

Agency's Name **Hawthorne Foundation Inc. 23800**

Site-Specific Emergency Management Plan

Facility Name: Hawthorne Foundation Inc. Day Habilitation

Operating Certification #: **90170002**

Facility Type: **Day Habilitation Center**

Address: **525 Executive Blvd, Elmsford, NY**

Cross Street: **Saw Mill River Rd (Rt. 9A)**

Zip Code: **10523** Village/Town: **Elmsford** County: **Westchester**

Program Capacity: **60**

Flood Zone¹ (if applicable): **The flood map for the selected area is number 36119C0258F
The location 41.069020-73.806026 is not in a flood zone.**

Emergency Planning Zone² (if applicable): 50-Mile EPZ 10-Mile EPZ N/A

Phone: **(845) 224-2180**

Email: **OEMRegion2dl@dhses.ny.gov**

Plan Revision Date: **December 2026**

Anna Chopra Coordinator
of Day Habilitation, Diego
Cáceres Coordinator of

Completed by: Support Services, Susan
Title & Name (print) **Heitker, Compliance Officer**

Signature: _____ **Date:** 12/ /2026

Reviewed by: Gail Nachimson,
Title & Name (print): **Executive Director**

Signature: _____ **Date:** 12/ /2026

This is an Emergency Management Plan template intended to provide Voluntary Service Provider (VSP) Agencies with one possible framework to guide the development of facility-based Emergency Response Plans. This template should be edited and customized to conform to the VSP's policies, protocols, titles/levels of leadership, and staff that will be required to complete it, and the responsibilities for actions outlined in this plan template.

Under no circumstances is it to be assumed that such a tool is a substitute for all regulatory mandates a VSP and its facilities are required to comply with, including but not limited to: NYS and Local government Departments of Health, OFPC (Office of Fire Prevention and Control), and CMS (Center for Medicare and Medicaid Services) Emergency Preparedness Rule. Additional Templates and Checklists are available through FEMA at <https://www.fema.gov/emergency-managers/national-preparedness/plan>, as well as the following CMS link <https://www.cms.gov/medicare/health-safety-standards/quality-safety-oversight-emergency-preparedness/templates-checklists>.

¹ Flood Zone can be identified through <https://www.msc.fema.gov/portal> and NYC's website <https://www.nyc.gov/knowyourzone>

² EPZ is the "Distance from local nuclear power plant". Please refer to the "User Instructions" document for further information.

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[ANNEX 1: HAZARD VULNERABILITY ASSESSMENT \(HVA\)](#)

1. Communication Plan & Contact List

FACILITY SPECIFIC CONTACT INFORMATION			
<i>(If situation dictates, CALL 911 FIRST to reach Fire, EMS, or Law Enforcement)</i>			
	Title	Name	Contact Number
24-7 Contacts	Coordinator of Day Habilitation	Anna Chopra	914-208-6638
	Coordinator of Residential Services	Shannique Leung-Hall	914-620-4189
	Executive Director	Gail Nachimson	914-432-6320
	Support Services	Diego Cáceres	914-432-6929

CONTACT INFORMATION FOR MEDICAL PROVIDERS (& OTHER PERSON-CENTERED SUPPORTS):

	Title & Name	During Business Hours	After Business Hours
Nursing Professional (Main):	Latoya Mason, LPN	914-372-7173 ext 5004	n/a
Nursing Professional (Backup):	Eileen Pazos, RN	914-877-1223	914-877-1223
Agency Medical Director	Dr. Nelson Fazio	914-336-7218	914-336-7218

CONTACT INFORMATION FOR VENDOR/UTILITY RESOURCES:

Response Role	During Business Hours	After Business Hours
Poison Control	National Poison Control Center	1-800-252-5655
Insect, Rodent & Pest Control	Dana Pest Control	(845) 786-5224
Cable TV Company	Optimum	(855) 780-9059
Fire Alarm System	SafeNet Security	1-800-932-3822
Sprinkler System	Robert Martin	(914) 592-4800
Water Company	Town of Greenburgh	914-989-1900
Sewer Company/ Septic System/Leach Fields	Town of Greenburgh	914-989-1900
Electric Company	Con Edison	(800) 752-6633
Gas Company	Con Edison	1-800-752-6633
Fuel Provider - Generator	No Generator	No Generator
Sanitation/Garbage Pick-up	Robert Martin Company	(914) 592-4800
Snow Removal	Robert Martin Company	(914) 592-4800
Lawn Service	Robert Martin Company	(914) 592-4800
Other:		

2. Site-Specific Features

Mechanical Equipment	Fuel Type	Quantity	Capacity	Location
Generator: NO GENERATOR				
Furnace/Heating System	Electric Furnace		Whole Building	Mechanical Room Main Level
Hot Water Tank	Gas		Building Capacity	Mechanical Room Main Level
Sump Pump(s)	N/A			

Other Features – Please LOCATE the following:

Electric Meter:	Electrical Room
Breaker Box/Panel:	Electrical Room
Fire Alarm Panel:	Front Lobby
Gas Meter & Shut off:	Sprinkler Room (off-suite)
Mechanical Room:	Hallway behind the front lobby
Shut-off Valve for Outside Water:	Sprinkler Room (off-suite)
Water Shut off:	Sprinkler Room (off-suite)
Well Pump (if any):	N/A
Septic Clean-out Cover:	N/A
Oil Tank Filler Cap (if any):	N/A
Vents (dryer & heating equipment)	Roof

Other Utilities:

Water Source	Municipal Water Supply	Water Filtration System:	N/A
Chlorinator Make/Model:	N/A	Water Softener Make/Model:	N/A

Attach photos to the back of the plan to highlight the location of the facility's generator, including transfer switch and fuel gauge, breaker box, fire panel, and other useful facility feature(s) to assist staff responding to emergencies.

Transportation Plan

In the event of an emergency relocation to alternate sites, use this information.

List Vehicles used for Relocation	Type	Capacity	Location of Vehicles
There are 11 Day Habilitation vans	Ford Transit vans (7)	12	Day Hab parking lot
	Three wheelchair accessible vans	2 wheelchairs/4 ambulatory person seats	
	3 minivans	5 passengers	
Are there enough vehicles available for the relocation? <input type="checkbox"/> Yes			
Location of Additional Vehicles Needed for Relocation	Type	Capacity	Contact Information

3. Relocation Plan

	Primary Relocation Site	Secondary Relocation Site
Facility Type/Name	Hawthorne Country Day School main campus	n/a
Address	5 Bradhurst Avenue, Hawthorne NY	
Phone	914-592-8256	
Business Hours Contact & Phone #	Gail Nachimson ext. 3000	
After Hours Contact & Phone #	Anna Chopra 914-208-6638 (agency cell)	

Location of the following:

Go-Kits/Medical Kits (if applicable):	n/a
To-Go medical binders for each individual	Electronically available in Therap

FAMILY NOTIFICATION

<i>Communication with Family & Relatives will be facilitated by the facility supervisor, who will assign a Point of Contact when appropriate.</i>		
Title	Role/Responsibility	Phone Number
Anna Chopra, Day Hab Coordinator	IRIS SYSTEM	914-208-6638
Tiffany Vega, Day Hab Program Aide	IRIS SYSTEM	914-314-2491
Cynthia Morales, Coordinator of Employee Relations	IRIS SYSTEM	914-398-8006
Gail Nachimson, Executive Director, HFI	Backup	914-432-6320

4. Inventory Of Emergency Supplies

If you must Shelter-in-Place for at least three (3) days, refer to this list for emergency supplies (flashlights, extra batteries, etc.), food, and potable water. This list is reviewed/updated every quarter.

Food Items	Non-Food Items
Water	Flashlights and batteries
Canned Goods - Tuna, beans, etc.	Blankets
Shelf Stable Prepared Foods	Medications
Crackers	Can opener
Cereal	Paper plates, cups, napkins, utensils
Oatmeal	Toilet paper
Bread	Cleaning supplies
Jelly	Cots / Blow-up Mattress
Pasta and jarred sauce	Pillows
Rice	Hygiene Kits
Butter /Cheese Spread	Adult Underwear
	Towels / Washcloths

Emergency supplies (non-food items) are stored in the individuals' bedroom closets. Food items for emergency purposes are stored in the residence's pantry.

Quantities are determined by the facility's Residential Coordinator, who checks and reviews them and ensures they are appropriate for the needs of service recipients at this site.

Emergency Food Considerations:

- *Water use/need is calculated at 1 gallon per person per day.*
- *Pica and eating abilities should be considered in accordance with the applicable service recipient's dietary needs.*
- *Do not use cans/boxes that have been dented.*
- *If the power goes out, use perishable foods first, start with the refrigerator, then with the freezer. Try not to open the appliance doors needlessly; this will keep them colder/longer.*
- *Store items in a climate-controlled area and, when possible, in a fire-safe, non-combustible area. Keep items off the floor to prevent water damage.*
- *Dates on perishable foods should be checked Monthly. Out-of-date food should be discarded and replenished as needed.*
- *Examples of non-perishable food items include, but are not limited to, crackers, oatmeal, tuna, cereal, rice, peanut butter, jelly, applesauce, and powdered milk.*
- *Examples of Non-Food Items include, but are not limited to: manual can opener, flashlights and batteries, disposable eating utensils and plates, toilet paper, and incontinence aids.*

5. PREPAREDNESS ACTIONS CHECKLIST – PRE-Event

If Day Habilitation is in session and is advised of inclement weather, the facility will do Early Dismissal. Depending on morning road conditions due to inclement weather, the Program Coordinator will decide if Day Hab will be open on time, or open with a delay, or not open at all that day.

- Review the following sections of this facility-level plan at a minimum of quarterly: Complete the attached checklist quarterly, store completed checklists in this binder.
 - **Communication Plan & Contact List (Page 2)** to ensure accurate and timely dissemination of information.
 - **Relocation Plan (Page 4)** to ensure addresses and points of contact information are completed, current, and updated.
 - **Incident Response Actions (Page 7)** to ensure adequate awareness of the appropriate response type and actions needed in each emergency; and
 - **Inventory of Emergency Supplies List (Page 5)** to ensure the facility has a minimum of 72 hours' worth of supplies (potable water, food, and medication). Expired items are to be discarded and replaced. Remember to replenish supplies as needed. Make immediate notifications to the appropriate staff and contact the pharmacy to reorder if it is likely that medication supplies will run out after 3 days.
- Keep cell phones and laptops charged.
- Keep vehicles fueled and start them at least once every 3-4 days to ensure operability.
- Ensure flashlights have fresh batteries.
- Ensure the generator (and other facility equipment, e.g., boiler, furnace, boiler/hot water tank) is regularly serviced and maintained and is full of fuel, when applicable. Report issues to Maintenance as they arise.
- Ensure staff members: a) Understand their respective roles and responsibilities when responding to an emergency, b) Complete all necessary emergency-related trainings, and c) Participate in scheduled exercises.
- Ensure an adequate level of staff with a driver's license capable of implementing a relocation response and moving individuals to a safer location if and when deemed necessary.
- Make sure durable medical equipment for individuals with special medical needs is working and ensure backup power for such equipment, if applicable.
- Regularly monitor weather forecast/media sources for weather-related events.
- Ensure exits and paths to egress remain clear at all times.
- Ensure there are extra blankets and warm clothing for individuals.
- Ensure the safest location/most interior area (with no windows) and/or the lowest level of this facility has been identified to shelter-in-place during a tornado event.
- Consider staffing impacts, i.e., supervisors should make staffing arrangements and contact staff scheduled for subsequent shifts to ensure proper coverage.
- Ready individuals, durable medical equipment (if applicable), and medication supplies.
- Staff are to be aware of suspicious activity or potential threats and report it immediately to a supervisor.



6. Incident Response Types – DURING an event

Shelter-in-Place:

When: safer indoors than outside during severe weather events, e.g., hurricanes, snowstorms, etc.



- Stay within the facility, and ensure windows are closed.
- Monitor media sources/local news for awareness.
- Regularly check on individuals and engage them in recreational activities to help minimize potential panic and/or disruptive behavior.
- In case of extended power outage/loss of heat with no or failed generator, monitor regulatory-required operating temperatures, and ensure individuals are warm with enough blankets and clothing.
- Ensure all cell phones and laptops remain charged at all times.
- Ensure you have communication arrangements in place with your own family or friends.
- Ensure you have communication arrangements in place with individuals outside the facility (attending programs, visiting relatives, at work, etc.) throughout the emergency.
- Supervisors should make staffing arrangements and contact staff scheduled for subsequent shifts to ensure proper coverage.
- Be prepared to evacuate/relocate if the facility is deemed unsafe for individuals and staff, after liaison with/obtaining approval from your chain of command.

Evacuate:

When: Immediate life-threatening situation (fire, gas leak, carbon monoxide), structural damage impacting the safety of individuals and staff.



- Notify ALL building occupants and follow the site evacuation plan.
- Take attendance and call 911.
- Wait to get clearance from first responders.

Evacuate & Relocate:

When: In case of severe damage to the facility rendering it unsafe for individuals & staff, activate the Relocation Plan after liaison with/approval from your designated leadership.

- Take cell phone(s), Laptop(s), and charger(s).
- Gather durable medical equipment, if applicable.
- Activate the transportation plan and check travel routes before departure to ensure safe travel.
- Make the appropriate Willowbrook notifications as soon as it is safe to do so, if applicable.
- Activate the Family/Guardian Notification plan when it is safe to do so.
- Ensure appropriate notifications to individuals, staff, and leadership that you will be relocating, and that you follow reporting protocols.

Lockout:

When: Human Threat is outdoors; it should remain there.

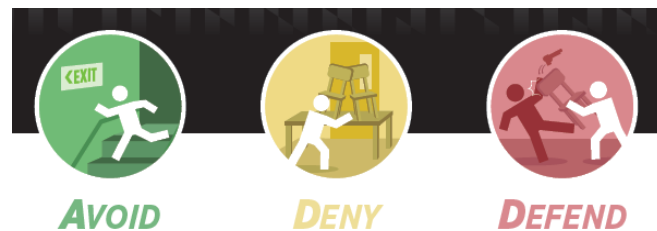


- Limit entering and exiting from the building to authorized staff members.
- Lock ALL exterior doors and windows.
- Stay alert for situational changes.
- Report any situational updates to the facility leadership/ chain of command.

Lockdown:

When: Targeted Act of violence, i.e., threat already stepped indoors involving weapons displayed, e.g., active shooter situation.

- Notify ALL building occupants that the facility is on Lockdown.
- **Avoid** – Move away from the source of the threat as quickly as possible.
- **Deny** – Create barriers to prevent or slow down the threat from getting to you.
- Limit movement, secure everyone in the closest room.
- Lock or block access to the room and remain quiet.
- Stay secure until released by law enforcement.
- **Defend** – Because you have the right to protect yourself.



7. POST-event ACTIONS CHECKLIST (Recovery)

- Replenish any supplies that were used.
- Ensure driveways, walkways, and parking areas are cleared of any debris.
- Contact the Maintenance Department for required repairs, if applicable.
- If the facility staff and service recipients return from a relocation, the supervisor on duty must contact staff scheduled for subsequent shifts and let them know it is safe to return to work.

8. HAZARD-SPECIFIC ANNEXES

8.1 Hurricane, Tropical, or Thunderstorm

DURING a Hurricane/Tropical/Thunderstorm event, Actions:

- Shelter-in-place** during a hurricane/tropical/thunderstorm event. Travel is strongly discouraged due to varying visibility.
- Continue to monitor *local news, vetted social media, and the Internet* for updated information and instructions.
- Evaluate if the facility is safe and will remain safe during the event.
- If there has been a Loss of Power and/or Heat, refer to the **Utility Failure Annex (Page 20)** for instructions.
- Contact your Agency's Leadership for direction if serious damage has deemed the facility unsafe for individuals and staff.
- If it is determined that the facility is unsafe, evacuate and relocate after obtaining necessary approvals from your leadership. referring to the **Evacuation and Relocation Procedures (Page 7)**.
- After evacuating and staff and individuals are safe from immediate danger, make notifications following the Agency's reporting protocols as listed in the **Communications Plan (Page 2)**.

POST a Hurricane/Tropical/Thunderstorm event Actions:

- Refer to **POST-event Actions' Checklist (Page 8)** listed in this PLAN for instructions.

8.2 Winter Weather [Snowstorm, Blizzard, Ice storm]

This annex provides a coordinated response for a **Winter Weather** event that impacts this Site and/or the geographic region. It outlines the actions taken by facility Leadership and Staff involved in preparedness, response, and recovery operations.

Winter Weather can be classified and/or manifested into one or more of the following by severe conditions: Nor'easter, Ice storm, Snow Squall, Extreme cold/wind chill, Blizzards, or Lake effect snow. They often bring extreme cold, heavy snow, sleet, blowing snow, freezing rain, or a combination of these, which can pose serious life-safety and property issues.

Heavy snowfall, ice accumulation of 1/4" or more, blizzards leading to whiteout conditions can make roads impassable, reduce visibility, cause power outages, increase emergency response time, and disrupt public transportation. Prolonged periods of cold temperatures can freeze water and gas mains, which sometimes leads to the rupture of pipes.

PRE- Winter Weather event:

- Refer to **Preparedness Actions' Checklist (Page 6)** listed in this PLAN for instructions.

Winter Weather Watch: Be Prepared

Severe wintry conditions are a threat within 48 hours and are issued when *conditions are favorable* for a significant winter weather event.

Winter Weather Warning: Take Action!

Severe wintry conditions, including the potential for heavy snow, are expected *within 36 hours*. Visibility and snow depth can vary greatly, significantly impacting travel. Complete all preparations, including those for Shelter-in-Place and possible relocation from the area if directed to do so by authorities or agency Leadership.

DURING the Winter Weather event:

- Shelter-in-place** during a winter weather event. Travel is strongly discouraged; roads might be slippery.
- Continue to monitor local news, vetted social media, and internet for updated information and instructions.
- Keep vents clear to prevent Carbon Monoxide gases from building up in the facility.
- During & after a winter weather emergency, **inspect** outside vents from the dryer, stove, furnace, and remove debris or snow.
- During & after a snowstorm, take special care to prevent snow from building up and blocking critical exits.
- Evaluate if the facility is safe and if it is going to remain safe during the Winter Weather event.
- If it is safer to remain in the facility, Shelter-in-Place and refer to the Shelter-in-Place procedures (**Incident Response Types – Page 7**), otherwise Evacuate/Relocate based on directions received from Leadership.
- After evacuating and ensuring individuals and staff are safe from immediate danger, make notifications following the Agency's reporting protocols as listed in the *Communication Plan (Page 2)*.
- If there has been a Loss of Power and/or Heat, refer to the **Utility Failure Annex (Page 20)** for Instructions.
- If relocating, supervisory staff should make staffing arrangements and contact staff scheduled for subsequent shifts to ensure proper coverage and to notify them of the event.

POST- Winter Weather event

- Refer to **POST-event Actions' Checklist (Page 8)** listed in this PLAN for instructions.

8.3 Flooding Events

This annex provides a coordinated response for **Flooding** that impacts this site and/or the geographic region. It outlines the actions to be taken by facility leadership and staff involved in preparedness, response, and recovery operations.

Flooding is highly destructive and can be the result of events which span the inconvenient (such as a burst pipe in a facility) to the extremely dangerous types of flooding due to weather, including but not limited to flash floods (usually the most dangerous due to the speed and force of the rising water), storm surges, riverine flooding and any kind of flooding due to excess rains and melting snow, and even dam failures.

Preparedness and Response Actions for flooding; however, always remember:

- DO NOT walk or drive through flooded areas.
- Six (6) inches of moving water (located just above most people's ankles) can knock you over.
- 1 to 2 feet of moving water can carry away most vehicles – you won't have any control.
- Flood waters can be electrified by downed power lines and hazardous materials.
- If you absolutely need to walk through moving water for life safety, make certain you check carefully for downed wires and fast-moving debris, and confirm that it is shallow.

PRE-flooding Actions

- Refer to the **Preparedness Actions Checklist (Page 8)** in this PLAN for instructions.

Flooding Advisory: Be Aware

Issued when flooding is not, at present, considered a significant threat to life or property; they are sometimes nuisance problems, such as minor flooding due to poor drainage or in low-lying areas.

Flood Watch: Be Prepared

Issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.

FLOOD WARNING- Take ACTION IMMEDIATELY!

Issued when flooding is imminent or occurring. If you are in a flood-prone area, move immediately to high ground. A flash flood is a sudden, violent flood that can develop in minutes to hours. It is even possible to experience a flash flood in areas not immediately receiving rain. If flooding occurs at an IRA, move to the highest floor in the residence and contact Support Services.



DURING the flooding event, Actions:

Shelter-in-place during a flooding event. Travel is strongly discouraged.

- Continue to monitor local news, vetted social media, and the internet for updated information and instructions.
- If it is safer to remain in the facility, Shelter-In-Place and refer to the **Shelter-in-Place Procedures (Page 10)**.
- If relocating, Supervisory staff should make staffing arrangements and contact staff scheduled for subsequent shifts to ensure proper coverage and to notify them of the event.
- Evacuate if required by local authorities or in case of receiving clear directives from your Agency's leadership if this site tends to flood during weather events, causing a great deal of rain and/or snow melt, rendering the facility unsafe for staff and service recipients (*Refer to **Evacuation and Relocation Procedures, Page 7***).
- After evacuating and being safe from immediate danger, make notifications in accordance with the Agency's reporting protocols listed in the **Communication Plan (Page 2)**.

POST-flooding Actions Refer to the **POST-event Actions Checklist (Page 8)** in this PLAN for instructions.

Heat/Extreme Temperature Hazard

This annex provides a coordinated response for Heat-related emergencies impacting this facility and/or the geographic region. **Sun Safety** is important. Too much exposure to the sun can cause sunburn to the skin in as little as 15 minutes, increase the long-term risk of skin cancer, and possibly eye damage. Even on hazy or cloudy days, the sun's rays can cause damaging sunburn.

Health-related emergencies can occur when summertime heat and/or humidity become dangerous. Some people are at risk of serious health effects, even death, from getting overheated. The most common heat-related illnesses are heat stroke (sun stroke), heat exhaustion, heat cramps, and heat rash. It is important to provide care specific to each service recipient based on their individualized needs and circumstances.

PRE-Extreme Heat-related illnesses (Preventative & Protective Actions):

- Heat-related plans of action should be activated when external temperatures reach pre-determined Heat Index pursuant to your Agency's protocols and/or your County's Heat Advisory.
- Training should be provided to staff in the prevention and recognition of heat-related [illnesses](#). Be aware of outdoor temperatures and modify or reschedule outdoor activities accordingly.
- Provide activities in air-conditioned areas when possible and stay in the shade when outdoors.
- Encourage hydration by drinking plenty of water/caffeine-free fluids and water-rich foods.
- Provide well-balanced, light, and regular meals.
- Wear loose-fitting, lightweight, and light-colored clothing.
- Help keep homes/buildings cool. Close windows and use window coverings (blinds, shades, drapes).
- Vehicles: Temperatures inside a parked vehicle can rapidly rise to a dangerous level.
 - Do not leave individuals in a vehicle, even with windows down, no matter how brief.
- Avoid direct exposure to the sun. Remain in the shade whenever possible.
- Get individuals to wear UV-protective sunglasses and/or a hat whenever possible for protection. Also apply sunblock before exposure to the sun.
- Know which medications cause sun sensitivity and take precautions based on their individualized plan.
- Encourage sun safety when service recipients will be participating in activities without agency Staff supervision by providing protective supplies and clothing (e.g., during camp or family visits).
- If an individual appears to have sunburn and/or blistering, contact the designated Medical Professional for guidance.

DURING an extreme heat exposure (Response actions)

ILLNESS & Symptoms	RESPONSE ACTIONS
HEAT EXHAUSTION <ul style="list-style-type: none"> ● Heavy sweating ● Loss of alertness/consciousness ● Vomiting ● Cold, pale, clammy skin ● Dizziness, Headache ● Nausea ● Weakness 	<ul style="list-style-type: none"> ● Heat exhaustion can quickly lead to heat stroke, so if symptoms worsen or don't improve, get medical help and/or call 911. ● Move the person to a cool place. ● Loosen clothes and apply cool, wet clothes to the neck, face, and arms. ● Have the person hydrate if able to do so safely.
HEATSTROKE (sun stroke) <ul style="list-style-type: none"> ● Hot, dry, red skin ● Rapid, strong pulse ● Throbbing headache, Dizziness ● Nausea or vomiting ● High body temperature above 103° ● Loss of alertness, confusion ● Unconsciousness or coma ● Rapid and shallow breathing 	<p>THIS IS A MEDICAL EMERGENCY – ACT FAST!</p> <ul style="list-style-type: none"> ● Call 911 immediately. ● Cool the person quickly. ● Bring to a cool place and use a cool bath or sponges, fans, and AC. And/or ● Wrap ice packs in cloth and place them on the neck, wrists, ankles, and armpits. OR Remove clothing and wrap the person in cool, wet sheets.

POST-Extreme Heat Emergency Actions:

- Supervisor on duty to evaluate the decision made by facility Staff and make any recommendations for action.
- Notify the Agency's designated leadership per local protocol.
- Review the readiness of alternate evacuation locations if the need arises for a relocation.



8.4 Public Health Emergencies (PHEs)

PHEs such as pandemics (e.g., influenza, tuberculosis, Respiratory syncytial virus (RSV), and COVID-19) and Emerging Infectious Diseases (EIDs) can be unpredictable. Still, steps can be taken to prevent, reduce their impact, respond, and recover effectively. Hawthorne Foundation Inc. maintains a readiness posture while conducting daily operations, and developing advisories, specific actions, measures, policies, and procedures, based on the nature of the PHE (such as communicable vs. non-communicable diseases) and directives, recommendations, and guidance from regulatory entities such as NYS DOH (New York State Dept. of Health), CDC (Centers for Disease Control and Prevention), CMS (Centers for Medicare and Medicaid Services), FDA (Food and Drug Administration) and local government DOHs.

It is very important to note that guidance and updates can change frequently; site supervisors are responsible for ensuring that such changes/updates are reflected in this annex and noted in the **Review History (Page 20)** of this Site-Specific Emergency Plan. For further clarification and updates, contact your Agency's medical department.

All facility staff are required to be vigilant in a.) observing signs of possible infection in service recipients and staff, b.) following guidelines to test for such issues, c.) monitoring changes, d.) reporting positive cases to supervisory/nursing leadership as soon as possible, and e.) notifying service recipients/staff/visitors of possible exposure.

Preventive Actions

Site supervisors are responsible for ensuring:

- All policies, plans, and directives disseminated by Hawthorne Foundation Inc. before, during, and after PHEs (including updates and changes) are followed at this site by service recipients, staff, and visitors.
- Ensuring staff take all required courses, including refreshers, regarding preventive measures to stop/reduce the spread of disease and infection.
- All service recipients, staff, and visitors comply with applicable medical and non-medical countermeasures for health and safety.

Training

Staff at this facility may be required to take mandatory training to prevent, prepare for, respond to, and recover from PHEs. Trainings will include, at minimum, the following topics and can include additional training and directives based on the nature of a specific PHE:

- Essential infection control and containment techniques.
- Proper Hygiene measures, including cough etiquette, handwashing, and waste disposal, to reduce the spread of dirt, bacteria, viruses, mold, and other undesirable elements that can cause illness and infections.
- Proper use, cleaning, storage, and disposal of personal protective equipment (PPE).
- Environmental cleaning and disinfection.
- Awareness of signs, symptoms, and risk factors that potentially increase disease transmission.

Usage, Cleaning, and/or Disposal of PPE

The training developed to address PPE use, cleaning, and/or disposal has to be completed by facility staff. When appropriate, respiratory mask fit test training and fit testing may be provided in accordance with the Agency Policy. All staff who have completed mandatory infection control training will be able to properly select, don, doff, clean, store, and dispose of PPE to ensure compliance with established infection control procedures.

PPE Supply and Replenishment

The supervisor is required to maintain an adequate supply of PPE for service recipients, staff, and visitors at this site and will order such supplies as needed before/during/after a PHE, in accordance with Hawthorne Foundation Inc.'s procurement policy and approved sources.

Detection and Screening Protocols:

Staff members will strictly follow all screening, testing, and tracing procedures for service recipients. Site Supervisor and staff are required to monitor and maintain a low threshold for identifying and testing service recipients who present signs or symptoms consistent with COVID-19 and other viral respiratory pathogens, as appropriate.

Monitoring and Reporting:

The Site Supervisor/Designee is required to complete the Reporting and Notification Process for PHEs such as COVID, RSV, and Influenza in accordance with guidance from entities such as NYS-DOH and CDC. Such reporting components can include, but are not limited to:

- House Name, Category, Address, and County.
- Date House Placed on Enhanced Monitoring/Isolation.
- Date Positive Status; and
- Date House Removed from Enhanced Monitoring/Isolation.

Containment Strategies/Interventions to Minimize Exposure:

Practices will continue, including strict hygiene protocols, appropriate PPE, and environmental disinfection.

1. **Social Distancing:** Guidelines will be followed if social distancing is mandated.
2. **Quarantine and Isolation:** People who have been in close contact with positive cases but are feeling well may be required to remain in isolation until it is determined they are not infected and/or do not pose a risk to others. Individuals/staff who have tested positive and are ill may be required to quarantine for a period of time. If isolation is necessary, the resident will remain in their bedroom.
3. **Masking Protocols:** Masking recommendations and requirements will be utilized as appropriate to prevent and minimize exposure to communicable diseases, including but not limited to PHEs such as Influenza, COVID-19, and RSV. All service recipients, staff, and visitors are required to follow such protocols. Guidance is provided for Reasonable Accommodations when medically necessary.
4. **Restriction of Movement:** Individuals/staff members may be able to enter some areas of the facility, but not others, unless they are assigned to care for that individual.
5. **Cancelling Outings:** Unnecessary travel, outings, and visitation can be discontinued as directed by Hawthorne Foundation Inc. Both the site supervisor and staff will ensure compliance.
6. **Telehealth Options (if applicable):** Residents may be able to continue medical services via telehealth.
7. **Signage:** Instructions and workspace limitation information will be posted and displayed throughout this facility, specific to the PHE/communicable disease, to remind staff and authorized visitors about social distancing, hand hygiene, PPE, and cleaning guidelines. Staff are expected to follow all posted signage and instructions.
8. **Transportation and Discharges of Service Recipients:** Service recipients who may need to be transferred (e.g., to another residence or facility) or discharged will be assessed by qualified staff as medically stable, to prevent the transmission or spread of a communicable disease. Any transmission-based precautions must be maintained at the receiving entity. A service recipient being transferred or discharged who is without symptoms also requires that the receiving facility must be made aware of the need to observe for any signs or symptoms for a specified period.
9. **Staff Return to Work:** Protocols for direct care staff returning to work are attached. Staff are required to follow all requirements strictly.
10. **Medical Countermeasures: Antigen Testing and Vaccination:** Vaccines, antivirals, antidotes, antitoxins, and antibiotic treatments might be available for specific PHEs for the health and well-being of service

recipients, staff, and visitors. Such medical countermeasures can include, but are not limited to, antigen testing and vaccination recommendations outlined in Hawthorne Foundation Inc.'s most recently revised protocols, published on its website.

11. **Information Sharing and Reporting:** Information sharing processes will include Hawthorne Foundation Inc.'s website at www.hawthornefoundation.org and the distribution of current policies and practices. All staff are required to remain up to date with and follow the requirements of such information.

(ADD A PAGE to include recent OPWDD Infection Protocols and Protocols for Contagious Illnesses)

8.5 Threats by Phone, Social Media, Texts, or Emails

This annex provides a coordinated response for **Threat** events that can impact this facility. This annex outlines the actions to be taken by those involved in preparedness, response, and recovery operations. A **Threat by phone, social media, or email** can be traumatic, affecting not just the person receiving the threat but everyone at the facility.

Actions Taken During the Threat by Phone, Social Media, Text, or Email Event:

If you receive a Threat by Phone:

- REMAIN CALM & Listen carefully and be polite and show interest.
- Try to keep the caller talking to learn more information and document the exact words.
- Write down as much detail as possible: the caller's gender, accent, age, details of their voice (e.g., slurred speech, deep, soft, calm, panicky, well-spoken, irrational).
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, make notifications.
- DO NOT HANG UP**, but from a different phone, contact the authorities immediately with information and await instructions.
- LOCK ALL exterior doors and windows.
- LIMIT entry into/exit from the facility to authorized staff only and follow the **Lockout Procedures (Page 7)**.
- Stay alert for situational changes.
- Follow the Agency's directives/policy for threats, including calling 911. Contact the Executive Director IMMEDIATELY at (914) 432-6320.
- Follow directions given by Law Enforcement.
- DO NOT share information that can impact an investigation, if any, and DO NOT spread information that can be inaccurate or false.
- Make appropriate notifications following the Agency's reporting protocols as listed in the **Communication Plan (Page 2)**.

If you receive a Threat via Social Media/Text/Email:

- DO NOT delete the message.** Document received threat (e.g., take a picture of the social media, text, or email messages, print them if possible. Report threats and provide printouts or screenshots to your supervisor, Executive Director, and to IT immediately.
- LOCK ALL exterior doors and windows.
- LIMIT entry into/exit from the facility to authorized staff only and follow the **Lockout Procedures (Page 7)**.
- Stay alert for situational changes.
- Supervisors are required to follow reporting protocols to their designated chain of command/Agency Leadership.
- Follow the Agency's directives/policy for threats, including calling 911, if deemed necessary.
- Follow directions given by Law Enforcement.
- DO NOT share information that can impact an investigation, if any, and DO NOT spread information that can be inaccurate or false.
- Supervisory staff should make staffing arrangements and contact Staff scheduled for subsequent shifts to ensure proper coverage, and to notify them of the event.

8.6 Bomb Threats

This annex provides a coordinated response to a **Bomb Threat** event affecting this Facility. This annex outlines the actions to be taken by those who can be involved in preparedness, response, and recovery operations. **Bomb Threats** can be made by phone call, in some form of writing, and possibly in person. All threats will be investigated and treated as criminal matters.

Actions Taken During the Bomb Threat Event:

If you receive a Bomb Threat by phone:

- REMAIN CALM & Listen carefully, be polite and show interest.
- Try to keep the caller on the phone to learn more and document the exact words.
- Write down as much information as possible: the caller's gender, accent, age, details of their voice (e.g., slurred speech, deep, soft, calm, panicky, well-spoken, irrational).
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, make notifications.
- DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.
- CALL 911. If unable to speak during a 911 call, DO NOT HANG UP. Keep the line open. Then call the Executive Director at (914) 432-6320.

If you receive a Bomb Threat via social media, text, or email:

- **DO NOT delete the message.** Take a screenshot of the threat and immediately report it to your supervisor on duty.
- Stay alert for situational changes.
- Supervisors are required to follow reporting protocols to their designated chain of command/Agency Leadership.
- If the Threat is **outside** the facility, follow the **LOCKOUT** procedures included in the Incident Response Types (**Page 7**), get everyone inside, and close all exterior doors and windows.
- Supervisory Staff should make staffing arrangements and contact Staff scheduled for subsequent shifts to ensure proper coverage and notify incoming staff that the event is occurring.
- If it is determined the facility is unsafe, *Evacuate and Relocate*, refer to the *Evacuation & Relocation Procedures (Page 6)* after receiving directives from the Agency's Safety Office, if applicable, and/or local Law Enforcement.
- Follow directions given by Law Enforcement.
- DO NOT spread information that can be inaccurate or false, and DO NOT share information that can impact an investigation.
- Complete required notification protocols.
- Review staffing impacts and make staffing plans for the duration of the event.
- Monitor media outlets for updated information and instructions.
- Review the readiness of alternate evacuation locations in case relocation is needed.

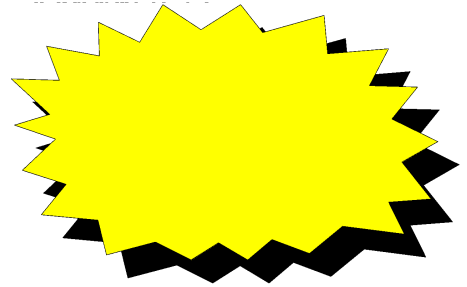
8.7 Active Threat/ Targeted Acts of Violence

This annex provides a coordinated response to an **Active Threat** event affecting this facility. This annex outlines the actions to be taken by those who can be involved in preparedness, response, and recovery operations. **Active Shooter incidents** are often unpredictable and evolve quickly. During the chaos, anyone can play an integral role in reducing the impacts of an Active Shooter incident.

What to Do When There Is an Active Threat?

Avoid – Move away from the source of the threat as quickly as possible.

- If safe to do so, **LEAVE IMMEDIATELY**.
- Leave all personal belongings behind.
- Help others if you can, but move as quickly as possible.
- Prevent anyone else from entering the building.
- When you are in a safe location, **CALL 911**.



Deny – Create barriers to prevent or slow down the threat from getting to you.

- If exiting is not possible, remain out of sight and quiet by hiding behind large objects: If you are in a hallway, get into a room and secure the door.
- NOTIFY ALL** building occupants that the facility is on LOCKDOWN.
- SECURE** everyone in the Nearest Room and barricade it with available items (desks, chairs, etc.).
- Cover the door windows and **TURN OFF the LIGHTS**.
- Keep quiet**, silence cell phones.
- CALL 911** and **STAY SECURE** until released by Law Enforcement.

Defend – Because you have the right to protect yourself.

- If you cannot avoid or deny, be prepared to defend yourself.
- Throw things to distract or obstruct the shooter/attacker (e.g., books, phones, computers).
- Find something to use as a weapon (e.g., fire extinguisher, chair, lamp).
- This is about survival.

- Follow directions given by Law Enforcement.
- Make sure your hands are empty and visible when PD arrives so that you are not mistaken for a threat.
- DO NOT** provide comments or interviews to the media.
- DO NOT** spread information that can be inaccurate or false.
- DO NOT** share information that can impact an investigation.
- Participate in debriefing if deemed necessary.
- Supervisory staff should review staffing impacts and make staffing plans to ensure coverage for the duration of the event.
- Follow your Agency's local reporting protocols/Chain of Command notification.

8.8 Radiological Events

This annex provides a coordinated response for a Radiological Incident that impacts this Site and/or the geographic region. It outlines the actions to be taken by site-specific leadership and Staff participating in preparedness, response, and recovery operations.

For nuclear power plant incidents, there are two **Emergency Planning Zones (EPZs)**, which are to be listed on the cover of this Site-Specific Emergency Plan - if applicable:

- A 10-mile EPZ to protect communities near the facility from radiation exposure in the event of an accident.
- A 50-mile zone within which food products, livestock, and water would be monitored to protect the public from radiological exposure through the consumption of contaminated foodstuffs.

PRE-Radiological Event Actions:

If you are notified by authorities of a nuclear power plant accident, nuclear explosion, or dirty bomb, follow the actions below:

Know where you should go within this facility in the event you need to Shelter-in-Place.

Know the Common Signs and Symptoms of Radiation Exposure:

INITIAL SIGNS & SYMPTOMS	SEVERE SIGNS & SYMPTOMS
Headache	Mental Confusion
Fatigue	Vomiting
Shortness of breath	Loss of muscular coordination
Nausea	Loss of consciousness
Dizziness	Untimely death

- If you are within 10 or 50 miles of a Nuclear Power Plant, ensure you have the emergency information materials sent from the County's Office of Emergency Management (OEM) and/or the Nuclear Power Plant. If not, contact your County's OEM to obtain the material and ensure it's provided to the facility.
- If you are within the 10-mile EPZ, be familiar with the county OEM's Emergency Procedures and know what actions to take when you receive alerts warning of a situation at the power plant.

DURING" a radiological event Response Actions:

- Tune your radio or TV to the Emergency Alert System station/your local TV or radio stations for updates and instructions from state and local officials.
- You might receive several alert warnings, such as:
 - o Sirens, a tone Alert on your radio, television, or a county's mass emergency alert on personal cell phones.
 - o Social media.
 - o Robocalls from public safety warning systems (e.g., Reverse 911).
- Instructions can include directions for Evacuating or Sheltering-in-Place; you need to contact your Leadership for direction.
- If it is safer to remain in the facility, Shelter-In-Place and follow the Shelter-in-Place actions (Page 7).
- Supervisory staff should make staffing arrangements and contact staff scheduled for subsequent shifts to determine whether they are able to report for work or require assistance, based on projected impacts.
- Be on the lookout for abnormal medical reactions from all occupants.
- If anyone shows signs of illness, evaluate first, then CALL 911 for medical assistance.
- If it is determined that this site is unsafe, follow the Evacuation and Relocation actions – (Page 7)
- After evacuating, service recipients and staff are safe from immediate danger and should make notifications per the reporting protocols listed in the Communication Plan and Contact List (Page 2).
- Complete required notification protocols.

8.9 Utilities Failure (Loss of Power, Water, Heat)

This annex provides a coordinated response for a **Utility Failure** impacting this facility and/or the geographic region. This annex outlines the actions to be taken by those who may be involved in preparedness, response, and recovery operations. **Utility Failure** can result in a **Loss of Power** to essential equipment, including medical, mechanical devices, and communications. **Loss of Potable Water** can result in adverse effects on plumbing and adequate hydration. **Loss of Heat** is dangerous when the geographic location experiences extremely low temperatures.

Actions Taken During Loss of Power:

- All staff are to remain with the service recipients to ensure their safety until power is restored.
- Supervisor on duty to designate staff with flashlights to accompany service recipients to the appropriate common area during waking hours to reassure them and maintain safety.
- If the power outage is widespread, use a battery-powered radio, if available, for local news, and contact the Power Company.
- If power loss is localized to a specific area of the facility, the Supervisor on Duty may need to check the breaker box. If the breakers are tripped, reset in accordance with Site-specific Features (Page 3).
- The supervisor on duty will contact the Maintenance Department, if applicable.
- For facilities with a generator, the Auto Start should turn on within fifteen (15) seconds. If not, you may need to start the generator manually. If there are further issues, contact the appropriate department listed in the Communication Plan and/or Vendor.
- Evaluate if the facility is safe and will remain safe during the Power Failure event. Contact Leadership for direction:
 - If it is determined that the facility is unsafe, refer to and follow the *Evacuation and Relocation (Page 7)*.
 - Arrange to go to a nearby warming or cooling center if necessary.
 - If it is safer to remain in the facility, follow the *Shelter-In-Place actions (Page 7)*.
- Continue to monitor your local news, vetted social media, and Internet for updated information and instructions.
- If relocating, Supervisory staff should make staffing arrangements and contact staff scheduled for subsequent shifts to ensure proper coverage and to notify them of the event.

Actions Taken During the Loss of Potable Water Event:

- Check ALL faucets to determine whether the loss of water is throughout the facility.
- Check the basement, if applicable, for flooding or leaking pipes.
- Close water valves to prevent flooding when the water supply is restored.
- Make notifications per the agency's reporting protocols listed in the **Communication Plan (Page 2)**.
- Contact the Agency's Maintenance Department, if applicable.
- Continue to monitor any alerts by public health officials.
- If the problem cannot be corrected in a timely manner and the emergency water supply is near depletion, take measures to replenish the water supply.

Actions Taken During the Loss of Heat Event:

- Supervisor On-Duty will check breaker box circuits. If breakers do not require resetting, contact the heating and plumbing contractor and/or Maintenance Department, if applicable.
- Make notifications per the agency's reporting protocols listed in the Communication Plan (Page 2).
- Staff assigned to the individuals will ensure they are comfortable by supplying blankets and extra clothing as necessary.
- Evaluate whether the facility is safe and will remain safe during a loss-of-heat event.
- Review service recipients' Care Plans as well as weather conditions and travel advisories to ensure it's safe to relocate service recipients.
- Contact Leadership for direction: if it is determined that the facility is unsafe, refer to the **Evacuation and Relocation Procedures (Page 7)**.

Quarterly Facility-Level Plan Review Checklist

Communication Plan & Contact List (Page 2)

- Verify all contact information is current and accurate.
- Confirm that all facility staff know how to access and use the communication plan.
- Document the review and any changes made.

Relocation Plan (Page 4)

- Confirm that all addresses and the points of contact are up to date.
- Review the transportation / Vehicles used information.
- Ensure that all staff members are familiar with relocation procedures.
- Document the review and any updates to the plan.

Inventory of Emergency Supplies List (Page 5)

- Check expiration dates on all potable water, food, and medication.
- Discard any expired items and replace as needed.
- Notify the supervisor if supplies are low and reorder, especially for medications.
- Document the inventory check and any actions taken.

Incident Response Actions (Page 7)

- Review and understand the response types and actions for each potential emergency.

General

- Ensure all staff members involved in emergency preparedness are aware of their roles and responsibilities.
- Schedule the next quarterly review.
- File all documentation from the review in an accessible and organized manner for future reference.
- Please ensure that all sections of the checklist are completed, and the document is signed to validate the review.

