

## **AGENDA ITEM 4**

**REVIEW AND VOTE ON APPROVAL OF THE APRIL 10, 2024,  
COMMITTEE MEETING MINUTES.**



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**TELECONFERENCE AD HOC DISASTER PREPAREDNESS AND  
 RESPONSE COMMITTEE MEETING MINUTES**

**April 10, 2024**

Committee Members Present

Richard Bookwalter, Chair, OT, Board Member  
 Hector Cabrera, Board Member  
 Mary Evert, OT

Board Staff Present

Heather Martin, Executive Officer  
 Jody Quesada Novey, Manager  
 Demetre' Montue, Analyst

**Wednesday, April 10, 2024**

**1:00 pm – Committee Meeting**

1. Call to order, roll call, establishment of a quorum.  
 The meeting was called to order at 1:34 pm, roll was called, and a quorum was established. Mary Evert joined at 1:45 pm but was having audio issues. Mary was able to participate beginning at 2:04 pm.

2. Board President/Committee Chair’s Opening Remarks.

Chair Richard Bookwalter welcomed and thanked all in attendance for the second Disaster Preparedness and Response (DPR) committee meeting. Chair Bookwalter acknowledged the presence of two attendees and asked if they wished to introduce themselves.

3. Public Comment for Items Not on the Agenda.

There were no public comments for items not on the agenda and the public attendees chose not to introduce themselves.

4. Review and vote on approval of the February 8, 2024, committee meeting minutes.

- Hector Cabrera moved to approve the February 8, 2024, committee meeting minutes and authorized Board staff to make technical, non-substantive changes.
- Richard Bookwalter seconded the motion.

There were no additional committee member remarks.  
 There were no public comments.

**Board Member Vote**

Hector Cabrera	Yes
Richard Bookwalter	Yes
Mary Evert	Unavailable to vote due to technical difficulties.

The motion carried.

5. Committee discussion on services that occupational therapy practitioners can offer, such as disaster planning, risk reduction, environmental modification, and disaster response, and possible recommendation(s) to the Board.

Chair Bookwalter, Mr. Cabrera and Executive Officer Heather Martin began their discussion about the included survey that was designed at the request of the DPR committee members with the intent of producing data that would display what an occupational therapy practitioner currently addresses with their clients related to emergency response and what they would find beneficial to have access to in order to share or assist during a disaster.

Ms. Martin explained that the survey could be altered or updated in order to gather data that the committee felt would make the largest impact in preparing occupational therapy practitioners to assist in a disaster.

Chair Bookwalter suggested putting more general information on a webpage and using the survey data as a long-term approach to addressing disaster preparedness and emergency response.

Mr. Cabrera asked if the long-term plan would include addressing potential anxiety and fear elementary school children may experience as a repercussion of a disaster.

Mr. Bookwalter confirmed that the occupational therapy staff of a school district would be able to use provided tools to help the children.

Mary Evert was able to verbally participate in the meeting through Ms. Martin's cell phone speaker.

Ms. Evert added that hypothetically the Red Cross would respond to the aftermath in a disaster by organizing the needs of the affected and it is her opinion that an occupational therapy practitioner could simply join the effort by going in to talk to the affected, find out what their needs are and what they can do to help. She expressed her concern that organizations such as the Red Cross are unaware of the capacity and abilities of an occupational therapy practitioner.

Additionally, Ms. Evert suggested the use of a short evaluation being completed by the occupational therapy practitioner called the Canadian Occupational Therapy Performance Measure.

Ms. Evert spoke of Dr. Terry Crowe and her participation during the aftermath of the New Orleans Hurricane where she walked around and would get down on her knees

to establish a connection with victims by asking what they needed and informing them about what she could do to help.

Chair Bookwalter inquired as to how that could be translated into a survey question for future action.

The committee collaborated with Ms. Martin to make the following suggested updates to the survey:

- Alter the question that currently asked if the practitioner would like info provided to them to include checkbox options for them to choose from.
- Alter the question that currently asked what areas the practitioner works in to ask what population group they treat.
- Add a question asking if their work setting provides access to Disaster/Emergency Preparedness or education.
- Add a question asking whether Disaster Preparedness education is required by their work setting or optional.

Ms. Martin stated she would make changes and bring an updated survey to the next meeting.

There were no public comments.

Chair Bookwalter reviewed a document that he compiled to post on the Board's website that included information and resources on Disaster Response and Risk Reduction.

Mary Evert and Hector Cabrera offered their appreciation of the document and support adding it to the materials for the Board to consider.

The committee agreed to schedule another meeting to review the changes to documents suggested during the meeting.

6. Discussion on scheduling time(s) for future meetings.

Mary Evert asked for a varied platform. Executive Officer informed Ms. Evert that the Department of Consumer Affairs would only allow a conference call or a WebEx meeting platform.

The DPR committee agreed their next meeting would be scheduled held on April 29, 2024, at 1:00 pm.

7. New suggested agenda items for a future meeting.

There weren't any new suggested agenda item.

8. Consideration of the Committee's next steps.

**The meeting adjourned at 2:57 pm.**

## **AGENDA ITEM 5**

**Committee discussion on services that occupational therapy practitioners can offer, such as disaster planning, risk reduction, environmental modification, and disaster response, and possible recommendation(s) to the Board.**

The following are attached for review:

1. Draft Survey to licensees regarding disaster preparedness
2. Draft language to add to DCA's Disaster Help Center webpage
3. Disaster resource information for CBOT webpage
4. Information about possible future presenter and/or possible resource for material(s) development



## **CALIFORNIA BOARD OF OCCUPATIONAL THERAPY Disaster Preparedness and Response Survey**

CBOT needs *your* help by answering three (only 3!) short questions related to Disaster and Emergency Preparedness and Response and identifying whether you're an OT or OTA. The survey should take no more than one minute of your very valuable time to complete.

**THANK YOU FOR YOUR HELP AND VALUABLE FEEDBACK!**

**1. Do you address issues related to emergency response or what to do in the event of a disaster with your clients/patients?**

- Yes (survey goes to **Q2**)       No (survey goes to **Q3**)

**2. List the topics you address or the information you provide:**

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**3. What information would you like provided to you? Check all that apply.**

- Assessment tools. (e.g., Canadian Occupational Therapy Performance measure)  
 List of items to include in a "Go Bag" or Emergency Kit.  
 Disaster preparedness and response information.  
 How to volunteer as disaster/emergency responder.  
 OTHER:

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**4. What population group do you treat? Check all that apply:**

- Academics  
 Driving & Community Mobility  
 Environmental Modification  
 Feeding, Eating, Swallowing  
 Gerontology  
 Low Vision  
 Mental Health  
 Pediatrics  
 Physical Rehabilitation  
 School Systems  
 Decline to state

If your practice area is not listed above, provide here:

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**5. Does your work setting provide Access to Disaster/Emergency *Preparedness* or Disaster/Emergency *Response* education?**

Yes (survey goes to **Q6**)       No (survey goes to **End**)

**6. Check all educational opportunities provided by your work setting:**

Disaster Preparedness                       Disaster Response  
 Emergency Preparedness                   Emergency Response  
 List other Disaster or Emergency education topics here:

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**7. Is Disaster Preparedness or Response education (beyond fire drills or evacuation) *Required* by your work setting or *Optional*?**

Required                                       Optional

**8. Please select your licensee type.**

Occupational therapist                   Occupational therapy assistant

## **The information below was copied from DCA's Disaster Help Center webpage**

### **The Contractors State License Board (CSLB)**

As a consumer protection agency, and in its role regulating California's construction industry, CSLB is responsible for protecting those whose homes and property are directly affected by wildfires, as well as other catastrophic events like floods, mudflows, earthquakes, and pipeline explosions. CSLB's post-disaster mission is to help ensure that survivors are not victimized by unlicensed or unscrupulous contractors who may try to take advantage of them during the recovery and rebuilding process. It is a felony to contract without a license in a declared disaster area. Consumers can protect themselves by using CSLB's resources to check a contractor's license status and history.

After a disaster, CSLB staffs various assistance centers that are opened for survivors and operated by the Governor's Office of Emergency Services (OES) and/or the Federal Emergency Management Agency (FEMA). In 2018, CSLB began a series of workshops, in conjunction with local agencies, to help survivors and contractors with the rebuilding process. Survivor workshops are focused on providing information about permits, hiring architects and contractors, and insurance claims. Contractor workshops are focused on assisting those interested in adding license classifications, employees, and workers' compensation insurance to their licenses, and specific information about rebuilding.

**Web:** [www.cslb.ca.gov/media\\_room/disaster\\_help\\_center](http://www.cslb.ca.gov/media_room/disaster_help_center)

### **SAMPLE INFORMATION:**

#### **The California Board of Occupational Therapy**

**During a disaster, emergency or evacuation, the Board's DISASTER PREPAREDNESS webpage advises consumers of the benefit of occupational therapy during this stressful time. There are also links to state and local resources, health services, shelters, and housing, and more.**

**The Board's DISASTER PREPAREDNESS webpage also provides valuable information for OTs and OTAs to use in their practice, including sample emergency plans and Go-Kit checklists. There are also resources for OTs and OTAs to use when responding in a disaster, including information on caregiver training, accessing personal care or equipment, and more.**

**Web:** [www.bot.ca.gov](http://www.bot.ca.gov)



## The California Architects Board

The Board's Disaster Preparedness page advises consumers to be aware that illegal operations often try to take advantage of a disaster situation. The Board has two publications to assist consumers: The Homeowner's Rebuilding Bulletin and the Consumer's Guide to Hiring an Architect. These publications can help consumers understand how to hire an architect, their rights in obtaining copies of plans, the steps to take in negotiating a contract, and general suggestions to assist in the planning and rebuilding process.

**Web:** [www.cab.ca.gov/consumers/disaster\\_preparedness.shtml](http://www.cab.ca.gov/consumers/disaster_preparedness.shtml)

## The California Board of Pharmacy

**Consumers:** During a disaster evacuation, the Board stresses the importance of staying on a prescribed medication treatment plan. Take steps to ensure that medications are not exposed to water or extreme temperatures. Consumers can find an open pharmacy in areas impacted by disaster at: [www.healthcareready.org/rxopen](http://www.healthcareready.org/rxopen).

The Emergency Prescription Assistance Program (EPAP) helps people in a federally-identified disaster area who do not have health insurance get the prescription drugs, vaccinations, medical supplies, and equipment that they need. To determine eligibility for EPAP, call (855) 793-7470.

**Pharmacists:** During a declared state of emergency, the Board reminds pharmacies of information and state laws intended to help pharmacists provide prescription drugs—including controlled substances—for residents displaced because of emergency evacuation.

**The information above is not a complete copy/paste  
from DCA's *Disaster Help Center* webpage**

**The above information on the licensing Boards  
is informational and for context only.**

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## **CBOT Information and Resources on Disaster Response and Risk Reduction**

Occupational Therapy practitioners help California consumers reduce disaster risks and respond to emergencies in a number of ways. The following resources can help OTs and OTAs learn more about disaster response and risk reduction, and get involved in federal, state of California, and community efforts.

### ***State of California resources***

Governor’s Office of Emergency Services (Cal OES)	<a href="http://www.response.ca.gov">www.response.ca.gov</a> ( <a href="http://www.caloes.ca.gov">www.caloes.ca.gov</a> )	Prepare California resources for community hardening, grant opportunities, COVID-19 support, cybersecurity initiatives, and finding hazards where you live.
DCA Disaster Help Center	<a href="https://www.dca.ca.gov/consumers/disaster_help_center.shtml">https://www.dca.ca.gov/consumers/disaster_help_center.shtml</a>	California Department of Consumer Affairs information and links to disaster-related resources
Office of Access and Functional Needs (OAFN) under OES:	<a href="https://www.caloes.ca.gov/office-of-the-director/policy-administration/access-functional-needs/">https://www.caloes.ca.gov/office-of-the-director/policy-administration/access-functional-needs/</a>	“The purpose of OAFN is to identify the needs of individuals with disabilities and others with access or functional needs before, during, and after disasters and to integrate them into the State’s emergency management systems.”
California Health and Human Services (CHHS) CalHHS Emergency Resource Guide	<a href="https://www.chhs.ca.gov/blog/2023/01/04/calhhs-emergency-resource-guide/">https://www.chhs.ca.gov/blog/2023/01/04/calhhs-emergency-resource-guide/</a>	California Department of Health and Human Services information and links to disaster-related resources

**Community involvement resources**

FEMA Community Emergency Response Teams (CERTs)	<a href="https://community.fema.gov/PreparednessCommunity/s/welcome-to-cert?language=en_US">https://community.fema.gov/PreparednessCommunity/s/welcome-to-cert?language=en_US</a>	FEMA Preparedness Community: Get involved with a CERT (Community Emergency Response Team)
Disability Disaster Access & Resources	<a href="https://disabilitydisasteraccess.org/get-services/">https://disabilitydisasteraccess.org/get-services/</a>	County-by-county resources (Independent Living Centers)
<b>California Disaster Healthcare Volunteers (state ESAR-VHP)*</b>	<a href="https://healthcarevolunteers.ca.gov/">https://healthcarevolunteers.ca.gov/</a> <a href="https://www.phe.gov/esarvhp/pages/about.aspx">https://www.phe.gov/esarvhp/pages/about.aspx</a>	<b>California branch of US DHHS PHE's Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP)</b>
<b>California Medical Reserve Corps*</b>	<a href="https://www.californiahealthmrc.org/">https://www.californiahealthmrc.org/</a>	<b>Health Hubs for essential services in local communities</b>
<b>Red Cross*</b>	<a href="https://www.redcross.org/volunteer/volunteer-opportunities/disaster-health-mental-health-volunteer.html">https://www.redcross.org/volunteer/volunteer-opportunities/disaster-health-mental-health-volunteer.html</a>	<b>Disaster Health and Mental Health Volunteers</b>

**\* Occupational Therapy practitioners are not included in the lists of professionals recruited for these programs, but can contact the programs for opportunities to contribute OT expertise.**

**International disaster/emergency resources**

World Health Organization (WHO)	<a href="https://www.who.int/emergencies/training">https://www.who.int/emergencies/training</a>	Training for Emergencies: "Prevention and preparedness as much as in response and recovery, with an emphasis on rehabilitation"
World Federation of Occupational Therapy (WFOT)	<a href="https://wfot.org/resources/wfot-disaster-preparedness-and-risk-reduction-manual">https://wfot.org/resources/wfot-disaster-preparedness-and-risk-reduction-manual</a>	
United Nations Office for Disaster Risk Reduction	<a href="https://www.undrr.org/">https://www.undrr.org/</a>	Sendai Framework for Disaster Risk Reduction 2015-2030 (Sendai Framework)
Center for Research on the Epidemiology of Disasters (CRED)	<a href="https://uclouvain.be/en/research-institutes/irss/cred-center-of-research-on-the-epidemiology-of-disasters-0.html">https://uclouvain.be/en/research-institutes/irss/cred-center-of-research-on-the-epidemiology-of-disasters-0.html</a>	Research database on the epidemiology of disasters

**Occupational Therapy Practitioner resources**

American Occupational Therapy Association (AOTA) Special Interest Section, Home and Community Health	<p><a href="#">Disability-inclusive disaster risk reduction   AOTA</a></p> <p><b>OR</b></p> <p><a href="https://www.aota.org/publications/sis-quarterly/home-community-health-sis/hchsis-11-23">https://www.aota.org/publications/sis-quarterly/home-community-health-sis/hchsis-11-23</a></p>	AOTA: OT's role in Disaster Response and Risk Reduction (November 2023)
AOTA	<a href="#">AOTA Official Documents   AOTA</a>	AOTA's Societal Statement on Disaster Response and Risk Reduction (2017)
WFOT	<a href="https://wfot.org/resources/wfot-disaster-preparedness-and-risk-reduction-manual">https://wfot.org/resources/wfot-disaster-preparedness-and-risk-reduction-manual</a>	WFOT Disaster Preparedness and Risk Reduction Manual