

# Cedric Dean Holdings, Inc.

## Peer Support NC Program Emergency Management Plan Policy

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### 1. Policy Title

Emergency Management Plan Policy

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### 2. Effective Date

**Effective:** January 21, 2026

**Review Cycle:** Annual and as required by regulatory updates, incidents, or operational changes

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### 3. Policy Statement

Cedric Dean Holdings, Inc. (CDH) is committed to protecting the **health, safety, dignity, and continuity of services** for all participants, staff, and visitors during emergencies and disasters.

This Emergency Management Plan establishes a structured framework for **preparedness, response, recovery, and mitigation** to ensure operational resilience, regulatory compliance, and coordinated action with local, state, and federal authorities.

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### 4. Scope

This policy applies to:

- All CDH-owned, leased, or operated facilities
  - Mobile, community-based, and administrative service locations
  - All staff, contractors, volunteers, and participants engaged in the Peer Support NC Program
  - Emergency situations affecting operations, individuals, or infrastructure
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## 5. Definitions

**Emergency:**

Any unplanned event that threatens life, health, safety, property, or the ability to provide services (e.g., fire, medical crisis, violence, natural disaster, utility failure, cyber incident).

**Incident Command:**

The designated leadership structure used to coordinate response and communication during an emergency.

**Continuity of Operations (COOP):**

Plans and procedures that ensure essential services continue during and after an emergency.

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## 6. Guiding Principles

CDH's emergency management approach is grounded in:

- **Safety First**
  - **Clear Leadership and Accountability**
  - **Preparedness and Prevention**
  - **Trauma-Informed Response**
  - **Regulatory Compliance**
  - **Transparency and Communication**
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## 7. Emergency Categories

CDH recognizes and plans for, but is not limited to, the following emergency types:

### 7.1 Medical Emergencies

- Participant or staff injury or illness
- Overdose or behavioral health crisis
- Mental health emergencies

### 7.2 Facility Emergencies

- Fire, smoke, or explosion
- Structural damage or flooding
- Hazardous material exposure

### **7.3 Security Emergencies**

- Threats, violence, or active assailant
- Unauthorized entry or theft
- Civil disturbance

### **7.4 Environmental and Natural Disasters**

- Severe weather (hurricanes, tornadoes, snow/ice storms)
- Power outages
- Earthquakes (if applicable)

### **7.5 Technology and Data Incidents**

- Cybersecurity breaches
  - Communication system failures
  - Loss of electronic records or systems
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## **8. Emergency Preparedness**

CDH shall:

- Maintain written emergency procedures at all service locations
  - Post emergency contact information prominently
  - Ensure evacuation routes and shelter areas are clearly marked
  - Maintain accessible first aid kits, emergency supplies, and PPE
  - Conduct regular drills and tabletop exercises
  - Coordinate preparedness efforts with local emergency services
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## **9. Incident Command Structure**

### **9.1 Emergency Coordinator**

The **Chief Executive Officer or Designee** serves as the Emergency Coordinator and is responsible for:

- Declaring emergencies
- Activating emergency procedures
- Coordinating internal and external communication
- Liaising with emergency responders and regulatory agencies

## **9.2 Response Team**

Designated staff shall:

- Lead evacuations or shelter-in-place actions
  - Account for participants and staff
  - Provide first aid within scope of training
  - Secure facilities and sensitive information
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# **10. Emergency Response Procedures**

## **10.1 Immediate Actions**

Staff shall:

- Ensure personal and participant safety
- Call 911 or appropriate emergency services
- Notify supervisory staff or Emergency Coordinator
- Follow posted emergency protocols

## **10.2 Evacuation**

- Follow designated evacuation routes
- Assist individuals with disabilities or special needs
- Assemble at designated safe locations
- Conduct headcounts and report missing individuals

## **10.3 Shelter-in-Place**

- Secure doors and windows
  - Move to designated safe areas
  - Maintain communication with leadership and authorities
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# **11. Communication Protocol**

CDH shall:

- Maintain updated emergency contact lists
- Use internal communication systems to notify staff
- Provide timely updates to participants and families (when appropriate)
- Coordinate messaging with public authorities when required

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## **12. Continuity of Operations (COOP)**

CDH shall:

- Identify essential services and staff roles
- Maintain backup records and secure data storage
- Establish alternative service locations or delivery methods
- Develop staffing contingency plans
- Ensure vendor and partner coordination

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## **13. Training and Drills**

All staff shall receive training on:

- Emergency procedures and evacuation plans
- Incident reporting and communication protocols
- First aid and crisis response (as appropriate to role)
- Trauma-informed emergency response

Drills shall be conducted:

- At least annually
- After significant changes in operations or facilities

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## **14. Documentation and Reporting**

CDH shall document:

- Emergency incidents and responses
- Corrective actions taken
- Training and drill participation
- Regulatory notifications (if applicable)

Records shall be maintained in accordance with CDH's Records Management Policy.

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## **15. Regulatory Compliance**

This policy aligns with:

- North Carolina DHHS emergency preparedness standards
  - Medicaid and MCO operational requirements
  - OSHA workplace safety regulations
  - Local fire and emergency management codes
  - HIPAA and data security standards (for electronic incidents)
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## **16. Non-Retaliation Policy**

CDH prohibits retaliation against any individual who reports safety concerns, hazards, or emergency preparedness issues in good faith.

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## **17. Disciplinary Action**

Failure to comply with this policy may result in:

- Retraining
  - Corrective action plans
  - Disciplinary measures
  - Contract termination
  - Regulatory notification, when required
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## **18. Policy Review and Revision**

This policy shall be reviewed:

- Annually
  - Following any major emergency or incident
  - After regulatory changes
  - When operations, locations, or services change
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## **19. Approval and Authorization**

**Approved By:**

Cedric Dean, Chief Executive Officer  
Cedric Dean Holdings, Inc.

**Signature:** \_\_\_\_\_

**Date:** January 21, 2026

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## **20. Organizational Commitment Statement**

Cedric Dean Holdings, Inc. affirms that **preparedness saves lives, preserves dignity, and sustains service delivery**. Through training, planning, and accountability, CDH commits to maintaining resilient systems that protect individuals, staff, and communities in times of crisis.