



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

Developmental Disabilities Administration

Michael S. Chapman, Executive Director

February 24, 2008

Subj: Emergency Preparedness Plans

Dear DDA Provider:

The Maryland Department of Disabilities has developed the enclosed checklist entitled the **Emergency Evacuation Plan for DDA Providers** that we encourage you to utilize. This checklist serves as a tool to assist you to prepare for Office of Health Care Quality reviews. This was developed to supplement the **Disaster Readiness Planning Template** (also posted on the DDA Web page) after receiving feedback from providers that the step-by-step planning template is lengthy and may not be specific enough. The checklist also serves as a guide to develop plans specific to your organization which will assist with compliance with DDA emergency preparedness regulations. Ms. JoAnne Knapp, Director of Emergency Preparedness Policy, Department of Disabilities, has indicated that she is available on a consultative basis to assist you. Ms. Knapp may be reached at (410) 767-3647.

Sincerely,

Michael S. Chapman  
Executive Director

Enclosure

cc: Regional Directors

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