

To: All TPAPN and EEP Participants & TPAPN Advocates
From: Mike Van Doren, TPAPN Program Director
Re: Instructions for TPAPN & EEP Participants during Disasters & Other Emergencies

1. In emergency situations participants first need to plan ahead to safeguard themselves, their significant others and property *as well as their nursing practice and patients*.
2. Whenever reasonably possible, TPAPN expects participants to take prudent measures in emergency situations to ensure they are compliant with their TPAPN agreements, including adhering to the terms of their TPAPN Return to Work Agreement and practice restrictions.
3. Consult with your TPAPN advocate and/or contact your TPAPN case manager (leave voice-message) if difficulties or questions arise. Participants and their TPAPN advocates should make arrangements with one another as to when and how contact will be made, including alternative phone numbers, as part of a mutually agreed to “emergency plan” in the event disaster strikes or disrupts normal routines.
4. TPAPN/EEP Participants are to continue calling for drug testing selections daily, whenever possible.
 - a. If selected, call the third-party drug testing administrator for local collection site(s) when necessary.
 - b. Contact your collection site to ensure they will be open and able to take specimen for collection upon your estimated time of arrival.
 - c. If you are unable to give a urine drug specimen due to hazardous conditions and/or collection site closure, leave a voice-message or email for your TPAPN or EEP case manager. (There is no need to call TPAPN’s after-hours helpline in such cases). Also, document date, time and collection site personnel you may have spoken to.
5. If telephone service is unavailable document your location and the outage dates/times and try calling to the drug testing number again, at least by the next day.
6. Participants should continue to obtain support as possible, i.e., maintain contact with advocates, attend self-help meetings and therapy sessions. Information may be obtained via telephone or online to determine area meetings, e.g., AA and NA, schedules and sometimes to obtain rides to meetings. Please make known any alternative or temporary telephone numbers to those who made need to contact you.
7. TPAPN participants are not to volunteer nursing services as this will jeopardize their compliance with terms of participation.