

AGENDA ITEM 4

**REVIEW AND VOTE ON APPROVAL OF THE APRIL 29, 2024,
COMMITTEE MEETING MINUTES.**



DRAFT

AD HOC DISASTER PREPAREDNESS AND RESPONSE COMMITTEE MEETING MINUTES

April 29, 2024

Committee Members Present

Richard Bookwalter, OT, Board President/Chair
Mary Evert, OT

Board Staff Present

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

Committee Members Absent

Hector Cabrera, Board Member

Monday, April 29, 2024

1:00 pm – Committee Meeting

1. Call to order, roll call, establishment of a quorum.

The meeting was called to order at 1:08 pm, roll was called, and a quorum was established. Hector Cabrera was absent.

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

Chair Richard Bookwalter thanked Mary Evert and members of the public for their attendance and Board staff for their planning efforts.

3. Public Comment for Items Not on the Agenda.

There were no public comments for items not on the agenda.

4. Review and vote on approval of the April 10, 2024, committee meeting minutes.

- Mary Evert moved to approve the April 10, 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	Absent
Richard Bookwalter	Yes
Mary Evert	Yes

The motion carried.

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

Agenda Item 5.1 – Draft Survey to licensees regarding disaster preparedness

Chair Bookwalter and Ms. Evert reviewed the edits to the Draft Survey that the committee suggested at the April 10th Disaster Preparedness and Response (DPR) committee meeting and agreed that the changes were a great starting point and ready to be presented to the Board for their review.

- Richard Bookwalter moved to present the proposed survey to the Board for consideration to disseminate to the licensees.
- Mary Evert seconded the motion.

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

Board Member Vote

Hector Cabrera	Absent
Richard Bookwalter	Yes
Mary Evert	Yes

The motion carried.

Agenda Item 5.2 – Draft Language to add to DCA’s Disaster Help Center Webpage

Chair Bookwalter offered a few updates to the first and second paragraph of the sample language that were clarifying and comprehensive. Mr. Bookwalter’s proffered suggestions are highlighted in a strikethrough and underline/bold format in the attached 5.2 documents.

Agenda Item 5.3 – Disaster Resource Information for CBOT Webpage

Chair Bookwalter added approximately 18 additional links to the resources chart that he compiled for the April 10th DPR meeting. Mr. Bookwalter’s preferred suggestions are highlighted in an underline/bold format in the attached 5.3 documents.

Mary Evert stated that Mr. Bookwalter’s suggestions were amazing.

- Richard Bookwalter moved to present the material to the Board for consideration in asking the staff to put together a webpage.
- Mary Evert seconded the motion.

Public Comment

Executive Officer Heather Martin suggested the committee request a webpage for licensees that has a complete listing of practitioner and consumer resources and a second page for only consumer resources for easier access and increased exposure.

Chair Bookwalter and Ms. Evert spoke in favor of that idea.

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

Board Member Vote

Hector Cabrera	Absent
Richard Bookwalter	Yes
Mary Evert	Yes

The motion carried.

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

The consensus of the committee was to concentrate on their recommendation to the Board to move the survey forward so that the results of the survey would be available for the next DPR meeting.

7. New suggested agenda items for a future meeting.

Future agenda items would consist of processing the results of the survey, topics the Board wishes to send back to the committee, and discussion on extending an invite to Terry Crowe to present on disaster preparedness and in what forum the Board wishes to hold that presentation.

Mary Evert suggested at an Occupational Therapy Association of California conference.

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

Meeting adjournment.

The meeting adjourned at 1:45 p.m.

AGENDA ITEM 5

DISCUSSION AND REVIEW OF THE CA BOARD OF OCCUPATIONAL THERAPY'S "DISASTER PREPAREDNESS RESOURCES" WEBPAGE AND THE DEPARTMENT OF CONSUMER AFFAIRS' "DISASTER HELP CENTER" WEBPAGE.



Disaster Preparedness Resources

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. When wildfires, power shutoffs, or other disasters affect you and your family or your practice, finding help can be a stressful and confusing experience. Below are links to resources to help Californians impacted by these unique challenges.

DCA Disaster Help Center

California Department of Consumer Affairs information and links to disaster-related resources.

- [Disaster Help Center](#)

Office of Access and Functional Needs (OAFN) under OES

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.

- [Access & Functional Needs](#)

World Health Organization (WHO)

Training for Emergencies: "Prevention and preparedness as much as in response and recovery, with an emphasis on rehabilitation"

- [Training for Emergencies](#)

World Federation of Occupational Therapy (WFOT)

WFOT Disaster Preparedness and Risk Reduction Manual

- [WFOT Disaster Preparedness and Risk Reduction Manual](#)

California Health and Human Services Emergency Resource Guide

California Department of Health and Human Services information and links to disaster-related resources.

- [CalHHS Emergency Resource Guide](#)

Want to be a disaster healthcare volunteer? GET INVOLVED!

FEMA Community Emergency Response Teams (CERTs)

FEMA Preparedness Community: Get involved with a CERT (Community Emergency Response Team)

- [Get involved with CERT](#)

California Disaster Healthcare Volunteers (state ESAR-VHP)*

California branch of US DHHS PHE's Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP)

- [Disaster Healthcare Volunteers](#)
- [About ESAR-VHP](#)

California Medical Reserve Corps*

Health Hubs for essential services in local communities

- [California Health Medical Reserve Corps](#)

Red Cross*

Disaster Health and Mental Health Volunteers

- [Disaster Health & Mental Health Volunteers](#)

American Occupational Therapy Association (AOTA)

(AOTA documents below require a membership to view)

- [AOTA: OT's role in Disaster Response and Risk Reduction \(November 2023\)](#).
- [AOTA's Societal Statement on Disaster Response and Risk Reduction \(2017\)](#).

Other Resources

Governor's Office of Emergency Services

Prepare California resources for community hardening, grant opportunities, COVID-19 support, cybersecurity initiatives, and finding hazards where you live.

- [CAL Office of Emergency Services](#)

United Nations Office for Disaster Risk Reduction

Sendai Framework for Disaster Risk Reduction 2015-2030 (Sendai Framework)

- [The United Nations Office for Disaster Risk Reduction](#)

Center for Research on the Epidemiology of Disasters (CRED)

Research database on the epidemiology of disasters.

- [CRED: Epidemiology of disasters](#)

****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.***

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Disaster Help Center

When wildfires, power shutoffs, and other disasters threaten the California way of life, finding help can be a stressful and confusing experience. This page contains links to resources to help Californians impacted by these unique challenges.

[Response.ca.gov](#)

Governor Gavin Newsom announced the launch of a new state website with tools and resources for Californians who have been impacted by wildfires and utility-directed power shutoffs. The website combines emergency response and recovery information into a single place for easy access. It is a one-stop portal that includes information on local and state resources, health services, shelters and housing, preparedness, and more.

Web: www.response.ca.gov

[The California Governor's Office of Emergency Services \(Cal OES\)](#)

Cal OES is responsible for overseeing and coordinating emergency preparedness, response, recovery, and homeland security activities within the state of California. Cal OES regularly dispatches team members to join first responders, emergency leaders, and those affected by disasters that threaten public safety, to tell their stories and provide information essential to the public.

Web: www.caloes.ca.gov

Facebook: [@CaliforniaOES](#) | **Twitter:** [@cal_oes](#)

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 time of stress, dislocation, and disruption of daily self-care, occupations and routines. There are also links to state and local resources.

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

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 | **Facebook:** [@CSLB.CA](https://www.facebook.com/CSLB.CA) | **Twitter:** [@CSLB](https://twitter.com/CSLB)

Check a license: <http://cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx>

File a complaint: http://cslb.ca.gov/Consumers/Filing_a_Complaint/

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/cons/disaster_prep.shtml

Facebook: [@CaliforniaArchitectsBoard](https://www.facebook.com/CaliforniaArchitectsBoard) | **Twitter:** [@CAArchitectsBd](https://twitter.com/CAArchitectsBd)

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.

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.

- Providing Prescription Drugs during Declared Statewide Emergency:
www.pharmacy.ca.gov/licensees/emergency_declaration.shtml
- Providing Medications for Medi-Cal Recipients Impacted by State of Emergency:
www.pharmacy.ca.gov/licensees/meds_for_medi-cal_emergency.shtml
- Pharmacists may contact the Board's Ask an Inspector program at (916) 518-3100, M-Th 9am-1pm, or by email at ask.inspector@dca.ca.gov.

Web: www.pharmacy.ca.gov/ | **Twitter:** [@CAPharmBoard](https://twitter.com/CAPharmBoard)

Preparing for an emergency evacuation:

www.pharmacy.ca.gov/consumers/disaster_planning_tips.pdf

The California Department of Insurance (DOI)

In an effort to assist victims of these devastating fires, DOI works closely with other federal, state and local agencies to assist in recovery issues related to insurance. Californians should work with their agent, insurer claims adjuster, and insurer with a goal of achieving a settlement that they believe is fair and consistent with their coverage. For questions about insurance or a dispute with an insurer, please contact DOI at 1-800-927-4357.

Web: www.insurance.ca.gov/01-consumers/140-catastrophes/WildfireResources.cfm

Facebook: [@insurancecagov](#) | **Twitter:** [@CDInews](#)

The California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE is dedicated to the fire protection and stewardship of over 31 million acres of California's privately-owned wildlands. In addition, the CAL FIRE provides varied emergency services in 36 of the State's 58 counties via contracts with local governments. CAL FIRE provides regular updates about fire incidents and detailed maps of fire areas.

Web: www.fire.ca.gov/ | **Facebook:** [@CALFIRE](#) | **Twitter:** [@CAL_FIRE](#)

Additional Resources

Rebuilding After a Natural Disaster



Watch CSLB's video to see the process of developing a rebuilding plan, hiring a contractor, financing, contracts, and actual project work. It also reviews some of the perils that homeowners can face and how to avoid them.

Rebuilding Paradise



Watch DCA's video on the role architects play in rebuilding after a disaster.



From the fall 2019 edition: Learn how to prepare for a Public Safety Power Shutoff and what to expect.

[PDF](#) | [Text](#)



From the spring 2019 edition: California is counting on you in the war on wildfires. Learn about the state’s efforts in wildfire prevention, suppression, and emergency response; and how to clear defensible space around a home to decrease wildfire risk.

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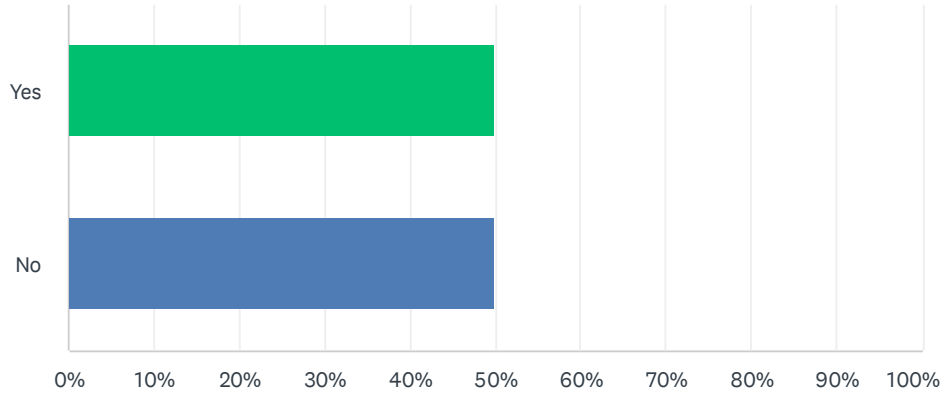
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AGENDA ITEM 6

DISCUSSION AND REVIEW OF THE CA BOARD OF OCCUPATIONAL THERAPY'S DISASTER PREPAREDNESS AND RESPONSE SURVEY RESULTS.

Q1 Do you address issues related to emergency response or what to do in the event of a disaster with your clients/patients?

Answered: 182 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	50.00%	91
No	50.00%	91
TOTAL		182

Q2 List the topics you address or the information you provide:

Answered: 53 Skipped: 129

Open Ended. Responses shown as written.

“Fire, earthquake, active shooter”

“Escape route and what to pack”

“how to call out for help in case of emergency, when to call for help/emergency, Personal emergency response system options”

“Fire, earthquake & flood”

“Plenty of food and water in the home. Contacts incase of emergency Educate patients on putting there name on a list with the local county that they would be someone in need in case of emergency. Using life alert.”

“Escape plans and where to go in case of emergency”

“Earthquake Fire Another Pandemic”

“Help with fire, earthquake and other disasters at the school site”

“Types of possible disasters to prep for, where to go and what to take if possible, emergency phone list and medication mgmt, prn.”

“Contact numbers, address, emergency contact person”

“Fire drill in facility home safety assessment prior to DC fall recovery training before DC”

“Exit doors Codes”

“An emergency contact and how they can access their communication tool if there was an emergency.”

“med supply, evacuation plan if needed”

“Safety exiting the home/environment, if able”

“Escape route, medications, flashlights, exit rote, emergency contact”

“Safety in case of power outage, phones down, etc”

“Fire evacuation, earthquake protocol, lockdown safety”

“Fire Active shooter”

“Exit locations”

“Safety Awareness, Emergency Health Services, Haz Mat, Biomedical clean up , nutrition etc...”

“We complete fire drill/earthquake drills and lockdown drills in school campuses.”

“School based issues and preparedness”

“Emergency exit, emergency evacuation plan, emergency contacts, garage door function with no power, emergency kit:food,water,medicine, clothing and shoes.”

“Work place violence; escape routes; where to gather information”

“Escape strategies during fire alarms. What to do if there is an earthquake while we are in the Hand Center”

“Fire, floods,”

“Preparation food and medication Phone numbers and location emergency services”

“Health emergencies, medication shortages, earthquakes, supply line disruptions, pandemics”

“Do you have a plan?” Usually discussed close to discharge back to home.”

“Wildfire and Power Outage”

“Evacuation procedures Fire/earthquake/ external disaster procedures”

“Earthquake preparedness”

“General emergency preparedness- Toolkit of supplies. Family emergency plan and phone or social media tree. Neighborhood - available to support neighbors.”

“Helping children recognize and differentiate what an actual emergency would be, and when it is appropriate to reach out to emergency services”

“independent mobility, being able to walk or roll independently away from danger, place to go upon evacuation”

“Fire and Earthquake”

“Evacuation”

“Preparedness plan Safety CPR training”

“Work in a hospital so triage patients, help transport, assess safety with mobility, etc”

“Depending on where I’m working, I may provide shelter information or do home inspection to make sure a person can safely get in and out. I have discussed readiness to go bags for folks that need medication and I’ve discussed generators for folks on oxygen.”

“Plan for disaster Resources”

“Related to IEP, how the students services will continue and what they would look like (scheduled online appointments, etc)”

“fire safety, fall safety, medical alert devices, can they call 911, can they use a telephone, emergency bag with medications, water, food,”

“Access to water, transportation, etc”

“Safety transfers when in emergency response for disaster”

“I work in school based practice. We have emergency drills within the schools. During these times I discuss various types of emergencies and what disaster response might look like so that the students have an idea of what to expect in an emergency.”

“Resources in the community, etc”

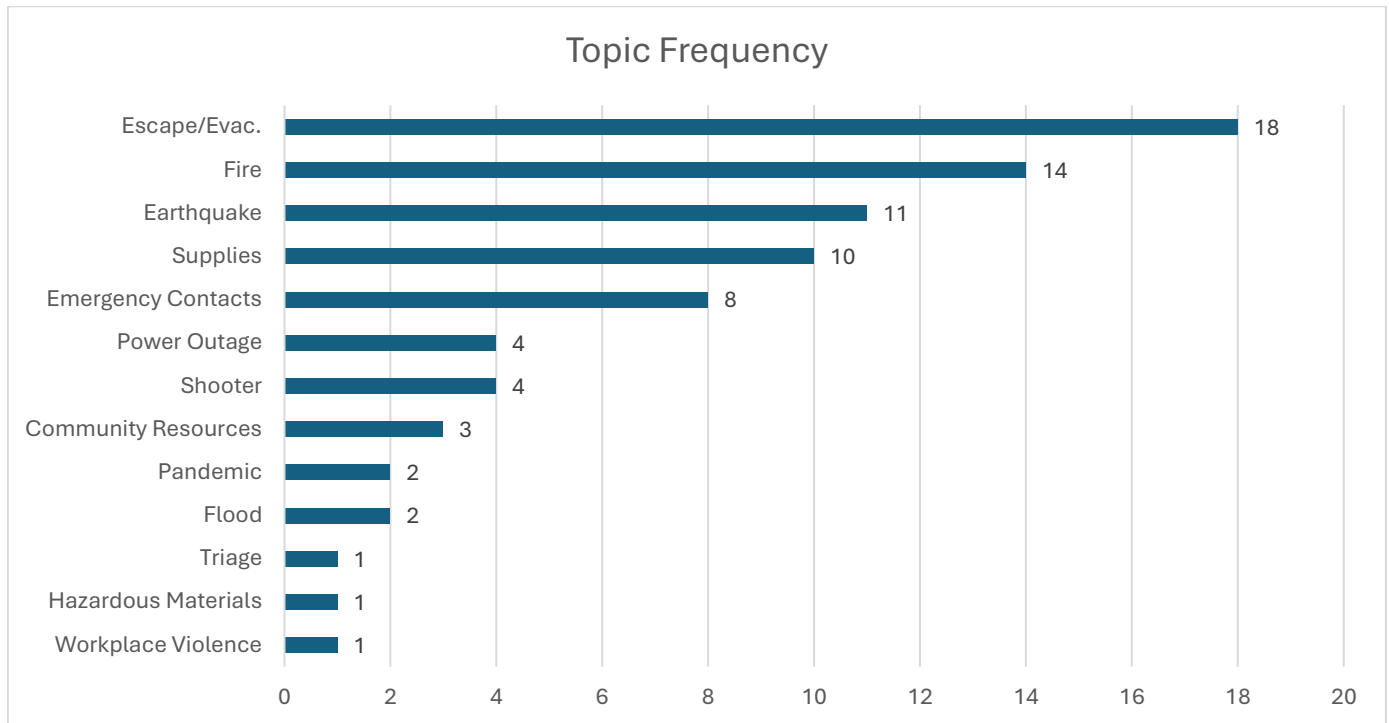
“Environmental safety hazards and community resources”

“Safety to leave the endangered areas with proper personal things needed in evacuations. Fall prevention safety, neighborhood preparedness, family communication links, food and medications cache contents.”

“Household egress Equipment (wheelchairs, stairclimbers, and assistance”

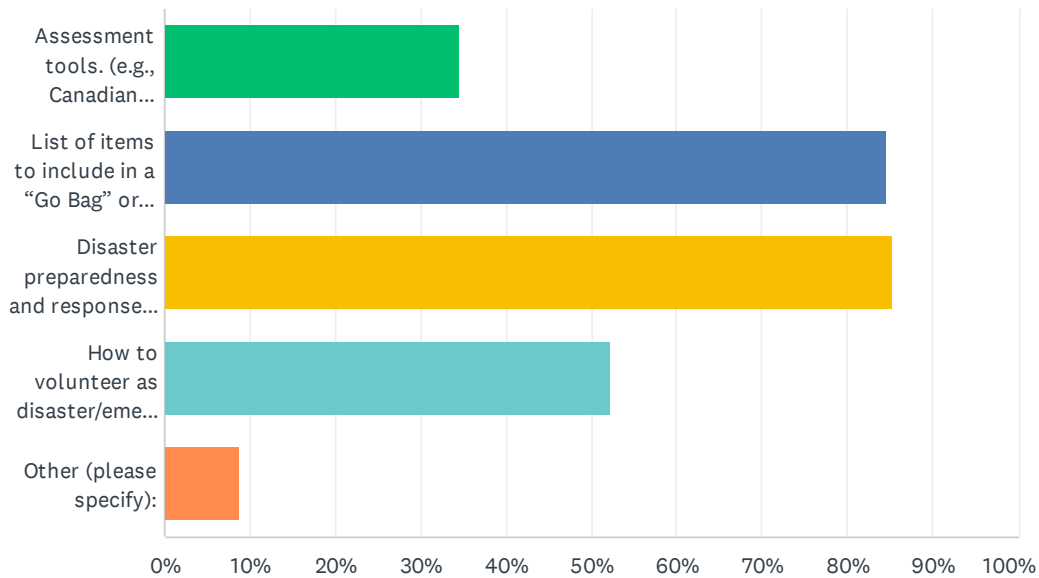
“Body mechanics; stress management; time management; emergency kit; list of meds; family evacuation plan; important numbers posted.”

“Ventilator back ups Back up caregivers Management of feeding and breathing supplies”



Q3 What information would you be helpful to you? Check all that apply.

Answered: 136 Skipped: 46



ANSWER CHOICES	RESPONSES	
Assessment tools. (e.g., Canadian Occupational Therapy Performance measure)	34.56%	47
List of items to include in a "Go Bag" or Emergency Kit.	84.56%	115
Disaster preparedness and response information.	85.29%	116
How to volunteer as disaster/emergency responder.	52.21%	71
Other (please specify):	8.82%	12
Total Respondents: 136		

"Other" responses, as written:

"None"

"Emergency phone list, meds list, various options to consider, is second and third alternatives for transportation and communication"

"Assistive tech recommendations"

"we are all set"

"California based resources for disabled people during emergencies"

"None, I work in a hospital and will get called on to help as they see fit"

"Identify local community resources and plan for communication etc"

"handicapped accessible preparedness and response info"

"other"

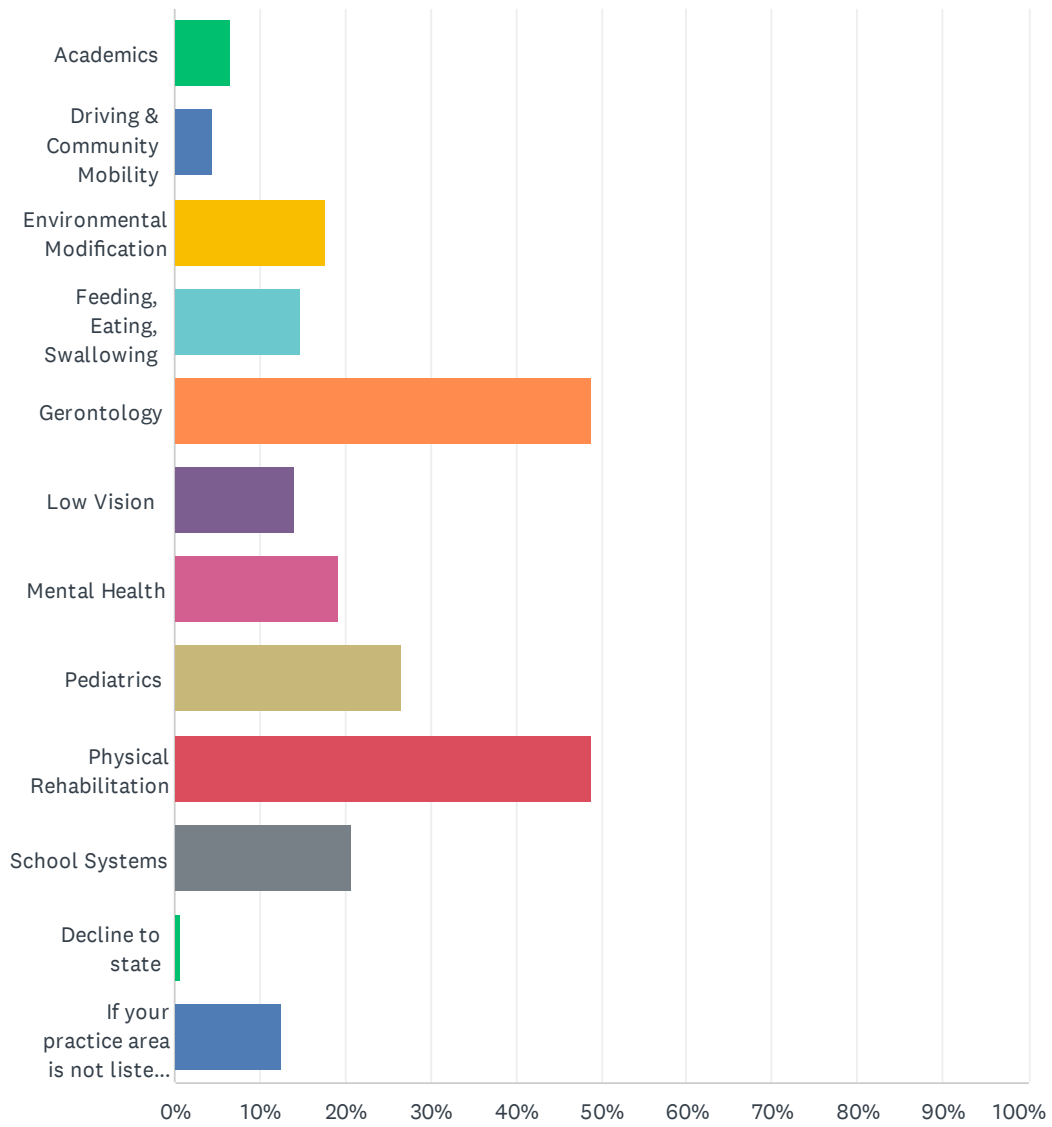
"I work at an elementary school-N/A"

"How or what practical advice to give to bariatric patients requiring Min assist in the case of a disaster"

"I teach these things at our CCRC community in Rancho Bernardo."

Q4 What population group do you treat? Check all that apply:

Answered: 135 Skipped: 47



California Board of Occupational Therapy Disaster Preparedness and Response Survey

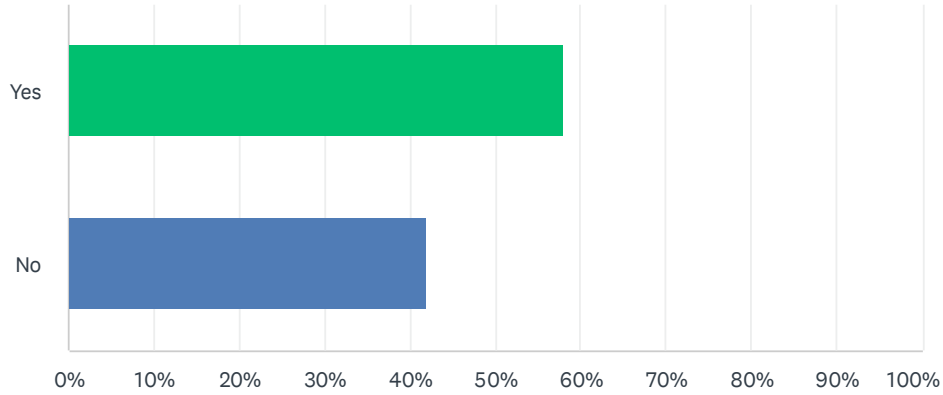
Academics	6.67%	9
Driving & Community Mobility	4.44%	6
Environmental Modification	17.78%	24
Feeding, Eating, Swallowing	14.81%	20
Gerontology	48.89%	66
Low Vision	14.07%	19
Mental Health	19.26%	26
Pediatrics	26.67%	36
Physical Rehabilitation	48.89%	66
School Systems	20.74%	28
Decline to state	0.74%	1
If your practice area is not listed above, provide here:	12.59%	17
Total Respondents: 135		

"Other" responses, as written:

"Autism"	"Mobile out-patients plus home and community"
"Developmentally disabled"	"dementia"
"Acute hospital"	"chronic/complex disabilities"
"research setting"	"Snf"
"Geriatric- skilled nursing"	"Community based pediatrics"
"Skilled nursing"	"Acute care"
"Critical access hospital, swing bed and soon long term care SNF"	"also home health, hand therapy"
"Occupational Manufacturing"	"Licensed in semiretirement"
"retirement community:independent living, assisted, living & memory care"	

Q5 Does your work setting provide you or provide access to Disaster/Emergency Preparedness or Disaster/Emergency Response education?

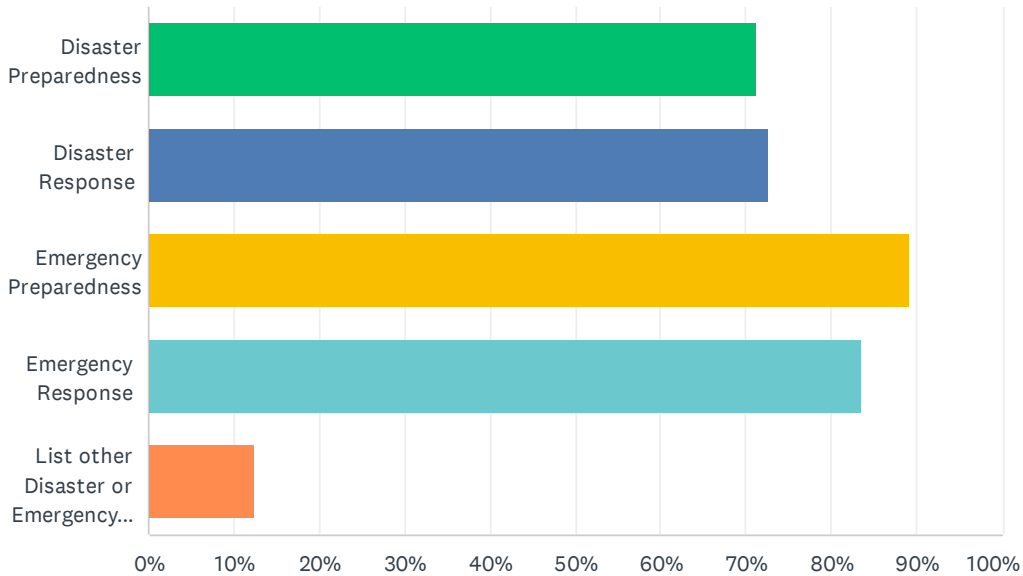
Answered: 133 Skipped: 49



ANSWER CHOICES	RESPONSES	
Yes	57.89%	77
No	42.11%	56
TOTAL		133

Q6 Check all educational opportunities provided by your work setting:

Answered: 73 Skipped: 109



ANSWER CHOICES	RESPONSES	
Disaster Preparedness	71.23%	52
Disaster Response	72.60%	53
Emergency Preparedness	89.04%	65
Emergency Response	83.56%	61
List other Disaster or Emergency education topics here:	12.33%	9
Total Respondents: 73		

"Other" responses, as written:

"As part of D/C planning, we have questionnaire which includes assessment queries about what they might do in hypothetical situations, calling 911, etc"

"Fire safety"

"Active shooter drills"

"various governmental agencies"

"Our hospital provides on line educational opportunities addressing these issues and others."

"Items needed"

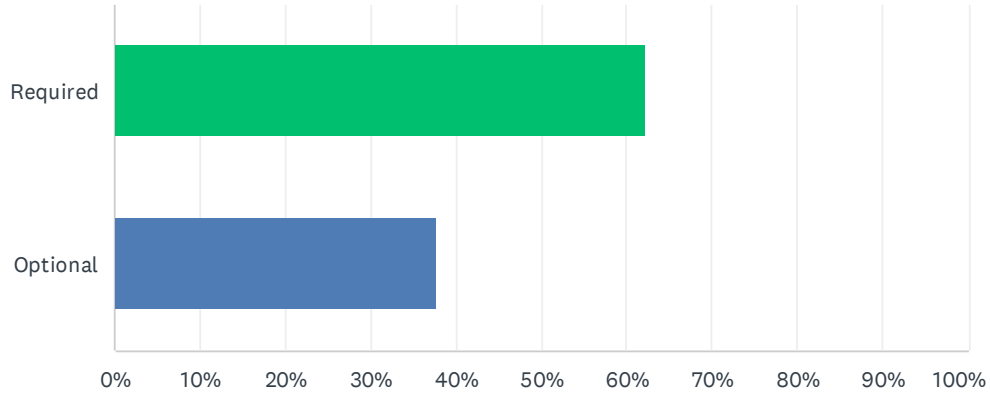
"I could definitely use more education in these areas"

"Earthquake"

"Evacuation prospects"

Q7 Is Disaster Preparedness or Response education (beyond fire drills or evacuation) Required by your work setting or Optional?

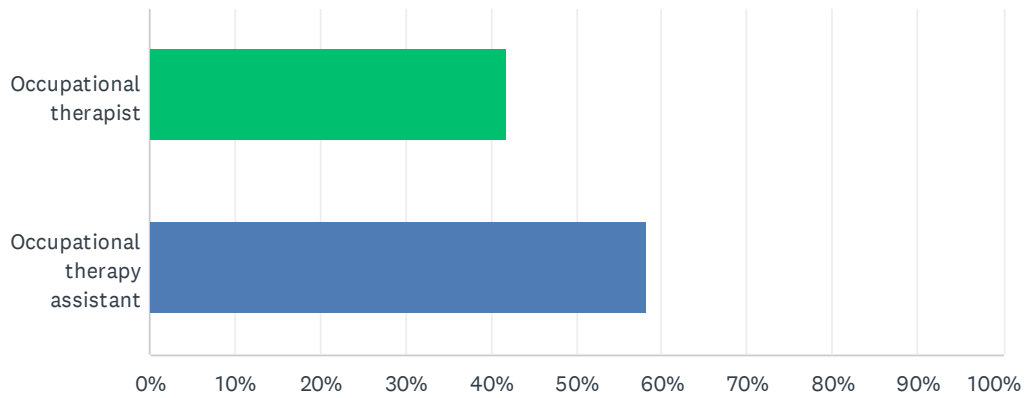
Answered: 77 Skipped: 105



ANSWER CHOICES	RESPONSES	
Required	62.34%	48
Optional	37.66%	29
TOTAL		77

Q8 Please select your licensee type.

Answered: 134 Skipped: 48



ANSWER CHOICES	RESPONSES	
Occupational therapist	41.79%	56
Occupational therapy assistant	58.21%	78
TOTAL		134