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PIN 22-01-ASC

TO: ALL ADULT CARE PROGRAM LICENSEES

FROM: ***Original signed by Kevin Gaines***
KEVIN GAINES
Deputy Director
Community Care Licensing Division

SUBJECT: **UPDATE REGARDING THE EMERGENCY AND DISASTER PLAN
FORM (LIC 610D) FOR ADULT COMMUNITY CARE FACILITIES**

Provider Information Notice (PIN) Summary

PIN 22-01-ASC announces the release of an updated Emergency and Disaster Plan form for Adult Care Facilities.

Please post this PIN in the facility where persons in care can easily access it and distribute the Persons in Care Fact Sheet (located at the end of this PIN) to persons in care and if applicable, their authorized representatives.

The Community Care Licensing Division (CCLD) has updated the Emergency and Disaster Plan for Adult Community Care Facilities form ([LIC 610D](#)) to meet the requirements of Health and Safety Code [Section 1565](#), [Section 1565.5](#) and [Section 1568.044](#), which can be used as a courtesy form for the following facilities:

- **Adult Day Program (ADP)**
- **Adult Residential Facility (ARF)**
- **Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)**
 - **Community Crisis Home (CCH)**
 - **Enhanced Behavioral Supports Home (EBSH)**
- **Residential Care Facility for the Chronically III (RCFCI)**
 - **Social Rehabilitation Facility (SRF)**

The updated form provides a comprehensive template for use in developing an emergency and disaster plan. This form is provided as a courtesy to help applicants and licensees meet the requirements of Health and Safety Code (HSC) [Section 1565](#), [Section 1565.5](#), and [Section 1568.044](#) and California Code of Regulations (CCR), Title 22, [Section 80023](#), [Section 81023](#), [Section 82023](#), and [Section 87823](#), Disaster and Mass Casualty Plan.

To access the updated Emergency and Disaster Plan form, please visit the CDSS [Forms and Publications](#) webpage.

Note: All adult care facilities must review their Emergency and Disaster Plan annually and make updates as necessary, including changes in floor plans and the population served. It is critical that the emergency and disaster plan for the facility be regularly maintained since wildfires, flash flooding, and other emergencies and disasters may occur with little warning. The licensee or administrator must sign and date documentation to indicate that the plan has been reviewed and updated as necessary, as specified in HSC [Section 1565](#), [Section 1565.5](#), and [Section 1568.044](#). For more information on the implementation plan for [SB 1264](#), the legislation which added these requirements, please also see the California Department of Social Services CCLD [PIN 21-05-ASC 2020 Chaptered Legislation Affecting Adult and Senior Care Facilities: Summary And Implementation](#).

If you have any questions regarding this PIN, please contact your [Adult and Senior Care Regional Office](#).

PIN Summary for Persons in Care

A Companion Guide for Provider Information Notice (PIN) 22-01-ASC Update Regarding the Emergency and Disaster Plan Form (LIC 610D) for Adult Community Care Facilities

We have prepared this Persons in Care Fact Sheet as a companion to PIN 22-01-ASC to inform you of an updated Emergency and Disaster Plan courtesy form available to your facility for use.

The updated Emergency and Disaster form provides a template for facilities to ensure that they have a comprehensive emergency and disaster plan. Referenced below are required elements of the plans by facility type.

Licensees of adult residential community care facilities (ARF, CCH, EBSH, SRF) and RCFCIs are required to include additional elements in their facility emergency and disaster plans including the following:

- Providing training on their plans to each staff member upon hire and annually thereafter.
- Conducting drills for each shift covering various emergency situations at least once each quarter. Residents are not required to participate in drills.
- Having resident's necessary information ready in case of relocation, including contact information for resident's responsible person and physician.
- Transportation plans.
- Two potential shelter locations (one outside the immediate area).
- Location of utility shutoff valves and instructions for use.
- Backup generator plan.
- Communication plans.
- Assistance with medications and assistive medical devices.

The licensee will make the plan available to the resident and their authorized representative upon request. The licensee is also required to have an evacuation chair at each stairwell, which goes into effect July 1, 2021.

Licensees of ADPs and ARFPSHN are required to have an emergency and disaster plan with specified components including:

- Evacuation plans.
- Transportation arrangements.

- Contact information for local agencies, (e.g., Community Care Licensing Division, local emergency response personnel, and each client's authorized representative or local emergency contact name).

For more information, see [PIN 21-05-ASC](#) for the updated requirements for Emergency and Disaster plans.

Your care providers, the licensee of your facility, your local Long-Term Care [Ombudsman](#) (if applicable, call 1-800-510-2020), and your local [Adult and Senior Care Regional Office](#) are available to answer your questions.