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**SAPC INFORMATION NOTICE 25-13**

September 10, 2025

TO: Substance Use Continuum  
Contracted Provider Agencies

FROM: Gary Tsai, M.D., Bureau Director *GT*  
Substance Abuse Prevention and Control

SUBJECT: **EMERGENCY PREPAREDNESS PLAN**

**Purpose**

This Information Notice (IN) further clarifies the requirement for all Los Angeles County Department of Public Health, Bureau of Substance Abuse Prevention and Control (SAPC) prevention, harm reduction, treatment, recovery, and other contracted agencies to develop and maintain an Emergency Preparedness Plan to support the safety of staff, participants, and facilities in the event of a disaster or emergency and ensure continuity of services, to the extent feasible.

**Background**

While current contract language includes basic fire safety and maintenance standards, recent events have underscored the need for a broader, more proactive approach to emergency preparedness. This includes planning for natural disasters, public health emergencies, and other disruptive events. This IN sets minimum expectations for emergency preparedness while allowing flexibility for agencies to tailor plans based on their operations and risk level.

**Emergency Preparedness Plan Requirements**

All provider agencies must develop and implement a written Emergency Preparedness Plan that includes the following components:

1. Identified Emergency Scenarios

Plans must address, at minimum, the following:

- Fire
- Earthquake
- Severe weather (e.g., flooding, high winds)
- Power outages
- Medical emergencies (e.g., overdose, injury)
- Active shooter or other violence
- Public health emergencies (e.g., pandemic response)
- Any other risks relevant to the agency's location or services

2. Roles and Responsibilities

Provider agencies must designate key roles to lead and support emergency response efforts. Suggested roles include:

- Incident Commander – leads overall response.
- Evacuation Coordinator – ensures safe evacuation and headcounts.
- Medical Coordinator – provides or coordinates first aid.
- Communications Lead – disseminates information to staff, participants, and SAPC.
- Logistics Lead – oversees supplies and equipment during emergencies.

3. Emergency Procedures

Plans must outline clear, actionable steps for staff to follow in different emergency scenarios, including:

- Evacuation routes and assembly points (integrating considerations for persons with access and functional needs)
- Shelter-in-place instructions
- First aid procedures and location of first aid kits
- Use of emergency alarms and building systems
- Internal and external communication protocols

4. Training and Drills

- Conduct emergency training for all staff at least once per year.
- Hold evacuation or other emergency drills on a regular schedule (at least annually) to ensure staff familiarity and readiness.

## 5. Continuity of Operations

- Identify critical services and functions that should be prioritized during an emergency.
- Develop basic strategies to maintain or resume services after an incident, including communication plans and temporary relocation options, if applicable.

## 6. Plan Review and Updates

- Review and update emergency plans regularly and when conditions change.
- Designate staff responsible for maintaining and updating the plan.

## 7. Emergency Contact Information

- Maintain updated emergency contact list for staff and leadership.
- Ensure key contact information is readily accessible to staff during emergencies.

### **Implementation Timeline**

All provider agencies must submit a copy of their Emergency Preparedness Plan to [SAPCMonitoring@ph.lacounty.gov](mailto:SAPCMonitoring@ph.lacounty.gov) by October 15, 2025. Going forward, plans will be reviewed as part of regular monitoring and contract compliance processes.

### **Resources**

Provider Agencies may refer to the following for guidance in developing their plans:

- [Cal OES Disaster Service Worker Program](#)
- [Cal OES Evacuation and Transportation \(Planning for Individuals with Access and Functional Needs\)](#)
- [CDC Emergency Action Plan Template](#)
- [California Office of Emergency Services – Business Preparedness](#)

### **Effective Period**

This guidance will be effective immediately.

### **Additional Information**

For additional questions or requests, please contact your assigned Contract Program Auditor.

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