



## Emergency Preparedness Recommendations and Resources for CDS Sector Service Providers

**May 4-10 is Emergency Preparedness (EP) Week in Alberta.** This is an opportune time to review related resources and EP plans in your organizations and for your families. In the last few years, we have learned that emergencies can arise at any time and can challenge both our planning and our resources. As summer approaches, wildfires, storms, and drought, may impact our communities and operations.

Below are some key learnings that emerged from conversations with service providers impacted by wildfire evacuations in the past two years to assist in your business continuity and emergency response planning:

- **Inspect Go Bags/emergency backpacks:** although organizations have Go Bags in place, we universally heard from service providers that these should be inspected and updated more often and that more consideration should be given to the contents, including ensuring key items and information (such as medical and contact information) is included.
- **Loop guardians/families into planning:** Conversations with guardians and/or family members should occur throughout the year to ensure, where possible, individuals can be assisted by guardians in an emergency.
- **Plan staffing:** assessing what staffing resources and related limitations you may have in advance may be helpful. It is important to have conversations with staff about potential availability during an evacuation, especially in areas of higher risk.
- **Use online client information:** Service providers using online systems for client information and case planning found it helpful to have access to all information from any location.
- **Establish a PDD contact:** Establishing a single point of contact and communication with PDD as quickly as possible is very important; text communication is much easier than managing emails given limited access to computers. Also, depending on the situation your existing key contacts may also be evacuated, so this becomes especially important.
- **Establish contacts within your municipality:** This can assist both during evacuation and particularly in getting access to re-enter the community and prepare for the return of clients to homes.
- **Plan for individuals living alone:** Ensure you plan for individuals who may live alone or in Supported Independent Living (SIL). These individuals can be overlooked in municipal planning; ensuring planning is in place for their evacuation is critical.

We also remind you to address the need for strong planning in CET surveys consistent with Standard 7.1.L.1.1. [Read this information sheet detailing service provider requirements for CET Surveys related to risk management and business continuity.](#)

Additional resources include:

- [GoA - Emergency Preparedness Week](#)
- [GoA - Emergency Preparedness Week Toolkit](#)
- [Emergency Preparedness Guide for People with Disabilities/Special Needs](#)