Mitigation*

- Imagine! operated comprehensive services homes will each have an Crisis Plan developed specifically for that home.
- Develop communication and deployment strategy for day service employees to support long term mass care and shelter.
- Imagine! administrative / management facilities in Lafayette are both equipped with small kitchens, bathrooms, showers, and large multi-purpose rooms that can be converted into mass shelters.

### *Response Strategies*

- Individuals living in Imagine! operated and staffed homes will follow the Crisis Plans set forth specifically for the home within which they live.
- Implement Day Services staff deployment for mass care and shelter.

## **Resource Supplies**

### *Mitigation*

- All Imagine! owned vehicles, and owned and leased homes are equipped with Emergency First Aid supplies.
- Each home will have as part of the specific site emergency plan the following supplies on hand:
  - Three day supply of food for all persons in the home.
  - Non-electric can opener.
  - Three day supply of prescription medications.
  - Access to a battery powered radio.
  - Analog telephone.
  - Flashlights and extra batteries.
  - Fire Extinguishers.
- An extensive list of recommended supplies can be found at [The American Red Cross Disaster Supplies Kit](#).

### *Response Strategies*

- Coordinate the need for, and use of supplies with the Director of Service Operations or designee.

## **Health and Medical**

### *Mitigation*

- Employee training includes available courses in Signs and Symptoms, Infection Control, CPR, First Aid, Medication Administration.
- Consumers who live in semi-independent situations each have a Health and Safety Assessment and Plan that includes medical information, accessible to all support persons named in the plan.

### *Response Strategies*

- Implement strategies from health and medical training coursework.
- Follow the [Boulder Emergency Medical Response Plan](#).
- Implement plans from individual Health and Safety Assessment and Plan documents.

## **Mutual Aid**

### *Mitigation*

- Should disaster strike any or all of the Imagine! Provider Organizations, Imagine! resources will be shared for Mass Care and Shelter, and disaster coordination.
- Imagine! has an assortment of referenced links to local, State, and Federal resources in this Imagine! Disaster Preparedness Plan Appendix.

### *Response Strategies*

- In cases where Boulder and Broomfield counties must be evacuated, or when Imagine! has exhausted all mitigation and response strategies, Imagine! has a mutual aid agreement with the Developmental Disabilities Resource Center located at 11177 West 8th Avenue, Suite 300, Lakewood,

Colorado 80215, (303) 233-3363, and Foothills Gateway, Inc. located at 301 West Skyway Drive, Fort Collins, Colorado 80525, (970) 226-2345.

## **Public Information**

### *Mitigation*

- Imagine! has a [Crisis Communication Plan](#) that outlines steps to effectively communicate about the crisis.
- The [Imagine! Crisis Communication Plan](#) is shared with Imagine! employees via web-based applications, and distributed in hard copy to all members of the Imagine! Management Team.

### *Response Strategies*

- Follow the [Imagine! Crisis Communication Plan](#).

## **Recovery**

Directors will assess physical damage and social / economic effects prior to the recovery phase to determine the scope and magnitude of the disaster. Severe natural and human caused disasters may disrupt Imagine! in a costly manner and may necessitate immediate relief and recovery measures for consumers and property. An accurate assessment of actual personal loss or injury and damage to property will enable Imagine! to provide necessary assistance to disaster victims. Report the physical damage and social / economic losses to the Chief Executive Officer (CEO) and others on the Delegation of Authority list.

Directors will organize Imagine! departments for mutual support, and establish activities to meet obligations in the recovery phase of the disaster. Identify functions to be performed in the recovery phase of the disaster and assign responsibility for performing those functions to personnel of each department. Implement relief measures to all victims affected by the disaster. Keep the CEO and others listed in the Delegation of Authority informed during the recovery phase of the disaster, noting activities, events, accomplishments, and obstacles of recovery. The CEO will issue ongoing reports to the Imagine! Board of Directors during the recovery phase of the disaster.

Notify the [Boulder Office of Emergency Management](#) and / or [Broomfield Emergency Management](#) of recovery situation and request / offer mutual aid where appropriate.

5/24/11

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## ***Appendix***

[Americans with Disabilities and Special Needs Emergency Planning](#)

[Boulder Office of Emergency Management](#)

[Broomfield Emergency Management](#)

[Colorado Division of Emergency Management](#)

[Federal Emergency Management Agency](#)

[Imagine! Crisis Communication Plan](#)

[The American Red Cross Disaster Supplies Kit.](#)

[The American Red Cross – Preparing for Disaster](#)