



New Jersey Department of Human Services

Emergency Preparedness and Response Plan for Licensed  
Providers of Services to Individuals with Intellectual and  
Developmental Disabilities

May 25, 2022

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## Introduction

In accordance with P.L. 2021, [Chapter 292](#), the NJ Department of Human Services (DHS) presents this Emergency Preparedness and Response Plan for Licensed Providers of Services to Individuals with Intellectual and Developmental Disabilities (Herein after EPRP). A Licensed Service Provider is any entity licensed, certified, or otherwise authorized by DHS to provide services to individuals with intellectual and developmental disabilities.

This document has been created in consultation with the NJ Department of Health (DOH), Ombudsman for Individuals with Intellectual or Developmental Disabilities and Their Families, Licensed Service Providers (LSPs), and the State Office of Emergency Management.

### The EPRP:

1. Establishes guidelines and best practices for the general and specific operations, activities, and procedures that are to be undertaken or implemented by LSPs during a public emergency;
2. To the extent feasible, identifies the means, methods, and channels through which licensed service providers may obtain personal protective equipment (PPE) and other equipment or services that are critical to the maintenance of ongoing operations during the course of a public emergency;
3. Addresses various possible public emergency scenarios and provides for the application of differing standards and best practices for each, as appropriate, while highlighting the standards, best practices, and resource sourcing methods that are applicable for the purposes of any currently declared public emergency; and
4. Is consistent with, and incorporates, any relevant guidance that is published by the U.S. Department of Health and Human Services, the federal Centers for Disease Control and Prevention, and any other federal agencies that are involved in the remediation of public emergencies.

DHS shall revise the plan and post on its website, at a minimum, every two years from date of publication and as soon as possible/needed following the declaration of any new public emergency in the State. A new public emergency in the State is defined as one that is officially recognized and declared by the Governor of New Jersey or by the President of the United States. All LSPs must also continue to be in compliance with any other applicable state or federal requirements, including but not limited to, DHS Licensing requirements.

This document is structured using examples of personal and public health threats as indicated on the Center for Disease Control and Prevention (CDC) [Preparedness and Planning](#)<sup>1</sup> and [Disaster Resources](#)<sup>2</sup> websites. It follows an “All-Hazards” approach consistent with the National template provided by the [Ready.Gov Emergency Response Plan](#) website<sup>3,4</sup>.

<sup>1</sup> <https://emergency.cdc.gov/planning/index.asp>

<sup>2</sup> [https://www.cdc.gov/disasters/disaster\\_resources.html](https://www.cdc.gov/disasters/disaster_resources.html)

<sup>3</sup> <https://www.ready.gov/business/implementation/emergency>

<sup>4</sup> [https://www.ready.gov/sites/default/files/2020-09/business\\_emergency-response-plans.pdf](https://www.ready.gov/sites/default/files/2020-09/business_emergency-response-plans.pdf)

## Who to contact for guidance?

Each Licensed Service Provider (LSP) should reach out to their Local and County Office of Emergency Management (OEM) in order to connect with them and seek additional assistance if needed. Contact information for all County Offices of Emergency Management can be found at <https://nj.gov/njoem/about-us/county-coordinators.shtml>.

LSPs are advised to make connection before a public emergency exists to help local and county OEMs, as well as first responders, understand the unique nature of their organization. It is suggested that each LSP contact their County Office of Emergency Management as they will have a listing of coordinators for their respective jurisdiction.

## Crafting an Emergency Preparedness and Response Plan (EPRP)

An EPRP will need to be developed to address the specific needs, geographic area and population served of each unique LSP. This document is provided to assist LSPs in developing an EPRP that meets their unique needs and update it as needed. LSPs are also reminded to include protocols to keep the family and guardian(s) of persons served updated.

To assist in this effort, a National template<sup>5</sup> found on the [Ready.Gov](#) Emergency Response Plan<sup>6</sup> website was analyzed. It was then adapted into a fillable LSP EPRP (Appendix A) for DHS LSPs to utilize in times of a public emergency. It is designed to make it as easy as possible for an LSP to complete while at the same time adhering to the basics of EPRP development. *Please note that while the EPRP is included as an Appendix in this document, LSPs will likely find it easier to utilize the stand-alone version found [here](#) for creating their EPRP.*

All plans follow a simple “All-Hazards” approach that can be activated during any type of emergency. For purposes of EPRP development, specific sections have been added that LSPs may find helpful in designing an EPRP to fit the reality of disasters that could occur in their specific area.

The [New Jersey State Hazard Mitigation Plan](#) contains a list of the hazards/disasters that have affected our State. It is incumbent on each respective LSP to know the hazards/disasters that could befall their area and keep those in mind as they craft their EPRP.

The next several sections denote Natural Disasters as found on the CDC [Preparedness and Planning](#) website under *Personal and Public Health Threats*. LSPs are directed to review each section in the development of their EPRP. LSPs may also review additional information on these natural disasters by visiting <https://www.ready.gov/be-informed>.

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<sup>5</sup> [https://www.ready.gov/sites/default/files/2020-09/business\\_emergency-response-plans.pdf](https://www.ready.gov/sites/default/files/2020-09/business_emergency-response-plans.pdf)

<sup>6</sup> <https://www.ready.gov/business/implementation/emergency>

## Natural Disasters<sup>7</sup>

Natural disasters can be described as:

- [Earthquakes](#);
- [Extreme heat](#);
- [Floods](#);
- [Hurricanes](#);
- [Landslides and Mudslides](#);
- [Lightening](#);
- [Tornadoes](#);
- [Tsunamis](#);
- [Volcanoes](#);
- [Wildfires](#); and
- [Winter Weather](#)

## Bioterrorism Emergencies<sup>8</sup>

Bioterrorism is the intentional use of micro-organisms to bring about ill effects or death to humans, livestock, or crops. The use of micro-organisms to cause disease is a growing concern for public health officials and agricultural bodies.

## Chemical Emergencies<sup>9</sup>

A chemical emergency occurs when a hazardous chemical has been released and the release has the potential for harming people's health. Chemical releases can be unintentional, as in the case of an industrial accident, or intentional, as in the case of a terrorist attack.

## Cyber Security<sup>10</sup>

Cyberattacks are malicious attempts to access or damage a computer or network system. Cyberattacks can lead to the loss of money or the theft of personal, financial and medical information.

Cybersecurity involves preventing, detecting and responding to those cyberattacks that can have wide-ranging effects on individuals, organizations, the community and the nation.

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<sup>7</sup> <https://www.cdc.gov/disasters/index.html>

<sup>8</sup> <https://www.osha.gov/bioterrorism>

<sup>9</sup> <https://www.cdc.gov/chemicalemergencies/index.html>

<sup>10</sup> <https://www.ready.gov/cybersecurity>

## Pandemics<sup>11</sup>

A pandemic is a disease outbreak that spans several countries and affects a large number of people. Most often, pandemics are caused by viruses that can easily spread from person to person. A new virus can emerge from anywhere and quickly spread around the world. It is difficult to predict when or where a new pandemic will emerge or what specific risks it will have.

Some of the things we have learned from the COVID-19 pandemic are good habits that can help at any time. These are things such as handwashing, social distancing, covering your mouth and nose with a mask while in public, cleaning and disinfecting high-touch surfaces and staying at home when sick.

The CDC Business Pandemic Influenza Checklist is a good starting point for an EPRP that is to include a pandemic response. This can be found at <https://www.cdc.gov/flu/pandemic-resources/pdf/businesschecklist.pdf>.

## Radiation Emergencies<sup>12</sup>

Radiation emergencies can be intentional acts designed to hurt others, like a terrorist attack, or they can be accidents that occur when using radioactive material. If a radiation emergency ever happens, it is important to remember to get inside a sturdy building, and into the basement or the innermost room, stay there for at least 24 hours, and stay tuned to the news, official social media accounts, or the radio.

Ready.Gov also has information on this topic that may be useful and that can be found at <https://www.ready.gov/nuclear-power-plants>.

## Personal Protective Equipment (PPE)

All LSP's should be aware of vendors that supply PPE and cleaning supplies in order for LSPs to have a quantity of items in place to support staff and persons served. Depending on the circumstance, LSPs may consider establishing a Memorandum of Understanding with a vendor to ensure supply. By working in coordination with your Local and County Emergency Management Coordinator, an LSP can be connected to the various resources that may be needed to support your facility during a public emergency.

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<sup>11</sup> <https://www.ready.gov/pandemic>

<sup>12</sup> <https://www.epa.gov/radtown/radiation-emergencies-and-preparedness>

## Additional Resources

**DHS Administrative Office of Emergency Management - 609-631-4363**

<https://www.state.nj.us/humanservices/emergency/>

**Ready.NJ.Gov**

[www.ready.nj.gov](http://www.ready.nj.gov)

**Ready.Gov**

[www.ready.gov](http://www.ready.gov)

**CDC Preparedness and Planning**

<https://emergency.cdc.gov/planning/index.asp>

**CDC Disability and Health Emergency Preparedness**

<https://www.cdc.gov/ncbddd/disabilityandhealth/emergencypreparedness.html>

**New Jersey Office of Emergency Management Coordinators**

<https://nj.gov/njoem/about-us/county-coordinators.shtml>

# Appendix A



# Emergency Preparedness and Response Plan

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Company Name

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Address

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Telephone

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Contact Name

Title

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Alternate Contact & Phone Number

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Last Revision Date

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## Policy and Organizational Statements

Identify the goals and objectives for the emergency preparedness and response plan.

If multiple settings are operated, determine if each needs its own specific Emergency Preparedness and Response Plan (EPRP) or if the organization will implement the same EPRP for different settings.

Define what your emergency preparedness and response team is expected to do during an emergency (e.g., evacuate persons served, employees and visitors, provide first aid, etc.).

Identify any regulations covered by your plan (e.g., OSHA, fire code, etc.).

Identify how staff will be trained on the EPRP.

Identify what circumstance(s) trigger the need to notify the family/guardian of a person served of their status, how that contact information will be obtained quickly, and how that notification would occur.

# Emergency Preparedness and Response Plan

## Evacuation Plan

Evacuation may be required if there is a fire in the building or other hazard. The evacuation team will direct the evacuation of the building and account for all persons served and employees outside at a safe location.

Employees and persons served will be warned to evacuate the building using the following system	
Employees and persons served should assemble at the following location for accounting by the evacuation team	

If safe to do so, person who will bring the employee roster, visitor log, listing of persons served to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing or injured	
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Evacuation Team	Name / Location
Evacuation Team Leader/In Charge Staff Person	
Floor Wardens As Applicable (one for each floor)	
Searchers As Applicable (one per floor)	
Stairwell and Elevator Monitors As Applicable	
Aides for Persons with Disabilities	
Assembly Area Monitors (account for evacuees at the assembly area and inform incident commander if anyone is missing or injured)	

## Severe Weather/Tornado Sheltering Plan

If a tornado warning is issued, broadcast a warning throughout all buildings instructing everyone to move to shelter.

Shelter-In-Place Team Assignments	Name / Location
Team Leader/In Charge Staff Person	
Person to monitor weather sources for updated emergency instructions and broadcast warning if issued by weather services	
Persons to direct staff/persons served outside to enter building	
Persons to direct employees/persons served to designated tornado shelter(s)	

### Tornado Warning System & Tornado Shelter Locations

Location of tornado warning system controls	
Location of tornado shelters	

## Shelter-In-Place Plan

If warned to “shelter-in-place“ from an outside airborne hazard, a warning should be broadcast and all employees/persons served should move to shelter.

Shelter-In-Place Team Assignments	Name / Location
Team Leader/In Charge Staff Person	
Direct personnel/persons served outside to enter the building; then close exterior doors	
Shutdown ventilation system and close air intakes	
Move employees/persons served to interior spaces above the first floor (if possible)	
Person to monitor news sources for updated emergency instructions	
Assembly Area Monitors (to account for evacuees at the assembly area)	

### Shelter-In-Place Shutdown of Ventilation System

Location of controls to shutdown ventilation system	
Location of air handling units, fan rooms, or air intakes	

# Emergency Preparedness and Response Plan

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## Lockdown Plan

Persons trained to use the warning system to warn persons to “lockdown”

Name	Location

## Instructions for Broadcasting Warnings

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Where to Access the Warning System  
(e.g., telephone, public address system, etc.)

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Instructions for using the system

# Emergency Preparedness and Response Plan

## Medical Emergency Plan

If a medical emergency is reported, dial 9-1-1 and request an ambulance. Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Alert trained employees (members of the medical response team) to respond to the victim’s location and bring a first aid kit and/or Automated External Defibrillator (AED). The ERP should include how AEDs, if used, will be maintained to ensure they are in working condition when/if needed.

**Personnel Trained to Administer First Aid, CPR, or use Automated External Defibrillator (AED)**  
(May not be applicable to settings where staff are already required to be trained in these areas)

Name	Location / Telephone

### Locations of First Aid Kits and Automated External Defibrillator(s)

Locations of First Aid Kits and “Universal Precautions“ kit (used to prevent exposure to body fluids)	
If applicable, locations of Automated External Defibrillator(s) (AEDs)	

## Procedures

- Only trained responders should provide first aid assistance
- Do not move the victim unless the victim’s location is unsafe
- Control access to the scene
- Take “universal precautions” to prevent contact with body fluids and exposure to bloodborne pathogens
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s)

# Emergency Preparedness and Response Plan

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## Fire Emergency Plan

If a fire is reported, pull the fire alarm, (if available and not already activated) to warn occupants to evacuate. Then Dial 9-1-1 to alert the Fire Department. Provide the following information:

- Business name and street address
- Nature of fire
- Fire location (building and floor)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Location of fire alarm (building and floor)
- Name of person reporting fire
- Telephone number for return call

Evacuation team to direct evacuation of employees, visitors and persons served.

## Procedures

- Evacuate building occupants along evacuation routes to primary assembly areas outside
- Redirect building occupants to stairs and exits away from the fire
- Prohibit use of elevators
- Evacuation team to account for all employees, persons served and visitors at the assembly area
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department

## Property Conservation

Identify preparations before a forecast event such as severe weather

Identify how you will assess damage; salvage undamaged goods; and cleanup the building following an incident

Identify the contractors, equipment, and materials that would be needed. Update the resource table at the end of this plan

# Emergency Preparedness and Response Plan

## Annexes

### Hazard or Threat-specific

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**Instructions:** Review the following list of hazards and identify those hazards that are foreseeable. Review the links to information provided within the Ready Business website to develop specific emergency procedures.

#### Natural hazards (geological, meteorological, and biological)

##### Geological hazards

- Earthquake
- Tsunami
- Volcano
- Landslide, mudslide, subsidence

##### Meteorological Hazards

- Flood, flash flood, tidal surge
- Water control structure/dam/levee failure
- Drought
- Snow, ice, hail, sleet, arctic freeze
- Windstorm, tropical cyclone, hurricane, tornado, dust storm
- Extreme temperatures (heat, cold)
- Lightning strikes (Wildland fire following)

##### Biological hazards

- Foodborne illnesses
- Pandemic/Infectious/communicable disease (Avian flu, H1N1, etc.)

##### Technology caused event

- Utility interruption or failure (telecommunications, electrical power, water, gas, steam, HVAC, pollution control system, sewerage system, other critical infrastructure)

#### Human-caused events (accidental and intentional)

##### Accidental

- Hazardous material spill or release
- Nuclear Power Plant Incident (if located in proximity to a Nuclear power plant)
- Explosion/Fire
- Transportation accident
- Building/structure collapse
- Entrapment and/or rescue (machinery, confined space, high angle, water)
- Transportation Incidents (Motor Vehicle, Railroad, Watercraft, Aircraft, Pipeline)

##### Intentional

- Robbery
- Lost Person, Child Abduction, Kidnap, Extortion, Hostage Incident, Workplace violence
- Demonstrations, Civil disturbance
- Bomb threat, Suspicious package
- Terrorism/Active Shooter





# Emergency Preparedness and Response Plan

## Public Emergency Services & Contractors

Emergency Service	Name	Emergency Telephone	Business Telephone
Fire Department			
Emergency Medical Services			
Police Department			
Emergency Management Agency			
Hospital			
Public Health Department			
State Environmental Authority			
National Response Center (EPA)			
Electrician			
Plumber			
Fire Protection Contractor			
Elevator Service			
Hazardous Materials Cleanup			
Cleanup / Disaster Restoration			
Utility Companies			

## Warning, Notification & Communications Systems

The following systems are used to warn staff and persons served to take protective action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The communications capabilities enable members of our emergency team to communicate with each other and others.

Warning System	System	Location/Control Panel or Access Point
	Fire Alarm	
	Public Address	
	Other (describe)	
Notification System	Electronic	
Communications Capabilities	Telephone call tree	
	Telephone	
	Two-way radio	

# Emergency Preparedness and Response Plan

## Fire Protection Systems

Document the fire protection systems including the types of systems, location, area, or hazard protected and instructions.

System Type	Location	Access Point / Instructions
Sprinkler System	Control Valve	
	Control Valve	
	Control Valve	
Fire Pump		
Special Extinguishing Systems	Computer Room	
	Kitchen	
	Manufacturing Area	

## Revision History

Revision No.	Date	Description of Changes	Authorization

## Plan Distribution & Access

The EPRP will be distributed to members of the emergency response team and department heads. A master copy of the document should be maintained by the emergency response team leader. The plan will be available for review by all employees.

Provide print copies of this plan within the applicable service location. Multiple copies should be stored within the applicable location and off-site to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

An electronic copy of this EPRP should be stored on a secure and accessible website that would allow team member access if company servers are down.

Electronic copies should also be stored on a secured USB flash drive for printing on demand.