

**OPWDD has a 24/7 Emergency Contact Number to be used only when immediate response is needed: 1-855-NYOPWDD EXT. 6**

Program Name	Program Address	Cert #	Date of Change	Was there a loss of power? (Yes or No)	Is there a backup generator onsite? (Yes or No)	Any Individuals with powered medical equipment?	Was Power Restored? (Yes or No)	Were Individuals Evacuated (Yes or No)?	# of Individuals Evacuated	# of Individuals not at Program at time of Evacuation (Ex. Hospital, With family, etc.)	Evacuation Site Name & Address and contact number	Have Individuals returned to the program? (Yes or No)	Date Returned to Program	Post Incident Checklist Completed (Yes, No or N/A)	Injuries (indicate status)	Issues/ Unmet needs: Staffing, food supply, fuel, medications, etc.	Property Damage (if yes, details)	Flooding on Property or route to or from site (if yes, details)	Concerns Regarding Health and Safety of Individuals or staff	Comments	Administrative Contact Name	Administrative Contact Phone #	Administrative Contact e-mail

**Guidelines for Reporting to OPWDD During Emergencies:**

Unless provided in advance with alternate contact protocols, programs should be prepared to report to OPWDD Regional Offices. The following is a list of possible situations which would prompt reporting:

- Power outage which impacts a large area such as a county, town, village, city, ward, or other political jurisdiction.
- Severe weather event which has caused or is predicted to result in flooding, damage to properties or infrastructure, or disruption of utilities
- Any manmade disaster that impacts a large area such as a county, town, village, city, ward, or other political jurisdiction such as explosions, spills of hazardous materials
- Any notification from OPWDD that reporting is required.

**Status updates should include the following information:**

- Date of Change
- Was there a loss of power?
- Is there a backup generator onsite? (Yes or No)
- Was power restored? (Yes or No)
- Were residents evacuated? (Yes or No)
- Number of Individuals Evacuated
- Number of Individuals not at program at time of evacuation(ex: hospital, with family)
- Evacuation Site Name & Address and contact number
- Have Individuals returned to the program? (Yes or No)
- Date Returned to Program
- Post Incident Checklist Completed (Yes or No) \*
- Injuries (indicate status)
- Issues/ Unmet needs: Staffing, food supply, fuel, medications, etc.
- Information on any property damage
- Information on any flooding impacting the property or route to/ from the site
- Other Information relevant to the health and safety of individuals including staffing
- Administrative Contact Name
- Administrative Contact Phone Number and e-mail

\* Post Incident Checklist must be transmitted to the Regional Office

**Tracking Program Status:**

Status updates should continue until the situation is completely resolved, or OPWDD communicates that the notifications are no longer needed. Following large scale events reporting requirements may continue following initial restoration of services. Guidelines for reporting for incidents lasting in excess of 7 days are as follows:

- |                    |                       |
|--------------------|-----------------------|
| 7-14 days:         | Once per day          |
| 15-31 Days:        | Once per week         |
| 1 month or longer: | Once every other week |

**Reporting Process:**

For Voluntary Agencies reporting to the Developmental Disabilities Regional Offices (DDRO) e-mails can be sent to the corresponding DDRO mailbox. For State Operations, e-mails can be sent to the corresponding State Operations Office (SOO) mailbox. Each DDRO and DDSOO will compile the information received and forward to the Office of Facilities Management, Fire Safety and Emergency Services (FMFSES) at [safety.security@opwdd.ny.gov](mailto:safety.security@opwdd.ny.gov).

**RO Reporting:**

- DDRO 1: [ddro1@opwdd.ny.gov](mailto:ddro1@opwdd.ny.gov)
- DDRO 2: [ddro2@opwdd.ny.gov](mailto:ddro2@opwdd.ny.gov)
- DDRO 3: [ddro3@opwdd.ny.gov](mailto:ddro3@opwdd.ny.gov)
- DDRO 4: [ddro4@opwdd.ny.gov](mailto:ddro4@opwdd.ny.gov)
- DDRO 5: [ddro5@opwdd.ny.gov](mailto:ddro5@opwdd.ny.gov)

**SOO Reporting:**

- DDSOO 1: [ddsoo1@opwdd.ny.gov](mailto:ddsoo1@opwdd.ny.gov)
- DDSOO 2: [ddsoo2@opwdd.ny.gov](mailto:ddsoo2@opwdd.ny.gov)
- DDSOO 3: [ddsoo3@opwdd.ny.gov](mailto:ddsoo3@opwdd.ny.gov)
- DDSOO 4: [ddsoo4@opwdd.ny.gov](mailto:ddsoo4@opwdd.ny.gov)
- DDSOO 5: [ddsoo5@opwdd.ny.gov](mailto:ddsoo5@opwdd.ny.gov)
- DDSOO 6: [ddsoo6@opwdd.ny.gov](mailto:ddsoo6@opwdd.ny.gov)