



North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section

2708 Mail Service Center • Raleigh, North Carolina 27699-2708
<http://www.ncdhhs.gov/dhsr/>

Drexdal Pratt, Director

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Barbara Ryan, Chief
Phone: 919-855-3765
Fax: 919-733-9379

MEMORANDUM

TO: NC Adult Care and Family Care Home Providers &
NC County Departments of Social Services

FROM: Barbara Ryan, Chief

DATE: 1-6-2011

RE: NC Licensed Care Provider Disaster Plan Template

We are excited to announce that through a collaboration between the Division of Health Service Regulation and the Division of Emergency Management Services a new disaster preparedness planning template is available for download to operators of licensed care facilities in North Carolina to help as they make plans for coping with large-scale emergencies such as floods, hurricanes, ice storms and other situations that may leave them without electricity, or needing to evacuate their residents.

The goal of this comprehensive, user-friendly template is to improve disaster preparedness for all hazards within the long term care industry. The template allows each facility to create and update a disaster and emergency plan, and have it accessible to all staff members and emergency responders. The template is also aimed at ensuring smoother evacuations and that appropriate nutrition, medication and staffing is in place in the event a facility needs to shelter in place. Having this disaster plan also assures that emergency responders will have critical information available to them as they provide assistance to a facility in the throes of danger.

According to NC adult care home and family care homes rules, *"A written disaster plan which has the approval of, or has been submitted to, the local emergency management agency and the local agency designated to coordinate special needs sheltering during disasters, shall be prepared and updated at least annually and shall be maintained in the home."* (10A NCAC 13F .0309(d)/10A NCAC 13G .0316(d))

To download the disaster plan template, visit the DHSR Adult Care Licensure website on the *Forms and Applications* page at <http://www.ncdhhs.gov/dhsr/acls/acforms.html> . You will need a blank CD disk to download and save the template.

