

Horizons Evacuation Plan

2018

The following is a protocol in the event that any of our client residences need to be evacuated. Evacuation of Horizons clients might begin during a Voluntary Evacuation Alert if Susan Mizen and Tatum Heath are advised by city/county emergency personnel to begin an evacuation.

In advance of an evacuation order:

1. **Register for Routt County Public Alerts and Warning through RouttCountyAlerts.com** – if we cannot reach you, we cannot alert you! Registrants will provide their address and communication means (landline, cell phone, text numbers, e-mails) and how they prefer to be notified.
 - a. Follow Routt County Emergency Management on Facebook and Twitter to receive updates on any disaster or emergency, as well as preparedness information. Facebook page is Routt County Office of Emergency Management and Twitter is RouttCountyOEM.
 - b. Ensure that all independent clients and staff have registered their cell phones and all group homes have registered their landlines for Emergency Alerts
2. **Register for Moffat County Public Alerts and Warning through Code Red www.colorado.gov/moffatcounty** - if we cannot reach you, we cannot alert you! Registrants will provide their address and communication means (landline, cell phone, text numbers, e-mails) and how they prefer to be notified
 - a. Ensure that all independent clients and staff have registered their cell phones and all group homes have registered their landlines for Emergency Alerts
3. Ensure that all independent clients have cell numbers in their cell phones so that they can reach Susan Mizen (970-879-6999) or Tatum Heath (970-620-1613) in addition to Program Coordinators and Service Coordinators.
4. Ensure that all independent clients have received information about who will be picking them up and where, and that they have rehearsed so that they are prepared for an emergency evacuation.
5. Ensure that all agency vehicles (group homes or offices) have a minimum of ½ tank of gas at all times.
6. Ensure that cell phones are charged. Utilize text messaging, email and instant messaging for communication. Cell lines may not work so know where there is access to landlines. Text messaging may not work when cell phones are not working.
7. Staff should review the Monthly Safety Information binder. These resources include wildfire information from FEMA. Each group home has a binder. An Emergency Evacuation binder will be kept at the Oak Street and Breeze Street offices, as well as at Day Program.
8. Local families will be contacted about the evacuation plan and will be provided with Susan and Tatum's cell numbers.
9. Keep a list of client work schedules at the Oak Street or Breeze Offices in case evacuation is during the day.

In the event of an evacuation order in Steamboat or Craig:

If you are on duty, know that you are not alone. Once you get to the meeting place, help will be there.

Orders from community emergency personnel supersede this protocol. Do what the emergency personnel tell you to do. We will sort everything out once you are safe. The primary means for Routt County to provide this information is through RouttCountyAlerts.com. The Routt County Office of Emergency Management website, Facebook page, and Twitter will provide additional information as required.

If any additional information needs to be provided you will receive a notification from the Horizons Routt County User Group as an internal alert through the Routt County Alert system.

If your home has an individualized evacuation plan, follow it. If not, follow the instructions below:

In the Event of an Evacuation in Steamboat:

1. Everyone in the evacuation zone will meet at the Oak Street office (405 Oak Street). On duty group home and/or Day Program staff will drive the clients they work with to the Oak Street office.
2. Independent clients will follow their individualized plan. They will get a ride from staff who live in their home area. If they are at work, they are to get to the Oak Street office any way they can (walk, bike, a ride from a Good Samaritan).
3. Bring your medications, client/house cash, wallet, cell phone and charger, phone list, and go bag. However, the Red Cross can provide assistance in obtaining the necessary medication in an emergency, but it may take some time. Clients and staff should have sufficient supplies for at least 72 hours.
4. Before you evacuate the home – put a white cloth (sheet, towel, t-shirt, etc. in the door, on a stick on the lawn, or anywhere that is visible. This will tell anyone who comes to the home that everyone has evacuated.
5. As long as the delay does not put anyone in danger, bring any client files that might be in the residence.
6. **Horizons' First Responders (and anyone else who can help) will take over at the office so that on-duty staff can go to their homes and families.** First Responders as of summer 2018 are:
 - Susan Mizen – 970-879-6999
 - Tatum Heath – 970-620-1613
 - Dallas Tupper – 970-761-5406
 - Peta Elmes – 970-846-2622
 - Phyllis Harrelson – 970-870-9283. Home pick up for – MBa, JR, KW (and PT if Scott is out of town)
 - Mike Dwire – 970-734-7359. Home pick up for – JG
 - Kirk Aigner – 970-846-9805. Home pick up for – TA, RM, SS
 - Nancy Kaminski – 970-819-1341. Home pick up for – JK, SH
 - Cathryn Marie – 970-846-9310. Home pick up for all clients who live at SCA.
 - Madeline Landgren – 970-846-0882. Hayden client pick up if family not available.

7. First Responders will drive clients from the Oak Street office (405 Oak Street) to a community meeting space. Routt County Office of Emergency Management will notify the public via RouttCountyAlerts.com and their Facebook page of open shelters.
 - a. If the community is evacuated toward the west, First Responders will drive clients to the Horizons Breeze Street office (439 Breeze Street; office 970-824-7804; emergency phone 970-620-5492) in Craig to wait for further instructions.
 - b. If the community is evacuated toward the east, First Responders will drive clients to Mountain Valley Developmental Services (700 Mt Sopris Dr, Glenwood Springs, CO; office (970) 945-2306)
8. If family members are able to take responsibility for their son, daughter, brother, or sister, they can come to the office to pick up the client. See the family phone number list for phone numbers.
9. If the Oak Street office is inaccessible for any reason, the backup meeting place is Star Place (40535 Northstar Place, Steamboat II; 970-871-4804).
10. It would be greatly appreciated if staff who are on duty at the time of evacuation can become Horizons First Responders to transport clients to safety.
11. **Horizons' Second Responders (and anyone else who can help) will arrive at the final evacuation area after their family is safe. These staff will assist with client care and give First Responders a break.** Second Responders as of summer 2017 are:
 - Yvonne Truelove – 970-761-5796
 - Shanda Sullins – 970-819-1088
 - Kathy Johnson – 970-620-3396

In the Event of an Evacuation in Craig:

1. Everyone in the evacuation zone will meet at the Boys and Girls Club (1324 US – 40, Craig CO (970)826-0411). On duty staff will drive clients to the club.
2. Independent clients will follow their individualized plan. They should get to the club any way they can (walk, bike, a ride from a Good Samaritan).
3. Bring your wallet, cell phone and charger, and Horizons phone list.
4. Bring all medications and any client files that might be in the residence (as long as the delay does not put anyone in danger).
5. **Horizons' First Responders (and anyone else who can help) will take over at the Boys and Girls Club so that on duty staff can go to their homes and families.** First Responders in Craig as of summer 2017 are:
 - Tracy Sheldon (home 970-824-3150; cell 970-629-1484)
 - Sean Davis (Park) cell 620-5618 or home 620-4466
 - Melissa Stadler (Park) 507-676-3932
 - JoAnna Santistevan (Rainbow) home 824-6738 or cell 620-1032
 - Jesica McMillan (Rose) 970-701-1458
 - David Ferrari (Rose) home 620-3159 or cell 620-4424
 - Colleen Monroy (Rose) home 824-2020 or cell 629-5426

6. First Responders will drive clients from the Boys and Girls Club to the Oak Street office in Steamboat to wait for further instructions.
7. If family members are able to take responsibility for their son, daughter, brother, or sister, they can come to the Boys and Girls Club to pick up the client.
8. It would be greatly appreciated if staff who are on duty at the time of evacuation can become Horizons First Responders to transport clients to safety.
9. **Horizons' Second Responders (and anyone else who can help) will arrive at the final evacuation area after their family is safe. These staff will assist with client care and give First Responders a break.** Second Responders as of summer 2017 are:

Karen Kowach – 970-326-6988

Robyn Siqueiros (Sun, Mon, Tues) – 970-701-1804

Additional Information:

1. If we need additional support for clients in the evacuation zone, we will utilize community First Responders, such as – ambulances, police, firefighters, the Red Cross, FEMA, etc. Requests for emergency services will be made via 9-1-1.
2. Tatum meets on an ongoing basis with the Emergency Response Coalition. The coalition has been given a copy of this evacuation plan.
3. Keys or combinations for offices are not essential since the First Responders will have access to the offices. However, it is a good idea to have them in easy access.
4. Make sure we all have current phone lists including family members within easy access.
5. Notify the Colorado Department of Health if group home clients are evacuated – Thom Miller Branch Chief, Certification, Licensing, Enforcement and Records - ThomasLMiller@state.co.us - Telephone: 303-692-4978 - Fax: 303-753-76214.
6. Provide Routt County Office of Emergency Management and Steamboat Springs Fire Rescue and Moffat County Emergency Management and Craig Fire Rescue with a copy of this plan with contact information, updated annually.
7. Susan Mizen and Tatum Heath have a clipboard to track client name, time, with who, where headed, family notification, etc. in case of an Emergency Evacuation.
8. Include Horizons staff and client contact lists as well as family phone number list with the evacuation plan.
9. Cash might be essential. Make sure group homes always have a minimum of \$25 in petty cash.
10. Generic Horizons nametags on lanyards are available for any staff who end up at a shelter. Generic nametags will be kept in staff Go Bags at the homes (Steamboat Only), in Horizons vehicle glove compartments, and at Oak and Breeze Street.

For emergencies that do not require evacuation such as prolonged power outages:

- If anyone living independently is running out of food, they can go to a group home.
- Basic supplies are kept at Steamboat and Craig offices.