



EASTERN LOS ANGELES REGIONAL CENTER

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916 • (626) 299-4700 • FAX (626) 299-4676

June 20, 2017

Dear Service Provider,

Floods, earthquakes, fires...events over the years have heightened all our awareness of the need for emergency preparedness. Recent events such as the flooding in San Jose and the Oroville dam risks directly impacted Regional Center consumers and families, many of whom had to evacuate within minutes. ELARC maintains an Emergency Operations Plan that will continue to evolve based on requirements from the State of California Department of Developmental Services (DDS) including but not limited to local, city, county, state, and federal requirements.

How would you or your agency operate in the event of a disaster? Do you or your agency have a plan in place? If not, now is the time to develop one. If you do have a plan, make sure you take time to review and update it. In coming months, ELARC, in partnership with our Vendor Advisory Committee plans to provide training on preparing an Emergency Operations Plan, as well as training on basic Emergency Preparedness Skills. We will keep you updated as to when those training sessions will be offered.

Submittal of Agency Emergency Operations Plan and Emergency Contact Information

At this time, we are providing you with a basic emergency planning template: "Agency Emergency Plan." While no plan can visualize all potential disasters and completely describe appropriate responses to ensure the safety and well being of the individuals we serve, our employees and volunteers while maintaining services; good plans carried out by knowledgeable and well-trained personnel can and will minimize losses and maximize service capability. A strong plan can serve as a roadmap to keep your business going as well as be an outline for how to provide for the safety and security of the individuals you serve. Additionally, both state and federal agencies may make funds available to assist businesses to recoup costs after a disaster. In some circumstances, having a plan in place ahead of time may help an agency to qualify for those recovery funds.

Please review the attached Agency Emergency Plan and submit your draft to your assigned ELARC Community Services Specialist by August 1, 2017. The Agency Emergency Plan template is also on the ELARC website Service Provider page. Please insure that your agency has also provided updated emergency contact information to your Community Services Specialist including an email address (preferably one checked daily and accessible by more than one staff person,) mobile phone, and land line phone number. ELARC has communicated with providers in the past regarding heat alerts, regional earthquakes, and other emergency issues. It is important that ELARC be able to communicate with you on preparedness issues and essential that we be able to reach your agency in the event of a disaster.

As a Service Provider you play a crucial role in our planning together for preparedness, response, and recovery. ELARC looks forward to sharing more information and working together to insure we all have a plan in the event of an emergency.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Harrell".

Elizabeth Harrell, ELARC Information and Training Supervisor

CC: Gloria Wong, ELARC Executive Director
Frances Jacobs, ELARC Community Services Manager

Felipe Hernandez, ELARC Chief of Consumer Services
Jose Reyes, ELARC VAC Chair