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Title of Document:	Disaster Preparedness Planning
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Date of Last Revision:	May 19, 2022 (REVISED)
Effective Date:	May 19, 2022
Applicability:	Department of Disabilities and Special Needs (DDSN) Regional Centers, Disabilities and Special Needs (DSN) Board-operated Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), Residential Habilitation Providers, and DDSN Licensed Day Programs

The purpose of this directive is to establish a requirement for each DDSN provider of Residential Habilitation, (ICFs/IID) and Day services (Provider) to create and keep current a Disaster Preparedness Plan (DPP). The Provider's DPP must prescribe the actions to prepare for potentially disastrous situations, the actions to be taken in response to or during those situations, and the plan for recovery. The Provider's DPP must take into account the implications of potentially disastrous situations to each service the provider delivers and the locations in which those services are delivered. At a minimum, the DPP must address the following:

1. Disaster Preparedness:
 - a. Training to staff.
 - b. Assignment of responsibility to staff.
 - c. Actions to take prior to an emergency.

2. Emergency Operations: Actions to take during an emergency
3. Evacuation Plan: Relocation agreements
4. Recovery Action
5. Situations to be addressed include, but are not limited to: Hurricanes, Pandemic, Severe Weather, Loss of Power, Winter Storms, Tornadoes, Hazardous Material Spills, Fire, Forest/Wild Fires, Earthquakes, Active Shooter, Terrorism, Nuclear Emergencies, Water Contamination.

DDSN Emergency Operations Center (EOC)

The administrative offices of DDSN will establish an emergency operations center located in the administration building at 3440 Harden Street Extension, Columbia, South Carolina to be activated upon the declaration of a State of Emergency by the Governor or at the direction of the State Director. When a State of Emergency is declared, communication with DDSN EOC will be through EOC@ddsn.sc.gov and 803-898-9754.

DDSN Regional Centers and ICFs/IID operated by DSN Boards will follow a DPP in accordance with regulations promulgated by DHEC and the Centers for Medicaid and Medicare Services.

Disaster Preparedness Plans

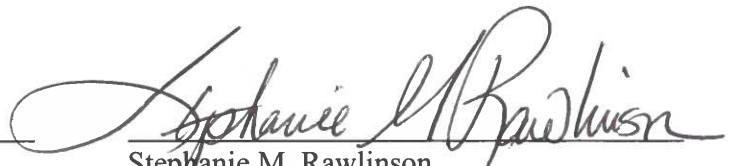
Each DDSN Provider will have a DPP that will be filed with the DDSN Emergency Operations Coordinator by April 1 of each year. The DPP must be reviewed and signed by the County Emergency Manager in each county where the contracted provider operates.

Disaster Preparedness Training

Periodically, each provider must conduct a disaster preparedness training drill. DPPs should be tested regularly. DDSN Regional Centers and ICFs/IID operated by DSN Boards must conduct drills per Center for Medicaid and Medicare Services as referenced in Appendix Z of the DHEC State Operations manual.



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