



## **Disaster Recovery Plan**

### **Introduction:**

The purpose of this disaster plan is to provide information necessary for an effective and safe response to emergencies and/or natural disasters that could potentially affect the organization, its employees and the individuals we support.

### **Plan Maintenance:**

The Health and Safety Committee will review this plan on an annual basis and update as needed. Employees will be required to review the plan on an annual basis.

### **Organization's Operations:**

Each location should ensure it has the necessary supplies within the home in the event of an emergency. (Short term).

#### **Food, Supplies**

- Each location will maintain a good stock of non-perishable food items. This includes canned fruits, vegetables, meats, fish, peanut butter, crackers, juices, etc.
- Each location will ensure there is an adequate supply of bottled water.
- Each location will have a good supply of other non-perishable items such as paper products, cleaning supplies, etc.
- A non-electric can opener
- Outdoor grill will full (but not less than ½) propane tank

#### **Medical Needs/Medications**

*(Residential only)*

- Each location will have at least one employee (per shift) that is current in CPR and First Aid
- First Aid Kit
- Seven (7) day supply of medication on site.
- Adequate supply of blankets and clothing (in the event of no heat)

#### **Medical Needs/Medications**

*(Community Based/ Supportive Living only)*

- First Aid kit and adequate supply of blankets and clothing (in the event of no heat)

### **Electricity/Power Outages**

*(Residential only)*

- Each location in St. Clair County has a generator for back-up power. The generator will power the necessities of the home to allow the individuals we support to remain in the home should a power outage occur (short term). Each location will ensure the generator is regularly maintained.

### **Electricity/Power Outages (CONT)**

*(Residential only)*

- If a generator is not available at a location, the Emergency Shelter Arrangement will be utilized.
- Each location will have flashlights, adequate supply of batteries and battery operated lanterns in case of power failure.
- In the event of a power outage, any adaptive equipment (updraft machines, oxygen, etc.) will also be battery-operated to ensure continuation of service.
- The computer running the Quick-Mar medication program will run seven (7) hours without power. In the event the Quick-Mar system is unavailable each location will have blank Medication Administration Records available to ensure continuation of medication administration.

### **Electricity/Power Outages**

*(Community Based/ Supportive Living only)*

- Contact community based supervisor for direction.

### **Communication**

- Designated senior staff will be responsible to contact their supervisor if there is loss of electricity and/or heat.
- In the event phone service is unavailable, employees are authorized to use cell phone as a means of contacting their supervisor.
- Supervisor will be responsible for notifying/update all interested parties (employees, division director and/or executive director)

### **Other**

*(Residential only)*

- All locations will have an adequate supply of petty cash on hand.
- Vehicle(s) should be fully gassed but no less than ¼ tank (in the event alternate housing is required). Each vehicle is assigned a “fleets” gas card.
- Each location will have the following tools on hand: hammer, screwdriver, pliers, shovel, battery powered drill, nails, screws, duct tape, rope, adhesive, wrench and utility knife, gloves, hand sanitizer

### **Alternative Placement in Disaster/Emergency Relocation**

It is imperative for BWDH to continue providing services to the individuals supported. In the event of an emergency evacuation, prepare basic survival items listed on the Emergency Relocation Checklist. The supervisor will direct employees to take the individuals supported to a temporary relocation if necessary. The temporary re-locations (Emergency Shelter Arrangements) are:

- **Hayes:** Holiday Inn, 2021 Water Street Port Huron, MI 48060 (810) 662-3400
- **Mackey:** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500
- **Maple:** Colony Motel, 6077 Pointe Tremble Rd. Algonac, MI (586) 321-9935
- **McDonald/Armada:** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500
- **Oakleaf:** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500
- **Semi-Independent:** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500
- **Seneca:** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500
- **Springborn:** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500
- **Stonybrook:** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500
- **Thornhill:** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500

### **Communication**

- In the event of an emergency relocation, the supervisor/designee will be responsible to contact/update all interested parties (employees, division director, executive director, parents/guardians, etc.)
- BWDH executive director is the only authorized person to speak with the media.

### **Staffing**

- Supervisor/designee will be responsible to ensure proper staffing at temporary location until individuals supported can return to the home. Supervisor must ensure he/she has current numbers for each of their employees.
- During emergency relocation employees will be responsible to work their scheduled shift as written on current staffing schedule (if applicable).
- In the event employees are not able to work as a result of the disaster, the supervisor/designee will contact other homes/supervisors to obtain staff as needed.

### **Medical Needs/Medications**

*(Residential only)*

- BWDH has a contract with Genoa Pharmacy (St. Clair County and Macomb County Homes) to ensure all prescribed medications including PRN's and Standing Medication Orders are available for the individuals supported.
- Each location will have blank Medication Administration Record Forms available in the event the Quick-Mar program is unavailable.

## Emergency Relocation Checklist

If it becomes necessary for us to evacuate everyone from the home for an extended period of time (more than a couple of hours), we want to be able to gather everything needed in a quick and efficient way. We do not want to (and perhaps will not be able to) come back and get items we forgot. This checklist will help to ensure we have the necessary items needed.

- \_\_\_\_\_ Medication Book(s) which includes blank Medication Administration Record Forms (in the event the Quick-Mar program is unavailable).
- \_\_\_\_\_ Medications (including those in the refrigerator and controlled medications).
- \_\_\_\_\_ PRN Medications
- \_\_\_\_\_ Medical information
- \_\_\_\_\_ Copies of health insurance cards
- \_\_\_\_\_ Company Credit Card (food purchases, etc.)
- \_\_\_\_\_ Adaptive Equipment (wheelchairs, oxygen, walker, etc.)
- \_\_\_\_\_ Pill crusher (if used)
- \_\_\_\_\_ Self-care Kits (towels, brushes, combs, razors, toothbrushes, hair products, etc.)
- \_\_\_\_\_ Clothes for three (3) days.
- \_\_\_\_\_ Packages of wet wipes
- \_\_\_\_\_ Communication log book
- \_\_\_\_\_ Gloves
- \_\_\_\_\_ Hand sanitizers
- \_\_\_\_\_ Petty Cash on hand
- \_\_\_\_\_ Assorted sizes of re-closable plastic bags for storing food, waste, etc.