

Cedric Dean Holdings, Inc.

Peer Support NC Program
Emergency Management Plan Policy

1. Policy Title

Emergency Management Plan Policy

2. Effective Date

Effective: January 21, 2026

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

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.

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

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.

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**

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

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

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

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

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

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

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

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.

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)

16. Non-Retaliation Policy

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

17. Disciplinary Action

Failure to comply with this policy may result in:

- Retraining
- Corrective action plans
- Disciplinary measures
- Contract termination
- Regulatory notification, when required

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

19. Approval and Authorization

Approved By:

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

Signature: _____

Date: January 21, 2026

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.