



Disaster Recovery Plan FY 2019-2020

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 3-day supply 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 supply of other non-perishable items such as paper products, cleaning supplies, etc.
- A non-electric can opener
- Outdoor grill with propane tank that is not less than ½ full.

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 clean 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. 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 a minimum of twenty-dollar (\$20) petty cash on hand.
- Vehicle(s) should have no less than 1/2 tank of gas (in the event alternate housing is required). Each vehicle is assigned a 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
- **Nottingham** Holiday Inn, 2021 Water Street Port Huron, MI 48060 (810) 662-3400
- **Bruce Hills** Super 8 Motel, 1484 Gratiot Blvd. Marysville, MI (810) 364-7500
- **Pound Road** Holiday Inn, 2021 Water street, Port Huron, MI (810) 662-3400

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 phone numbers for each of their employees.
- During emergency relocation employees will be responsible to work their scheduled shift as written on current staffing schedule.
- 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 RX Specialties (Macomb County) 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 the home can no longer meet the licensing requirements the individuals supported must be evacuated. This checklist will help to ensure the necessary items are collected.

- _____ Medication Administration Book(s) which includes blank Medication Administration Record Forms (in the event the Quick-Mar program is unavailable).
- _____ Medications
- _____ Cooler for refrigerated 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
- _____ Diapers
- _____ Communication log book
- _____ Gloves
- _____ Hand sanitizers
- _____ Petty Cash on hand
- _____ Individuals Served Cash on Hand
- _____ Assorted sizes of re-closable plastic bags for storing food, waste, etc.