

UCP Central PA
Evacuation/Relocation Plan

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UCP Central PA

Evacuation/Relocation Plan

Introduction

- ✓ Abbreviated Plan for Evacuation/Relocation, including guidance for tornado related events.
- ✓ UCP Evacuation Control
 - Receive status calls from all programs
 - Provide guidance
 - Track status
- ✓ Each Program
 - Coordinates decision with UCP Control, if time permits
 - Informs UCP Evacuation Control:
 - when there is a change in status
 - provides status every 2 hours for first 8 hours
 - provides status every 4 hours thereafter
 - Follows Checklist
 - Listen to Radio
 - At relocation site, contact Red Cross or local Emergency Management Agency
 - medications, lodging, food

Purpose and Scope

The purpose of this document is to ensure the safe evacuation of consumers and staff in the event of a local or regional disaster, or an event requiring evacuation beyond the neighborhood of the property. This plan can be executed in part or in whole.

This plan also provides guidance for what to do in the event of a tornado event (see next page).

Each circumstance is unique and will require adaptation as needed. This plan works in coordination with the basic building evacuation plans. Each individual staff member is expected to be personally prepared, as each staff member has responsibilities within this plan. Employees are encouraged to have family evacuation plans in place.

This plan will be reviewed and updated quarterly. All changes and updates are to be forwarded to the Human Resource's Department (HRhelpdesk@ucpcentralpa.org) for inclusion in the current version of this document.

All questions should be addressed immediately to Human Resources or any member of the management team.

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Tornado Planning

This was taken directly from the Federal and Pennsylvania's Emergency Management Agency's (FEMA / PEMA) websites www.fema.gov and www.pema.state.pa.us.

When a tornado is coming, you have only a short amount of time to make life-or-death decisions. Advance planning and quick response are the keys to surviving a tornado.

Tornado Facts

- A tornado is a violently rotating column of air extending from a thunderstorm to the ground.
- Tornadoes are capable of destroying homes and vehicles and can cause fatalities.
- Tornadoes may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel. The average tornado moves SW to NE but have been known to move in any direction.
- The average forward speed is 30 mph but may vary from stationary to 70 mph and have rotating winds in excess of 250 mph.

When & Where

- Tornadoes can occur at any time of the year.
- Tornadoes have occurred in every state.
- In the northern states, peak tornado occurrence is during the late spring and early summer.
- Tornadoes are most likely to occur between 3 and 9 p.m. but can happen at any time.

Tornado Watches and Warnings

The National Weather Service issues a tornado watch when tornadoes are possible in your area. Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for approaching storms. This is the time to remind staff members where the safest places within the facility are located, and listen to the radio or television for further developments.

A tornado warning is issued, by NWS, when a tornado has been sighted or indicated by weather radar. If a tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety.

What to do Before a Tornado

Be alert to changing weather conditions.

- Listen to an NOAA Weather Radio (with a warning alarm tone and battery backup) or to commercial radio or television newscasts for the latest information.
- Keep a highway map nearby to follow storm movement from weather bulletins.
- Look for approaching storms
- Look for the following danger signs:
 - Dark, often greenish sky
 - A large, dark, low-lying cloud (particularly if rotating)
 - Large hail
 - Loud roar, similar to a freight train.

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Caution:

- Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others.
- Before a tornado hits, the wind may die down and the air may become very still.
- A cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

If you have advanced warning:

- People come first. Provide assistance. Note needs of people with disabilities.
- Move or secure vital records/high priority items if it can be done safely.
- Screw plywood over windows or use tape to reduce shattering.
(Please Note: Taping windows to prevent flying glass is not a recommended practice.)
- Verify master switch shut-off (water, gas, electricity) by trained staff.
- Move items away from windows.

What to Do During a Tornado

If you are under a tornado WARNING, seek shelter immediately!

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

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Safety Issues

- Do not open windows.
- Use arms to protect head and neck.
- Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.

What to do After the Tornado

Aiding the Injured

- Help injured or trapped persons. Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call for help.
- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.
- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation.
- Maintain body temperature with blankets. Be sure the victim does not become overheated.
- Never try to feed liquids to an unconscious person.

Inspect Utilities in a Damaged Facility or Home

Check for gas leaks – If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas, a professional must turn it back on.

Look for electrical damage – If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician for advice.

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Supervisor's Manual – Procedure Summary

Staff or consumers and families with **any** questions about Evacuation Planning should contact UCP Central PA President/CEO Jeff Cooper or a member of the management team.

Master Plan Document – Storage, Updates, and Maintenance

- The Agency's Master Evacuation Plan will be updated quarterly.
- This document is maintained by the Human Resources Department with editing access restricted to HR and the Management Team members, and read-only access for all supervisors.
- This document must be downloaded and updated in the binders each March 15, June 15, September 15, and December 15 (beginning in calendar year 2006).
- HR will update the Evacuation Control Center binder.

Individual Program Plans – Storage, Updates, and Maintenance

- Individual program plans are stored in binders, and are available onsite and with each person responsible for the plan's execution.
- Copies of each individual program plan will be updated as changes occur.
- The Safety Team confirms binders are located at each facility during quarterly safety inspections.

Inspections

FACILITY

- The Safety Team (specifically the Maintenance Coordinator) will conduct inspections of the binders and the evacuation kits four times a year during regular quarterly safety inspections.
- The Safety Team Leader will provide a facility inspection report summary to Management and the Executive Assistant following each quarterly inspection, including the results of the inspection and status of any necessary follow up required (through a facility).
- The Safety Team Leader will maintain copies of the facility inspection reports.

VEHICLES

- All vehicles are serviced at a minimum every 3,000 miles or 3 months (whichever comes first).
- All vehicles are PA state-inspected annually.
- The Maintenance Coordinator oversees this process.
- Appointed program staff arranges for and delivers vehicles for all service and inspection appointments.
- Program staff assures the checklist is presented to sign off by the service station.
- The completed checklist is turned into the Maintenance Coordinator, who maintains these.
- The Maintenance Coordinator prepares a monthly summary report for the Safety Team, for their monthly report to the Management Team, and Programs and Services Committee.

Practice Drills

- The Evacuation Control Center will initiate practice drills two times a year.
- It will not be a full exercise involving the physical relocation of people, but rather a test of knowledge of the plan for all staff responsible for its execution.

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Evacuation/Relocation Plan

UCP Evacuation Control

(717) 737-3477

(717) 975-0611

1-800-998-4827

Direct Phone Numbers

NAME	WORK	WORK CELL	HOME	HOME CELL
Jeff Cooper	717-975-0611		717-337-1074	717-870-7155
Lisabeth Capozzi	717-737-3477			717-379-3327
Janeen Latin	717-737-3477		717-564-9131	717-497-1455

UCP Evacuation Control Checklist

Date	Initials	Task
_____	_____	Initiate log
_____	_____	Declare evacuation/relocation
_____	_____	Notify affected programs
_____	_____	Notify appropriate Emergency Management Agency of actions
_____	_____	Coordinate evacuation/relocation, as needed
_____	_____	Manage personnel resources to assist with other UCP facilities
_____	_____	Directions for media announcements (used for all emergencies)
_____	_____	Secure evacuation supply kit
_____	_____	Secure laptop and portable printer

Evacuation Binder

PEMA Guide

Media Announcement Instructions

Emergency Contact Numbers (including local Red Cross contacts for each region).

Emergency Evacuation Box

Laptop Computer

Portable Printer

Battery radio, extra batteries*

Flashlight, extra batteries*

Log Book w/ Headers

Master Plan

Maps, Directions

Water

* *The contents of the Emergency Evacuation Box shall be reviewed quarterly.*

* *Batteries in kits must be inspected every May and October to ensure batteries are within the expiration date, and batteries in the equipment are in good condition. Stored equipment damaged by batteries must be replaced immediately.*

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CHS

Phone List

	WORK	WORK CELL	HOME	HOME CELL
Barry Claypool - Director	717-737-3477 Ext 148		717-774-0140	717-480-1768
Angela Monteleone - Asst. Director (Central)	717-230-9380 Ext 400		717-463-2276	717-926-4402
James Witmer - Manager (Central)	717-230-9380 Ext 401	717-645-5922		717-421-4758
Lee Shoenberger - Assistant Director Adult Services (North)	717-247-2944 Ext 107		717-248-1591	717-994-3427
Kris Bateman - Manager (North)	717-247-2944 Ext 118			717-513-2235
Boiling Springs – Edward St. George	717-462-6935		717-441-7424	717-608-2383
Beaver Springs – Donald Belk	570-249-6900		717-348-7043	717-348-7043
Carlisle Apartments – Kristina Lukens	717-243-3650		717-266-0540	
Cedar Dr., Lewistown – Christine Crater	717-248-6444			717-437-5843
Fulton St, Enola – Tracy Lipari	717-732-2945		570-739-4157	717-319-3166
Lisburn Rd, Camp Hill – Diane Hoy	717-761-3985		717-756-8531	717-756-2295
Loysville – Kayla Warner	717-789-0105		717-789-4043	717-395-7323
Mifflintown – Nicole Pratt	717-320-8880			717-543-3178
Millersburg – Faye Fahnestock	717-952-0475		570-758-2078	
Noerr Ln., Lewistown – Chloe Prosser	717-543-5361		717-994-3080	
Olympia St., Lewistown – Theresa McCardle	717-248-0246			717-348-0297
Mt. Union – Caitlin Cushing	814-542-4561		814-386-1545	814-542-4189
Somar Dr., Lewistown – Erin Ruble	717-953-9063			717-953-4763
State College – Heather Hamilton	814-237-1630		717-543-5890	717-363-7586
Sylvan Pl., Harrisburg – Kristine Stanisic	717-695-0266		717-343-8475	
Upland St, Mech – Trisha McKeehan	717-732-2049		717-856-2106	

Other Numbers:

Boiling Springs

Beaver Springs

Carlisle Apts. Car 717-713-7107

Cedar Dr.

Fulton St. Van 717-350-0576

Lisburn Rd. Van 717-350-0573

Loysville

Mifflintown

Millersburg

Noerr Ln.

Olympia St.

Mt. Union Car 717-250-7790

Somar Dr.

Sylvan Pl.

State College

Upland St. Van 717-350-3555

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CHS Checklist

Date	Initials	Task
_____	_____	Notify Director of Adult Services/UCP Evacuation Control that you have received notification from Program Manager to evacuate house.
_____	_____	Determine relocation site and method of communication between staff and supervisors.
_____	_____	Monitor the Emergency Broadcast System via radio/TV.
_____	_____	Check vehicle for fuel and operability.
_____	_____	Take necessary actions to ensure nutrition is available.
_____	_____	Notify consumers' families of relocation.
_____	_____	Inform individuals without alarming them of the need to evacuate.
_____	_____	* Gather each individual's Emergency Disaster Kit.
_____	_____	* Gather residence Emergency Disaster Kit.
_____	_____	Instruct staff to gather personal kits, including own medications.
_____	_____	Secure records, valuables and medications (if not being taken) by locking in secure area.
_____	_____	Prepare house for evacuation. Turn off all non-essential utilities, water, electric, etc. Do not turn off heat or alarm systems unless instructed to do so.
_____	_____	Remove all perishable foods from the refrigerator prior to evacuating the home.
_____	_____	Check that all windows are closed and locked. Lights, radios, TVs are turned off. All faucets and toilets are secure. Lock residence upon exit.
_____	_____	Follow all safety precautions for safe transport of individuals.
_____	_____	Contact UCP Evacuation Control to report you are en-route to relocation site.
_____	_____	Contact UCP Evacuation Control to report your arrival to relocation site.

In the event of a tornado watch or warning, all UCP Central PA personnel, consumers, and visitors will relocate **within the residence** as follows:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Beaver Springs – basement of residence • Boiling Springs – basement of residence • Carlisle Apartment PLUS – bathroom • Cedar Dr., Lewistown – basement of residence • Fulton St. – bathroom • Lisburn Rd. – bathroom • Loysville – basement of residence • Mifflintown – basement of residence | <ul style="list-style-type: none"> • Millersburg – basement of residence • Upland St. – bathroom • Noerr Ln. – basement of residence • Olympia St. – basement of residence • Mt. Union – basement of the residence • Somar Dr. – basement of residence • State College – basement of the Residence • Sylvan – basement of residence |
|--|---|

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Residence Emergency Disaster Kit

This kit contains items that can be shared by all individuals of that residence.

The following listed items are included in the kit:

Straws	OTC medications:	Cell phone charger
Shampoo	✓ Tylenol	Flashlights, extra batteries*
Toothpaste	✓ Ibuprofen	Battery radio, extra batteries*
Soap	✓ Laxatives	Signal flares
Body lotion	✓ Imodium	Paper and pencil
Mouthwash	✓ TUMS	PA map for each transport vehicle
Rubbing Alcohol	✓ A cold remedy	Directions to relocation sites (for each vehicle)
Hydrogen Peroxide	✓ Benadryl	Timesheets
Incontinence pads	Laundry detergent	Canvas for Hoyer lift
Feminine hygiene products	Dish liquid	Criss-cross canvas for Hoyer lift
Med cups	Plastic sheeting	Food and water supplies
First aid kits	Needles and thread	

* *The contents of the Emergency Evacuation Box shall be reviewed quarterly.*

* *Batteries in kits must be inspected every May and October to ensure batteries are within the expiration date, and batteries in the equipment are in good condition. Stored equipment damaged by batteries must be replaced immediately.*

Individual Emergency Disaster Kit

This kit contains individual items that are specific to its owner.

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Alternatives Adult Day Training/CCC - Phone List

	WORK	WORK CELL	HOME	HOME CELL
6th STREET, HARRISBURG				
Jill Kissinger - Supervisor	717-230-9380 Ext 402, 801		717-386-6566	
Bri Lehigh - Supervisor	717-230-9380 Ext 403, 452		717-939-5381	717-580-5989
Angie Monteleone, Asst Director	717-230-9380 Ext 400		717-463-2276	717-513-3316
06 Ford van #1	717-798-6942			
06 Ford van #2	717-756-0219			
06 Ford van #3	717-350-0572			
CAMP HILL				
Main Number / Toll Free Number	717-737-3477	800-998-4827		
Barry Claypool - Director	Ext 148		717-774-0140	717-480-1768
Kathleen Seiderer - Asst Director	Ext 158			717-304-8074
Diane Robison - Manager	Ext 156	717-512-5470	717-533-2296	717-512-5470
Jennifer Zingone - Supervisor	Ext 152		717-728-3019	717-645-2219
White bus (LL)	717-350-0578			
CARLISLE				
Heather Keller - Supervisor	717-960-0140		717-241-0425	717-440-5349
00 Dodge van	717-350-0770			
CARLISLE – Hanover St. Neighbors				
van, car	717-258-8005			
	717-350-3557			
PATHWAYS CHAMBERSBURG				
Rebecca Herring - Supervisor	717-382-1396		717-476-9795	717-476-9795
COLONIAL PARK				
Fred Wanner - Supervisor	717-623-6776		717-545-4827	484-686-4815
06 Ford van		717-350-0577		
PATHWAYS CUMBERLAND				
Shasta Drezner - Supervisor	717-963-7271		717-802-5245	570-220-2669
LEWISTOWN				
Lee Shoenberger - Asst Director	717-247-2944 Ext 107	717-953-2136	717-248-1591	717-513-7942
Patti Campbell, Admin Asst.	717-247-2944 Ext 112			717-994-9954
Diana Steel – Regional Manager, CCC	717-247-2944 Ext 109		717-320-3615	
Jessica Ranck - Supervisor	717-247-2944 Ext 120		570-763-3900	717-953-5320
00 Dodge van	717-250-5702			
02 Ford van	717-250-5704			
PATHWAYS LEWISTOWN				
Jessica Ranck - Supervisor	717-953-9641		814-251-1103	814-251-1103

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MECHANICSBURG				
Candice Bostdorf - Supervisor	717-766-6359		717-932-5267	717-514-1281
03 Ford van	717-713-8062			
95 Ford van	717-350-0580			
MECHANICSBURG NEIGHBORS	717-795-8046			
10 Ford van	717-713-7597			
MIDDLEBURG				
Larissa Savitsky	570-837-1252			570-898-7629
MIDDLETOWN				
Apryl Howard - Supervisor	717-944-2519		717-566-9883	
07 Ford van		717-350-0581		
98 Dodge van		717-350-1917		
MILTON				
Blake Bilger - Supervisor	570-523-1906		610-780-3118	
NEWPORT				
Megan Greiner - Supervisor	717-567-7125		717-233-9081	
95 Caprice, 10 Ford van	717-614-5443			
SHERMANSDALE NEIGHBORS	717-275-7150			
SHIPPENSBURG – Branch Creek				
Deb Camuso - Supervisor	717-530-9300		814-590-9111	814-590-9111
10 Ford van (both)	717-350-3558			
SUNBURY				
Holly Carlson - Supervisor	570-286-1170			570-541-2088
car #1	570-716-3458			
car #2	570-716-3459			

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Alternatives Checklist

Date	Initials	Task
_____	_____	Contact UCP Evacuation Control.
_____	_____	Establish relocation site with UCP Evacuation Control (#1 Carlisle, #2 Sunbury, #3 Lewistown) – UCP Evacuation Control notifies relocation site.
_____	_____	Tell UCP Evacuation Control how many and where to assign other agency staff to assist with relocation.
_____	_____	Contact vehicles if necessary to assist with evacuation and transport – and report back status to Program Manager:
_____	_____	- CHS Program Manager or on-call House Manager for Lisburn staff (to report to Linda Ln).
_____	_____	- Program supervisors in Community Support and Admin.
_____	_____	Retrieve attendance records.
_____	_____	Retrieve medication boxes.
_____	_____	Instruct staff to gather personal kits, including own medications.
_____	_____	Load consumers.
_____	_____	Account for consumers in each vehicle (using evacuation log).
_____	_____	Ensure all consumers are accounted for on vehicles.
_____	_____	Ensure all vehicle emergency evacuation boxes are loaded.
_____	_____	Load Program emergency evacuation box.
_____	_____	Load MRE's.
_____	_____	Load water.
_____	_____	Sweep program rooms for needed consumer items.
_____	_____	Sweep building to ensure no consumers are left behind.
_____	_____	Post notes on entrance doors with relocation address, phone number, and directions to relocation site.
_____	_____	Contact UCP Evacuation Control to report you are enroute to relocation site.
_____	_____	Contact UCP Evacuation Control to report your arrival to relocation site.

In the event of a tornado watch or warning, all UCP Central PA personnel, consumers, and visitors will relocate **within the facility** as follows:

- **Alternatives & Stepping Stones 6th Street** – center of program room (kitchen area, restroom)
- **Alternatives Camp Hill** – main hallway between program rooms and offices and in the consumer bathrooms.
- **Alternatives Carlisle** – rear men’s bathroom (inner most room, no windows)
- **Carlisle Hanover St Neighbors** – rear area back by lockers
- **Pathways Chambersburg**
- **Alternatives Colonial Park** – area near supervisor’s office
- **Pathways Cumberland**
- **Alternatives Lewistown** – basement of building
- **Pathways Lewistown** – center program room

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- **Alternatives Mechanicsburg** – kitchen (cement outer wall, reinforced second ceiling)
- **Mechanicsburg Neighbors** – sitting area in middle of program room
- **Alternatives Middleburg**
- **Alternatives Middletown** – changing room and storage room
- **Alternatives Milton** – rear corner of the program room
- **Alternatives Newport** – back of building in supply area or changing room
- **Shermansdale Neighbors**
- **Alternatives Shippensburg** – Day Program TV room (in middle of building, outer brick wall, no windows).
- **Alternatives Sunbury** – back portion of building (or basement of neighboring church at 5th and Market Street)

PROGRAM - Emergency Evacuation Box

Flashlights, extra batteries*	First Aid Kit	Med cups
Spare keys to agency vehicles located at site	Anti-bacterial hand wash	Cell phone charger
Portable radio, extra batteries*	Disposable wash cloths	Paper and pencil
	Gloves	Timesheets
	Incontinence pads	Food and water supplies
	Feminine hygiene products	

VEHICLE - Emergency Evacuation Box

Portable hand device to puree food (if required)	Incontinence pads	Med cups
First Aid Kit	Feminine hygiene products	Flashlights, extra batteries*
Anti-bacterial hand wash	PA map (for each vehicle)	Signal flares
Disposable wash cloths	Directions to relocation sites (for each vehicle)	1 MRE per person
Gloves		Water & plastic cups

* *The contents of the Emergency Evacuation Box shall be reviewed quarterly.*

* *Batteries in kits must be inspected every May and October to ensure batteries are within the expiration date, and batteries in the equipment are in good condition. Stored equipment damaged by batteries must be replaced immediately.*

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Children's Center

Phone List

	WORK	WORK CELL	HOME	HOME CELL
CACC Facility	717-975-0611			
Jeffrey Cooper, President/CEO	Ext 218		717-337-1074	717-870-7155
Janeen Latin – Chief Mgmt Officer	Ext 234		717-564-9131	717-497-1455
Roxanne Daniel – Manager, Family Svc	Ext 252		717-502-1645	717-979-3987
Kelly Hummert – Manager, Options	Ext 236		717-944-4049	717-379-9700
Sherri Landis – DREAM	Ext 248		717-731-0682	717-805-9005
Shawn Lutz – Executive Assistant	Ext 232			717-439-8314
Kendra Martin – Security Project Mgr	Ext 251			717-329-6778
Erica Marsh – Manager, LifeFit	Ext 220			717-564-9581
Marci Walborn – Manager, Therapies	Ext 233		717-957-4373	717-443-7091
OPTIONS CLASSROOMS:				
Jellyfish Room	Ext 225			
Sandpiper Room	Ext 226			
Seahorse Room	Ext 224			
Seal Pup Room	Ext 229			
Starfish Room	Ext 227			

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Children’s Center Checklist

Date	Initials	Task
_____	_____	Notify Managers in Childhood Programs and UCP Evacuation Control of emergency.
_____	_____	Announce “Emergency Evacuation in effect”
_____	_____	All managers and one representative (preferably an Assistant Group Supervisor) from each classroom will gather in the gym.
_____	_____	One manager will be designated to be responsible for blue evacuation box that is located in the reception area, visitors’ sign-in sheet, staff schedules (located in Receptionist’s desk), and notifying Sunbury location of our plan to arrive.
_____	_____	Instruct staff to gather personal kits, including own medications.
_____	_____	The staff person in charge of each classroom will be responsible for gathering emergency contact sheets and daily attendance, and any medications.
_____	_____	The designated manager(s) will organize staff with vehicles and guide them in preparing to load children; evaluate ratio of children per vehicle; summon classrooms one-by-one, starting with Preschool 4 and ending with infants; be sure each car is equipped with a cell phone; and record occupants of each vehicle (using form on which adult passengers, children, and cell phone number are listed).
_____	_____	Staff will assist children with coats while they wait for their classroom to be called. As each classroom is called, the children will be placed in the vehicles and belted in if possible. Infants will travel with managers using extra car seats and car seat / carriers their parent may have left at the Center. Managers will sweep the building, making sure each staff person and child has exited.
_____	_____	Contact UCP Evacuation Control to report you are in route to relocation site.
_____	_____	Contact UCP Evacuation Control to report your arrival to relocation site. Upon arrival at relocation site, parents will be contacted using the emergency contact sheets.

In the event of a tornado watch or warning, all UCP Central PA personnel, consumers, and visitors will relocate **within the facility** as follows:

1. Family Services Office (center of building)
2. Two interior hallways around the perimeter of that office space (**excluding** the hallway by the Family Services doorway / support / copier area AND the front hallway).

The doors to all exterior wall classrooms and offices, gym classroom, kitchen, and the family services office must be closed to avoid potential breaking glass.

- * *The contents of the Emergency Evacuation Box shall be reviewed quarterly.*
- * *Batteries in kits must be inspected every May and October to ensure batteries are within the expiration date, and batteries in the equipment are in good condition. Stored equipment damaged by batteries must be replaced immediately.*

UCP Central PA

Evacuation/Relocation Plan

Community Services – Agency & Consumer - Phone List

	WORK	WORK CELL	HOME	HOME CELL
QUAKER	717-737-3477			
Jamie Fleck – Manager, Links, AWC	Ext 360			
Jackie Wardle – Manager, AT	Ext 353		717-532-8389	717-961-8184
C2I QUAKER	717-737-3477			
Chandra Beekler – Asst Mgr	Ext 349		717-545-6037	
Sue Morse – Manager	Ext 325		717-795-8133	717-877-0673
Selinsgrove Offices	888-663-3304	570-743-5022		
Kelly Derr - (Director)	Ext 340	Ext 104	570-884-3659	570-863-8889
Kris Benfer – Manager, AWC	Ext 373		570-437-3232	
Kelly Warner – Admin Coord. CHC	888-790-3925 Ext 337			
Melissa Zerby - Clerk	Ext 372		570-658-6172	
C2I SELINGSGROVE	877-297-1006			
Molly Gerasimoff – Executive Director	Ext 114			
Lewistown Offices	888-790-3925			
Angela Griffith – Group Manager, CHC	Ext 332	717-250-0909	717-248-2661	717-348-6529
Peggy Pringle – Clerk, CHC	Ext 334		717-242-1715	
C2I LEWISTOWN	877-297-1006			
April Treaster – Asst Manager	Ext 117		717-247-2184	717-437-6744

UCP Central PA

Evacuation/Relocation Plan

Community Services Checklist - For Program Managers

Date	Initials	Task
_____	_____	Receive word to evacuate the area.
_____	_____	Listen to radio for emergency information/relocation site.
_____	_____	Notify Director of Community Services and UCP Evacuation Control of status.
_____	_____	Update status with UCP Evacuation Control every two hours for the first eight hours, then every four hours after that.
_____	_____	Receive calls from in-home staff and provide guidance for safe evacuation utilizing the call procedure of Priority 1, 2, or 3 as listed on the master consumer listing.
_____	_____	Take UCP Disaster/Evacuation Manual and consumer and staff rosters with them when leaving the building.
_____	_____	Instruct staff to gather personal kits, including own medications.
_____	_____	Lock office doors when leaving.
_____	_____	Continue to monitor situation with emergency personnel; listen to radio.
_____	_____	Phone – if unable to use cell phones or land lines the Managers will independently begin to develop lists of consumers who are Priority 1 and walk to the nearest emergency center (fire station, police station, etc.) in order to enable the consumer to receive assistance.

Community Services Checklist - For In-Home Staff

Date	Initials	Task
_____	_____	Receive word to evacuate the area.
_____	_____	Listen to radio for emergency information/relocation site.
_____	_____	Notify Manager of status.
_____	_____	Inform consumer without alarming them of the need to evacuate.
_____	_____	Assist the consumer in calling emergency contacts (e.g., family, Red Cross, 911, building manager).
_____	_____	Ensure that the consumer is dressed appropriately for weather conditions.
_____	_____	Ensure that the consumer has had their medication and something to eat.
_____	_____	Assist consumer in gathering necessary personal items: medication, clothing, money, family phone numbers, and other health-related items.
_____	_____	Assist the consumer in leaving the home.
_____	_____	Notify the Manager of the consumer’s status, where the consumer is relocating to, and when you are leaving the consumer’s home.

In the event of a tornado watch or warning, all UCP Central PA personnel, consumers, and visitors will relocate **within the facility** as follows:

1. Lewistown - the basement
2. Selinsgrove - the first floor stairwell
3. Quaker – the first floor AT large room

* *The contents of the Emergency Evacuation Box shall be reviewed quarterly.*

* *Batteries in kits must be inspected every May and October to ensure batteries are within the expiration date, and batteries in the equipment are in good condition. Stored equipment damaged by batteries must be replaced immediately.*

UCP Central PA
Evacuation/Relocation Plan
COMMUNITY SERVICES
DISASTER/EVACUATION PLAN OVERVIEW

This Disaster/Evacuation Policy addresses both potential natural and man made disasters. A situation may arise when a consumer would be stranded in their home or when a consumer would need to be evacuated from their home. This could be the result of flooding, storms (rain, snow or wind) power outages, fire or a possible terrorist attack.

- I. Emergency Contact information
 - A. Each department has a Disaster/Evacuation Plan Manual which includes the Agency Disaster/Evacuation Plan and the Department Plan. A copy of the manual is kept at the agency. Managers have a Disaster/Evacuation Plan Manual to be kept at their home. The manual contains the following:
 1. A current consumer listing including name, address, phone number, level of need, and living status.
 2. Consumer emergency sheets which include Dr. Name, emergency contact, and a list of all medications.
 3. Maps which are color coded to these sheets identifying the area in which each consumer lives.
 4. County evacuation plans and apartment building evacuation plans for applicable consumers as well as emergency numbers for all the counties we cover.
 5. A current Employee listing.
 - B. Each consumer is encouraged to develop an emergency sheet to be kept in a place where it can be accessed by the attendant or emergency personnel (i.e. the refrigerator).
 1. **FILE OF LIFE:** contains medical information including a current list of prescriptions, emergency contacts, Dr.'s numbers, and other pertinent information.
 - C. Each consumer is encouraged to have on hand an emergency kit. The recommendations for this kit are provided to the consumer and either the service coordinator or an attendant will assist the consumers as requested in facilitating this task.
 - D. Consumers are encouraged to research:
 1. Who in their local community is supposed to help evacuate them in case of fire and/or disaster?
 2. How that responder knows about people that need help (where they live, disability etc). Staff will provide as much assistance as the consumer requests.
 - E. Consumer's Evacuation Plan.
 1. For Connections to Independence, Service Coordinators will discuss with each consumer their evacuation plan.
 2. For Capital Home Care, AWC, and Links to Independence, the Attendants or Managers will discuss and develop an evacuation plan.
 3. A copy of the Agency's Disaster Plan is given to each new consumer
 4. Evacuation Plans are reviewed annually.
 - F. Staff
 1. New staff receives a copy of the Agency and Department Disaster/Evacuation Plan and receive training on their responsibilities.
 2. Staff receive training annually on the Plan.
 - G. Relocation
 1. Quaker Building - staff go to Linda Lane to assist with relocation of consumers from Alternatives.
 2. Selinsgrove - staff goes to Sunbury to assist with relocation of consumers from Alternatives.
 3. Lewistown - staff assist with relocation of consumers from Alternatives Lewistown.
 4. All Community Services staff are welcome to instruct their families to meet them at one of the UCP sites.

UCP Central PA

Evacuation/Relocation Plan

Administration Phone List

	WORK	WORK CELL	HOME	HOME CELL
Linda Lane & Quaker	717-737-3477			
Lisabeth Capozzi, Director, HR	Ext 383			717-379-3327
Lynn Craig, Controller	Ext 113		717-292-4300	717-309-1353
Hans Leyer – Maintenance Supv.	Ext 155		717-732-6453	717-571-2505
Patti Reed – Admin Asst.	Ext 120		717-697-4078	
Terry Thoman – Manager, IT	Ext 115		717-697-3501	717-979-1510
Mia Woods, Compliance Officer	Ext 150			215-669-2067
Dereje Zewdu – Director, Finance	Ext 118		717-468-0283	717-824-6208

UCP Central PA

Evacuation/Relocation Plan

Administration Checklist

(CRD, HR, Finance, IT, Admin)

Date	Initials	Items
_____	_____	Instruct staff to gather personal kits, including own medications.
_____	_____	Current pay listing for agency employees
_____	_____	Insurance policy numbers and information
_____	_____	Vendor listings including ADP
_____	_____	Bank contacts and blank checks
_____	_____	Issue guidance to staff for email and web access
_____	_____	Development contact lists
_____	_____	Board and Committee contact lists
_____	_____	UCP National contact Information
_____	_____	United Way contact information
_____	_____	Laptop

UCP Central PA

Evacuation/Relocation Plan

PA Rehabilitation Council

Phone List

	WORK	WORK CELL	HOME	HOME CELL
Linda Williams – Project Director	717-737-3477 Ext 301		717-337-0303	717-253-3622
Jill Kovalcik-Weaver – Admin Asst.	717-737-3477 Ext 302		717-774-6968	717-774-0248
Michelle Gerrick – Admin Asst.	717-737-3477 Ext 303		717-792-5166	717-424-6609
Nancy Kershner – Admin Asst.	717-737-3477 Ext 304		717-602-7484	

UCP Central PA

Evacuation/Relocation Plan

PA Rehabilitation Council Checklist

Date	Initials	Task
_____	_____	Instruct staff to gather personal kits, including own medications.
_____	_____	Receive word to evacuate the area
_____	_____	Listen to radio for emergency information/relocation site
_____	_____	Notify UCP Evacuation Control of status
_____	_____	Update status with UCP Evacuation Control every two hours for the first eight hours, then every four hours after that.
_____	_____	Staff will proceed to the relocation site in one vehicle
_____	_____	One person will take the Emergency Plan Notebook (located on the closet door in the Director's office) to the relocation site.
_____	_____	Staff will take the first aid kit (located in restroom), 1 gallon of water, a battery-operated radio, and personal items (e.g., identification, medication, cell phone)
_____	_____	Lock office doors when leaving
_____	_____	Upon arrival at relocation site, check in with Red Cross or local emergency management
_____	_____	Notify UCP Evacuation Control of status
_____	_____	Staff contact family members via cell phone
_____	_____	Continue to monitor situation with emergency personnel; listen to radio
_____	_____	Notify UCP Evacuation Control of status when cleared to leave relocation site to return to home or work.

In the event of a tornado watch or warning, all UCP Central PA personnel, consumers, and visitors will relocate **within the facility** as follows:

To the basement, or if unavailable then the interior closet.

UCP Central PA
Evacuation/Relocation Plan

STATUS LOG – pg 1

Program Name	Site Address	Phone	Initiate Date / Time	Depart Date / Time	Arrive Date/Time/Location
CHS – Boiling Springs	1506 Boiling Springs Rd, Boiling Springs	717-462-6935			
CHS – Beaver Springs	19035 US Hwy 522, Beaver Springs	570-249-6900			
CHS – Carlisle Apartments	524 Cherry St., Carlisle	717-243-3650			
CHS – Cedar Drive	33 Cedar Drive, Lewistown	717-248-6444			
CHS – Fulton Street	340 Fulton St., Enola	717-732-2945			
CHS – Lisburn Road	829 Lisburn Rd., Camp Hill	717-761-3985			
CHS – Loysville	3160 Shermans Valley Rd, Loysville	717-789-0105			
CHS – Mifflintown	893 Airport Rd, Mifflintown	717-320-8880			
CHS – Millersburg	350 North Street, Millersburg	717-952-0475			
CHS – Mt. Union	174 1 st Street, Mt. Union	814-542-4561			
CHS – Noerr Lane	52 Noerr Lane, Lewistown	717-543-5361			
CHS – Olympia Street	10 Olympia Street, Lewistown	717-248-0426			
CHS – Somar Drive	16 Somar Drive, Lewistown	717-953-9063			
CHS – State College	205 Hickory Road, State College	814-237-1630			
CHS – Sylvan Place	613 Sylvan Place, Harrisburg	717-695-0266			
CHS – Upland Street	801 Upland St., Mechanicsburg	717-732-2049			
Alternatives 6th Street	4305 North 6 St, Suite B&C, Harrisburg	717-230-9380			
Stepping Stones 6 th Street	4305 North 6 St, Suite B&C, Harrisburg	717-230-9380			
Alternatives Camp Hill Business Office	925 Linda Lane, Camp Hill	717-737-3477			
Alternatives Carlisle	20 East North Street, Carlisle	717-960-0140			

UCP Central PA

Evacuation/Relocation Plan

Hanover St. Neighbors	34-36 N. Hanover Street, Carlisle	717-258-8005			
Pathways Chambersburg	123 Chambers Hill Rd, Chambersburg	717-382-6900			
Alternatives Colonial Park	4647 Jonestown Road, Harrisburg	717-652-1396			
Pathways Cumberland	3401 Hartzdale Dr., Camp Hill	717-963-7271			
Alternatives Lewistown	3 Monument Sq. Suite 100-102, Lewistown	717-247-8291			
Pathways Lewistown	4 W. Water Street, Lewistown	717-953-9641			
Alternatives Mechanicsburg	6 State Road, Suite 113	717-766-6359			
Mechanicsburg Neighbors	33 E. Simpson Street	717-795-8046			
Alternatives Middleburg	207 Willow Ave, Middleburg	570-837-1252			
Alternatives Middletown	100 Brown Street, Unit #12, Middletown	717-944-2519			
Alternatives Milton	46 Lawton Lane, Milton	570-523-1906			
Alternatives Newport	Crestview Plaza, 207 Fickes Ln., Newport	717-567-7125			
Shermansdale Neighbors	5201 Spring Road, Shermansdale	717-275-7150			
Alternatives Shippensburg	16-18 W King St., Suite 102, Shippensburg	717-530-9300			
Alternatives Sunbury	430 Market Street, Suite 1	570-286-1170			
Community Services Connections to Independence	1372 N. Susquehanna Trail, Suite 240, Selinsgrove	570-743-5022			
Community Services Connections to Independence	3 Monument Sq. Suite 201/104, Lewistown	717-247-2944			
Community Services Connections to Independence Assistive Tech HR PA-RC	Quaker Suites, 485 St. Johns Church Rd., Camp Hill	717-737-3477			
Capital Area Children's Center Executive Office	44 S. 38 th St., Camp Hill	717-975-0611			

