

Blue River Services, Inc.

Disaster Preparedness and Recovery Plan

Disaster Preparedness & Recovery Plan

R/R: 2/06, 3/07, 3/08, 3/09, 3/10, 5/11, 6/12, 5/13, 3/14, 3/15, 4/16, 3/17, 3/18, 10/19, 11/20, 1/22, 9/22

BRS DISASTER PREPAREDNESS AND RECOVERY PLAN

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I. INTRODUCTION

In the event of a disaster, Blue River Services, Inc. is committed to providing a safe environment for all employees, consumers, and visitors to our sites. When the immediate danger has passed, Blue River Services expects to continue operations in as normal a manner as possible until all sites are back in full operation. This plan addresses preparations before a disaster occurs, actions during the disaster, and operations in the aftermath of a disaster. Each Supervised Group Living Home has an individual Disaster Preparedness Plan that is specific to that location.

II. DISASTERS MOST LIKELY TO OCCUR

According to the Harrison County Emergency Management agency which reviews historic and geographic emergency information, the disasters most likely to occur in our area include earthquakes, tornadoes, utility failures, fires, severe storms, and hazardous material spills and leaks due to the proximity of I-64 and the railroads.

III. RESPONSIBILITIES

The CEO of Blue River Services, Inc., is responsible for the overall disaster preparedness of the agency. In the event of a disaster, the CEO has the responsibility to ensure the smooth flow of operations.

In the event the CEO cannot be reached, the COO/Program Directors will be responsible for management operations for his/her program(s) relating to the disaster. The Properties Manager will work with Program Directors to ensure building safety prior to occupancy for any facility affected by the disaster.

The Director/Manager of each agency program is responsible for maintaining disaster preparedness plans, provisions, and staff training for each program and facility within his/her area of responsibility.

The staff of BRS, Inc., is responsible for the safety of persons under their supervision and for adherence to the disaster preparedness and recovery program.

IV. BEFORE A DISASTER

A. Emergency Planning for Critical Agency Functions

Several areas identified as agency functions critical to the continuous operations of Blue River Services include:

1. Emergency payroll, including payroll continuity
2. Expedited financial decision-making and accounting systems
3. Insurance information
4. Critical agency records

The Fiscal Director is responsible for ensuring that financial and insurance information necessary to maintain agency operations is always available. The Fiscal Director will also ensure that systems are in place to continue critical fiscal functions in the event of a disaster.

Program Directors are responsible for determining which records are critical to their areas of responsibility and for ensuring that these records are available when needed.

B. Succession of Management

Each Program Director will have in place a management chain to determine who is responsible for decision-making and for immediate actions if the Program Director cannot be reached.

| Program | Backup to the Director |
|-------------------------------------|---|
| Industries –Salem | Production Managers |
| Industries –Corydon | Production Managers |
| SGL | Appropriate Group Home Manager |
| Housing-Corydon | Housing Manager |
| Housing – Palmyra/Salem Properties | Housing Manager |
| Habilitation | Habilitation Manager |
| Structured Family Caregiving | In-Home Regional/SFC Manager |
| In-Home Services | In-Home Services Regional Managers |
| WIC | Certifying Professional Authority (CPA) |
| Children's Services | Appropriate Manager |
| Human Resources | Human Resources Assistant |
| Employment Services | Employment Services Manager |
| Fiscal | Fiscal Manager |
| Transportation Maintenance Facility | CEO |
| First Steps | CEO |
| Healthy Families | Healthy Families Program Manager |
| Youth Services | House Manager |
| BR Grafix | CEO |
| Janitorial | Janitorial Manager |

C. Resources and Contacts

Each Program Director is responsible for maintaining a list of clients, suppliers, customers, shippers, resources, or other important contacts as well as back-up sources as applicable. The Program Director will ensure this information is available at all times. Appropriate staff must be trained to access this information as necessary.

D. Communication

Emergency plans may be communicated with staff through training sessions, drills, meetings, newsletters, etc.

In the event of a disaster, communication between sites and emergency services may be through land line telephones or cell phones. Also, the Administrative Offices building in Georgetown and the Salem Blue River Industries will act as check-in sites where employees can leave messages that they are okay and for relaying information.

Each BRS site will maintain a NOAA weather radio with extra batteries, as well as a battery-powered commercial radio for news and information from local authorities.

E. Emergency Supplies

Each site shall keep first aid supplies, a battery-powered NOAA radio, a battery-powered commercial radio, a flashlight, and extra batteries. Also, each site shall keep duct tape and plastic garbage bags for sealing rooms as necessary.

A three-day emergency supply of water shall be available at all residential facilities. An adequate water supply consists of one gallon per person per day. The water shall be rotated every six months. Food shall be rotated as necessary.

On each Transportation-operated van, the Transportation program keeps a biohazards kit (gloves, plastic bag) and traffic triangles or flares. All BRS vehicles should carry a First Aid kit (basic first aid supplies including bandages, antiseptics, etc.) and a fire extinguisher.

F. Emergency Data Sheets for Personnel

Besides emergency records kept on site, staff records are kept in the Human Resources office in the Georgetown Administrative Office.

V. DURING A DISASTER

A. Decide to Go or to Stay

Depending on the nature of the disaster, it may be important to make the decision whether to leave the site or to stay.

Staff should monitor TV or radio news reports for information or official instructions as they become available. If officials specifically say to evacuate the area or to seek medical treatment, staff should do so immediately. If staff sees large amounts of debris in the air or local authorities say the air is badly contaminated, the decision may be made to stay at the site.

B. Evacuation

If the decision is made to evacuate the site, staff should follow the site-specific evacuation plan. General evacuation plans include:

1. Keep a half tank of gas in agency vehicles at all times.
2. Be aware of alternate routes between the home site and the evacuation site.
3. Be aware of consumer needs and plan ahead to transport consumers with disabilities.
4. Take Emergency Data Records, both staff and consumer.
5. Take pets, but understand that only service animals may be permitted in a public shelter.
6. Take the battery-operated commercial radio and the NOAA radio.
7. Take the Emergency Supplies Kit.
8. If time and safety are not factors, and if there is damage to your site and you are asked to do so, shut off the water, gas, and electricity before leaving.
9. Leave a note telling others where you are going.
10. Lock the door behind you.

In case of an evacuation, the Program Director/Manager is responsible for arranging and coordinating the transportation for all consumers and staff to alternate facilities or to their residence. The Program Director/Manager is also responsible for ensuring that the COO, CEO and local authorities are notified and that a current Emergency Data sheet is maintained on each consumer and staff.

The buildings will evacuate to the following locations as follows:

- Corydon Industries – All consumers will be transported to their residence or to the Harrison Center library in Corydon with the exception of consumers participating in Scheduled Group Habilitation, who may be transported to the Palmyra Habilitation Center as an alternate site.

- Corydon Child Care – All children/consumers will be transported to their residence or to the Harrison Center library in Corydon.
- Georgetown Administrative Office – All consumers will be transported to their residence or to the Corydon Industries.
- Harrison Center – All consumers will be transported to their residence or to the Corydon Industries.
- Salem Industries – All consumers will be transported to their residence or to the Washington Center.
- Washington Center – All consumers in Community Resources programs will be transported to their residence, the Salem Industries, or the Palmyra Habilitation Program.
- North Harrison Elementary School – All Afterschool students will be evacuated to the North Harrison High School.
- Morgan Elementary School – All Afterschool students will be evacuated to the Palmyra United Methodist Church.
- East Washington Elementary – All Afterschool students will be evacuated to East Washington Jr./Sr. High School.
- Medora – All Afterschool students will be evacuated to Medora Christian Church.
- North Harrison Middle School – All Afterschool students will be evacuated to North Harrison Elementary School.
- East Washington Middle School – All Afterschool students will be evacuated to East Washington Elementary School.
- Palmyra Habilitation Center -- All consumers will be transported to their residence, to Corydon or Salem Industries or the Washington Center.
- Wyandotte House – All youth will be transported to the Holiday Inn, Corydon.
- Corydon Ramsey – All youth will be transported to the Holiday Inn, Corydon
- SGL Group homes – All residents will evacuate to the location designated in the specific Disaster Preparedness Plan for the home they reside in.

- Enhanced In-Home Services – All consumers will be transported to the following hotels based on their county of residence:
 - a. Harrison County – Hampton Inn, Corydon, IN
 - b. Washington County – Cobblestone Hotel and Suites, Salem, IN
- BR Grafix – All consumers will be transported to their residences or to the Harrison Center library.
- Transportation Maintenance Facility – All consumers will be transported to their residences or to the Corydon Industries.

C. Shelter-in-Place

If the decision is made to stay at the site (shelter-in-place), general shelter-in-place rules apply as well as any site-specific procedures. General shelter-in-place rules include:

1. Move personnel to an interior room or hallway with as few doors and windows as possible.
2. Take Emergency Data Records, both staff and consumer, to the shelter.
3. Take the battery-powered commercial radio and the NOAA radio.
4. Take the Emergency Supplies Kit.
5. If air contamination is a concern, close doors, windows, fans, and air vents, and turn off air conditioning and forced air heating systems.
6. If air contamination is a concern, seal windows, doors, and air vents with duct tape and plastic or other materials on hand.
7. Listen to the radio for further instructions or an all-clear.

VI. After a Disaster

A. Staying Safe

BRS's first concern after a disaster is the health and well-being of our employees and the people we serve. Immediate actions include aiding the injured and being aware of safety issues around us. Newly created hazards might include washed out roads, contaminated buildings or water, gas leaks, downed power lines, contaminated food and water, smoldering insulation, broken glass, and slippery floors.

Everyone who sees or experiences a disaster is affected by it in some way. Anxiety, sadness, grief, and anger are all normal reactions to a disaster. While everyone has different needs and ways of coping, positive ways to deal with the

aftermath of a disaster are aiding the victims, focusing on one's strengths and abilities, and accepting help from community programs and resources.

B. Communication

Call the Administration Building at (812) 951-0321 or the Salem Industries at (812) 883-1122 to leave word of your safety and to give or receive information relating to the disaster and to recovery efforts.

C. Facility Recovery

1. Initial Assessment

An initial assessment of the facility will be done by a management team which might consist of the CEO, COO, the Fiscal Director, the Program Director, the Properties Manager, and the Program Manager in concert, if possible, with utility company representatives, law enforcement, and insurance company representatives.

The assessment includes:

1. Look for downed power lines, exposed electrical wiring, gas leaks, etc.
2. Appraise building for structural damage.
3. Assess availability and status of equipment and supplies necessary to resume operations.
4. Establish a procedure for removing debris.
5. Determine what building contents can be salvaged.
6. Photograph and/or videotape any damage to the building or its contents.

2. Fire Protection Equipment

- a. Assess fire protection systems. Test all alarms and repair as needed.
- b. If dust has infiltrated the building, all smoke detectors should be cleaned and tested.
- c. Call a trained technician to check the integrity of the sprinkler system as necessary.

3. Electrical Systems

- a. If there has been significant damage to the building, have an electrician check all systems before turning the power back on.
- b. Look for exposed or damaged wiring, sparks, burns, or charred marks around wiring.

- c. If dust has infiltrated the building, all electrical and electronic equipment should be checked for excessive dust.

4. Heating and Air Conditioning Systems

- a. If there has been significant damage to the building, a trained technician should check the heating and air conditioning systems before the systems are restarted.
- b. Both air filters and air ducts should be checked if dust has infiltrated the building.

5. Plumbing Systems

- a. Check piping for leaks or damage.
- b. Check ceiling tiles and floors for water damage from hidden pipes.
- c. Follow the local Department of Health guidelines for resuming potable water uses.

6. Elevator (Applies only to Harrison Center)

- a. Call the service contractor to have the elevator checked and recertified as required.

D. Information Recovery

The Information Technology Systems Professional will be responsible for fiscal information recovery from back up files or other sources. Program Directors will be responsible for information pertaining to their programs and stored in their departments.

E. Final Damage Report

The damage will be assessed and documented to include, as applicable, type of loss, date and time of disaster, estimate of loss duration, reports by authorities, witness statements, photographs, estimate of financial loss, etc. This report will be coordinated by the CEO.

VII. RECOVERY BY SITE

For ALL facilities the following information will apply:

- 1) Staff will be involved in assessing usable items and setup following the disaster. The Program Director is responsible for retrieving backup information critical to the operation of the program. The Properties Manager and Information Technology Systems Department will be responsible to set up telecommunication and computer internet service as required.
- 2) Basic office equipment (telephone, fax, computer and copier) will be obtained through other BRS sites or purchased.

A. Administrative Offices Building

The office of the CEO is at the Administrative Offices building. The Fiscal Department, Program Development Coordinator and Human Resources are also housed in the Administrative Offices building.

If the building is determined by the management team to be unusable, the program will temporarily relocate to the Harrison Center while the decision is made to repair the building or to look for a new permanent location.

B. Harrison Center

Programs located in the Harrison Center include Community Resources, Employment Services, Properties Department, Residential SGL, Information Technology Systems Department, office of the COO and Harrison Center Rental Apartment Units.

If the Harrison Center is determined by the management team to be unusable, programs will be temporarily relocated while the decision is made to repair the building, long-term temporary offices can be rented or a new permanent location is found. For Harrison Center Rental Apartment Units, the Housing Department will relocate tenants to other vacant BRS Affordable Housing developments. If none are available, a list will be provided of affordable rental units in the area.

Programs will be temporarily relocated as follows:

1. Community Resources will operate from the Palmyra Habilitation Center.
2. Employment Services will operate from the Washington County Employment Services office.
3. Properties Department will operate from the Corydon Rainbow's End Child Care.
4. Residential SGL will operate from the Klerner Lane group home.

5. Information Technology Systems Department and COO will operate from the Administrative Offices Building.

C. Industries

Blue River Industries operates two sites to provide work for consumers and to meet production needs to outside industries.

If any building is determined by the management team to be unusable, the Industries programs will relocate temporarily as follows:

1. Salem Industries will operate from the Corydon Industries.
2. Corydon Industries will operate from the Salem Industries.

If a building is determined to be damaged beyond repair, the Program Director, the Program Manager, and the Properties Manager, with input from the CEO and COO, will look for a new, permanent location.

Customers and suppliers will be notified of necessary changes and every effort will be made to meet existing orders.

Consumer day services records are kept in Suite 207 at the Harrison Center. Management records are kept in the Human Resources office at the Georgetown Administrative Office.

In addition, the following programs maintain offices in the Corydon Industries building. If the building is determined to be unusable, the programs will operate as follows:

1. In-Home Services South will relocate temporarily to the Community Resources offices at the Harrison Center.
2. Habilitation programs, will relocate temporarily to the Palmyra Habilitation Center.

D. Washington Center

Programs located in the Washington Center include Healthy Families, First Steps, In-Home North, Structured Family Caregiving, Habilitation and WIC.

If the Washington Center is determined by the management team to be unusable, programs will be temporarily relocated while the decision is made to repair the building, long-term temporary offices can be rented or a new permanent location is found.

Programs will be temporarily relocated as follows:

1. In-Home Services North, Structured Family Caregiving, and Habilitation will relocate to the Palmyra Habilitation building or the Salem Industries.
2. The Washington County WIC office will operate from the Harrison County WIC office.
3. Employment Services will operate from the Harrison Center.
4. Healthy Families will operate from the Plaza.
5. First Steps will operate from the Spring Street Plaza.

E. Transportation Maintenance Facility

If the Transportation Facility is determined by the management team to be unusable, the Transportation program will operate temporarily from the Corydon Industries building.

If the Transportation Facility is determined to be damaged beyond repair, the Program Director, the Program Manager, and the Properties Manager, with input from the CEO, will look for a new, permanent location.

F. WIC

The WIC program operates in four sites to provide a supplemental food and nutrition program.

If a WIC office is determined by the management team to be unusable, the WIC office will relocate temporarily as follows:

1. The Harrison County WIC office will operate from the Washington County WIC office.
2. The Washington County WIC office will operate from the Harrison County WIC office.
3. The Orange County WIC office will operate from the Washington County WIC office.
4. The Crawford County WIC office will operate from the Harrison County WIC office.

If a WIC office is determined to be damaged beyond repair, the Program Director and the Properties Manager, with input from the ISDH and the CEO, will look for a new, permanent location.

Clients will be notified of necessary changes and BRS will make every effort to continue to serve our clients.

G. Residential SGL Homes

Each group home will follow the recovery plan described in the specific Disaster Preparedness Plan for that home.

H. In-Home Services –Enhanced In-Home

(See Appendix E for detailed Emergency Management Plan for Residential Based Waiver Services)

BRS provides supported daily living services to consumers in the consumers' own homes.

If a home is determined by the management team to be unusable, the home residents will relocate temporarily to their families, or to the same motels as noted in Section V.B. of this plan.

If a home is determined to be damaged beyond repair, the Program Director and the Properties Manager, with input from the COO and CEO, will look for a new, permanent location. Blue River Services maintains some rental property that may be available in such circumstances. This process should include the Properties Manager and the Housing Manager.

Emergency clothing and supplies will be sought through the consumers' families, the Harrison County Community Foundation, Goodwill, local churches, ARC trusts (where available) or local retail stores.

Medication prescriptions are on file at SafeDose Pharmacy and will be reordered as necessary. Current medication lists are maintained in the residents' main files and in the home files.

Management records are kept at the Harrison Center in the Community Resources offices. Consumer records are kept in the main files in Suite 207 in the Harrison Center.

The In-Home Regional Manager will work to ensure all families and advocates are notified of necessary changes as applicable and BRS will make every effort to provide normal living conditions as soon as possible.

I. Structured Family Caregiving (SFC) Homes

(See Appendix E for detailed Emergency Management Plan for Residential Based Waiver Services.)

BRS provides Structured Family Caregiving services in private homes owned by contracted caregivers. Many SFC Consumers have legal guardians. When at all possible, guardians will be consulted on all decisions regarding a Consumer.

If an SFC home is determined to be unusable or unsafe by management, the residents will be temporarily relocated to one of the following:
Relocation should occur in the following order as available or as deemed appropriate with guidance from public officials when available:

- Guardian, family members, close family friends
 - Respite care provider home
 - Hotels
 - Other SFC homes or Blue River Services facilities
- *It would be recommended that SFC homes in each county make every attempt to stay together if multiple homes must be evacuated. Additionally, Blue River Services facilities may become available, pending approval of the Program Director, COO and the CEO. This would be based on massive evacuations, staff availability to supervise the facility and the necessity.
- Area churches
 - Evacuation shelters

Should damage to the SFC home be extensive enough to require repairs and the consumer is not able to stay with relatives or in respite care, temporary emergency SFC placement will be sought within the following timeframes:

| Living Arrangement | Temporary Placement Sought |
|------------------------|----------------------------|
| Hotel | 7 days |
| Evacuation shelter | 24 hours |
| Any other placement | 24 hours |
| Family/friends/respite | As needed/case by case |

These situations are difficult. Consumers will be moved as little as possible to maintain safety. Consumers will be returned to their original SFC homes as soon as possible. If extensive repairs were made or a new home was purchased, the standard inspections will be done prior to returning the consumer to the home.

Should SFC consumers lose personal possessions in a natural disaster, funds could be withdrawn from consumer accounts within 48 hours to replace lost clothing. Additionally, donations should be sought through Harrison County Community Foundation, Goodwill Industries, New Hope Services, local businesses, consumers' families and area churches.

Each Householder maintains a current medication list which includes dosages and administration information. Typically, SFC Householders should use a pharmacy that a) is national and b) has medication refills available online. When refills are necessary in an emergency such as a natural disaster, either the Householder can call the local pharmacy or a toll free national number to order refills. If the local pharmacy is closed due to the disaster or the Householder's

area phones are down, a Service Coordinator should be able to gain internet access or phone access to contact the pharmacy by phone or by internet to place the refill order. The refills can be requested for pick up at a local pharmacy or by mail, whichever is appropriate, based on the status of the emergency.

Management records are kept at the Harrison Center in the Community Resources offices. Consumer records are kept in the main files at Washington Center.

Families and advocates will be notified of necessary changes and BRS will make every effort to provide normal living conditions as soon as possible.

J. Children's Services (Child Care Centers, First Steps, Healthy Families, Afterschool Programs)

Blue River Services, Inc. operates child care and preschool programs at Rainbow's End Childcare Center in Corydon, at North Harrison Elementary School in Ramsey, and at Morgan Elementary School in Palmyra. In addition, the First Steps program maintains offices at the Rainbow's End location in Corydon.

If a Child Care Center is damaged, staff will work with families to help families find temporary child care until BRS, Inc. can again provide permanent care.

If the Child Care Center is determined to be damaged beyond repair, the Program Director and the Properties Manager, with input from the CEO, will work with the BRS licensing consultant to find an appropriate permanent location.

If a school site where an Afterschool program is operated is damaged beyond repair, the program director will work with school administrators to determine how, when, and where the Afterschool program will resume.

If a Healthy Families or First Steps office was determined to be unusable, the program would operate from the back up location shown:

| Healthy Families | |
|-------------------|-------------------|
| Present Location | Backup Location |
| Plaza | Washington Center |
| Washington Center | Plaza |
| Tell City | Plaza |

| First Steps | |
|--|--|
| Present Location | Backup Location |
| Rainbow's End – Corydon | Spring St. |
| Ferdinand Satellite Office | Rainbow's End – Corydon |
| Spring Street | Rainbow's End – Corydon |
| Salem Satellite Office | Spring Street |
| Evansville Satellite Office | Ferdinand Satellite Office |
| Terre Haute Office | Washington Satellite Office (Daviess Co.) |
| Washington Satellite Office (Daviess Co.) | Ferdinand Satellite Office |

K. Wyandotte House

BRS operates a youth services group home to provide care in a home setting to youths unable to live with their families. The home, Wyandotte House is in Corydon.

If the Youth Services group home is determined by the management team to be unusable, the home will relocate temporarily to the Corydon Holiday Inn until alternate housing is available.

If the home is determined to be damaged beyond repair, the Program Director and the Properties Manager, with input from the CEO, will work with the BRS licensing consultant to find an appropriate permanent location.

L. Palmyra Habilitation Center

BRS provides daily living skills training and habilitation activities to consumers at the Palmyra Habilitation Center and the Children's Services administrative staff.

If the Palmyra Habilitation Center is determined by the management team to be unusable, the program will operate temporarily from either the Washington Center or the Corydon Industries as appropriate. Children's Services staff will operate temporarily from the Harrison Center.

If the building is determined to be damaged beyond repair, the Program Director and the Properties Manager, with input from the COO (for Community Resources) and CEO, will look for a new, permanent location.

M. Employment Services County Offices

Employment Services maintains offices in various counties to serve clients through Supported Employment services.

If an office is damaged, staff will work from an office in the county closest to their client base until a permanent office is found. The Program Director and the Properties Manager, with input from the CEO, will look for a new, permanent location.

N. BRS-Owned Offices and Apartments

BRS owns and leases several offices and apartments, including the Harrison Center, Oakview Apartments, Hope Manor Transitional Housing, Jill's House, Country Trace Apartments, Autumn Ridge, Jackson Court Apartments, Grandview Manor South, Grandview Manor North and Apple Orchard.

If BRS-owned offices or apartments are determined by the management team to be unusable, BRS will offer other office or apartment space to our tenants if the space is available and reasonable. BRS will do what is reasonable to help our tenants find other accommodations.

Housing staff currently located at the Autumn Ridge Apartments will operate from their homes until space is made available at the Administrative Offices building or a rented office.

O. BR Grafix

BR Grafix is BRS's screen printing operation, located in downtown Corydon.

If BR Grafix is determined by the management team to be unusable, the program will operate temporarily from the Corydon Industries as appropriate.

If the building is determined to be damaged beyond repair, the Program Director and the Properties Manager, with input from the CEO, will look for a new, permanent location.

Customers and suppliers will be notified of necessary changes and every effort will be made to meet existing orders.

P. Corydon Ramsey IDDD Home

BRS operates a youth services group home to provide care in a home setting to youth unable to live with their families. The home, Corydon Ramsey IDDD, is in Corydon.

If the Corydon Ramsey IDDD Home is determined by the management team to be unusable the home will relocate temporarily to the Corydon Holiday Inn until alternate housing is available.

If the home is determined by the management team to be damaged beyond repair, the Program Director and the Properties Manager, with input from the CEO, will work with the BRS licensing consultant to find an appropriate permanent location.

Q. Crawford Center

The Crawford Center in Marengo houses the WIC Program, Employment Services and serves as rental space.

If the Crawford Center is determined by the management team to be unusable, the WIC Program will operate temporarily from the Harrison County WIC office. Employment Services will operate temporarily from the Harrison Center.

If the Crawford Center is determined to be damaged beyond repair, the Program Director(s), the Program Manager(s), and the Properties Manager, with input from the CEO, will look for a new, permanent location.

VIII. HIPAA

Blue River Services, Inc. has developed specific policies and procedures to address the requirements of the HIPAA Privacy & Security Regulations. Please refer to the "*Blue River Services HIPAA Privacy and Security Policies, Blue River Services HIPAA Privacy Procedures Manual, Blue River Services Privacy and Security Policy Statement and the Notice of Privacy Practices of BRS, Inc.*" documents for the specific policies and procedures to meet these requirements. In any situation where a policy or procedure is duplicated, the more stringent policy or procedure shall apply.

APPENDIX A

BLUE RIVER SERVICES SITE ADDRESSES

Administrative Office Building

1099 Marci Lane

Georgetown, IN 47122

(812) 951-0321 for CEO, Human Resources, Program Development

(812) 738-2408 for Fiscal Department

Harrison Center

405 N. Capitol Avenue

Corydon, IN 47112

(812) 738-3198 for Employment Services, Employment Services Director

(812) 738-4996 for Residential SGL and SGL Director

(812) 738-2018 for Community Resources, Community Resources Director and
RBR COO for BRS

(812) 734-0496 for Properties Manager

Information Technology Systems Department

Autumn Ridge Apartments

156 Autumn Ridge Drive

Corydon, IN 47112

(812) 738-9010 Autumn Ridge Apartments

(812) 738-8016 Housing Director

Autumn Ridge Apartments

154 Autumn Ridge Drive

Corydon, IN 47112

Autumn Ridge Apartments

158 Autumn Ridge Drive

Corydon, IN 47112

Autumn Ridge Apartments

160 Autumn Ridge Drive

Corydon, IN 47112

Blue River/Autumn Ridge II Apartments

216 Autumn Ridge Dr.

Corydon, IN 47112

Blue River/Autumn Ridge II Apartments
218 Autumn Ridge Dr.
Corydon, IN 47112

Blue River/Autumn Ridge II Apartments
220 Autumn Ridge Dr.
Corydon, IN 47112

Apple Orchard Apartments
7744 Apple Orchard Ln NE
New Salisbury, IN 47161

Stepping Stone Affordable Housing
260 Summit View Dr.
Corydon, IN 47112

Oakview Apartments, Building 60
60 Cruse Loop
Corydon, IN 47112

Oakview Apartments, Building 80
80 Cruse Loop
Corydon, IN 47112

Oakview Apartments, Building 90
90 Cruse Loop
Corydon, IN 47112

Jill's Hope Harrison County
105 McGrain St.
Corydon, IN 47112
(812) 738-8016

Jill's Hope Washington County
811 Parkview Dr.
Salem, IN 47167
(812) 738-8016

Country Trace Apartments
13590 Greene St. NW
Palmyra, IN 47164
(812) 364-1100

Country Trace II, LLC
13590 Greene Street
Palmyra, IN 47164

(812) 364-1100

Blue River Country Trace III

13590 Greene Street

Palmyra, IN 47164

(812)-364-1100

Grandview Manor North Apartments

504 Grandview Drive

Salem, IN 47167

(812) 883-7171

Grandview Manor South Apartments

509 Grandview Drive

Salem, IN 47167

(812) 883-7171

Jackson Court Apartments

202 E. Westminster Drive

Salem, IN 47167

(812) 883-7171

BR Grafix

101 N. Mulberry Street

Corydon, IN 47112

(812) 738-2437

Crawford/Marengo Center

6913 E. State Rd. 64

Marengo, IN 47140

(812) 365-2943 WIC

(812) 365-2325 Employment Services

Rainbow's End Child Care Center – Harrison County (Corydon)

310 S. Capitol Ave.

Corydon, IN 47112

(812) 738-1979 for Rainbow's End Child Care

(812) 738-1975 for First Steps, & Healthy Families

(812) 738-1987 for Family Services Director

First Steps Program – Floyd County (New Albany)

215 E. Spring Street

New Albany, IN 47150

812) 913-7333 or (800) 941-2450

Corydon Industries

Harrison County Industrial Park

3141 Progress Blvd.

Corydon, IN 47112

(812) 738-4541 for Industries, Industries and Marketing Director

(812) 738-4541 for Habilitation and In-Home Services (South Region)

Transportation Maintenance Facility

3143 Progress Blvd.

Corydon, IN 47112

(812) 734-1000 for Transportation Director

(812) 734-0285 for Southern Indiana Transit

Salem Industries

100 E. Progress Blvd.

Salem, IN 47167

(812) 883-1122 for Industries

Palmyra Center

14475 Greene St. NE

Palmyra, IN 47164

Palmyra Habilitation Center

14495 Huff St. NE

Palmyra, IN 47164

(812) 364-4142 for Habilitation,

(812) 364-1142 for Children's Services and Children's Services Director

Washington Center

504 Reid Avenue

Salem, IN 47167

(812) 883-4901 First Steps

(812) 883-9701 Healthy Families

(812) 883-0566 Employment Services

(812) 883-0567 In-Home Services (North Region), SFC, and Habilitation

(812) 883-1394 WIC

Employment Services – Dubois County

332 Third Ave.

Jasper, IN 47546

(812) 482-3989 Employment Services

First Steps – Evansville

981 B South Kenmore

Evansville, IN 47714

(812) 402-4482 or 1-800-276-8144, First Steps

First Steps – Ferdinand

202 E. 23rd Street
Ferdinand, IN 47532
(812) 367-1581

Healthy Families – Tell City

717 Jefferson Street
Tell City, IN 47586
(812) 219-1646

First Steps – Washington (Daviess County)

2212 E. National Highway
Washington, IN 47501
(812) 257-1042

First Steps – Terre Haute

4130 S. 7th Street
Terre Haute, IN 47802
(812) 917-2950

Summit View Group Home

293 Summit View Drive
Corydon, IN 47112
(812) 738-4557

Klerner Lane Group Home

3607 Klerner Lane
New Albany, IN 47150
(812) 945-6781

Milltown Group Home

5771 East Speed Rd.
Milltown, IN 47145
(812) 365-2751

McGrain Street Group Home

281 McGrain St.
Corydon, IN 47112
(812) 738-7904

Nichols Avenue Group Home

118 Nichols Ave.
Salem, IN 47167
(812) 883-1528

Oak Drive Group Home

75 E. Oak Dr.
Salem, IN 47167
(812) 883-4852

Pine View Group Home

7789 Apple Orchard Lane
New Salisbury, IN 47161
(812) 364-4105

Orange County WIC

204 E. Main St.
Paoli, IN 47454
(812) 723-4131
1-800-449-4131

Harrison County WIC

241 Atwood St., Ste. 205
Corydon, IN 47112
(812) 738-1601

Henryville Rest Park

21505 N. Interstate 65
Henryville, IN 47126
(812) 294-3813 Northbound
(812) 294-4623 Southbound

Wyandotte House

100 Hilltop Drive
Corydon, IN 47112
(812) 738-3273
(812) 738-4579 Safe Place Hotline

Corydon Ramsey IDDD Home

1820 Corydon Ramsey Road
Corydon, IN 47112
(812) 738-0142

APPENDIX B

EMERGENCY SUPPLIES

The following emergency supplies should be kept on site:

1. Battery-operated NOAA weather radio
2. Battery-operated commercial radio
3. Flashlight
4. Extra Batteries
5. First Aid kit
6. Water
7. Plastic garbage bags
8. Duct tape

APPENDIX C

DISASTER CHECKLISTS

1. Tornado Checklist
2. Earthquake Checklist
3. Fire Checklist
4. Bomb Threat Checklist
5. Gas Leak Checklist
6. Missing Persons Checklist
7. Utility Failure Checklist
8. Medical Emergency Checklist
9. Violent Situation Checklist
10. Hazardous Materials Checklist
11. Natural Disaster Checklist

TORNADO CHECKLIST

Location: _____

During Tornado Warning/Alert:

- ☐ Sound the tornado alarm.
- ☐ All consumers and staff go to designated assembly area.
- ☐ All persons to sit on the floor with knees drawn up, head down, and fingers interlocked with hands over head.
- ☐ Staff conducts a roll call.

After Tornado Warning/Alert has passed:

Staff duties:

- ☐ Restore calm.
- ☐ Check for injuries.
- ☐ Provide first aid as required.

COO, Department Director, Safety Manager, or ranking staff:

- ☐ Call 911 for emergency assistance as required.
- ☐ Check building for damage.
- ☐ Order evacuation of the building as necessary.
- ☐ Notify CEO. (Office telephone 812-951-0321)
- ☐ Notify proper utility companies or other services as needed.
- ☐ Complete the Emergency Procedure Report as soon as practical.

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

EARTHQUAKE CHECKLIST

Location: _____

During Earthquake Warning/Alert:

- ☐ Sound the earthquake alarm.
- ☐ All consumers and staff go to designated assembly area.
- ☐ All persons to get into a doorway passage or under a table or desk.
- ☐ Staff conducts a roll call.

After Earthquake Warning/Alert has passed:

Staff duties:

- ☐ Restore calm.
- ☐ Check for injuries.
- ☐ Provide first aid as required.

COO, Department Director, Safety Manager, or ranking staff:

- ☐ Call 911 for emergency assistance as required.
- ☐ Check building for damage.
- ☐ Order evacuation of the building as necessary.
- ☐ Notify CEO. (Office telephone 812-951-0321)
- ☐ Notify proper utility companies or other services as needed.
- ☐ Complete the Emergency Procedure Report as soon as practical.

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

FIRE CHECKLIST

Location: _____

During Fire Warning/Alert:

- ☐ Sound the fire alarm.
- ☐ All consumers and staff go to nearest exit, then to designated assembly area.
- ☐ Staff conducts a roll call.

After Fire Warning/Alert has passed:

Staff duties:

- ☐ Restore calm.
- ☐ Check for injuries.
- ☐ Call 911 for emergency assistance as required.
- ☐ Provide first aid as required.

If staff feels the facility is safe to enter, staff will do the following, assuring first that consumers are safe and secure:

- ☐ Confine the fire by shutting doors and openings in the area of fire origin.
- ☐ Shut down utilities.

Staff should attempt to extinguish the fire only if it is a small fire and staff feels it is safe to enter the facility or the fire lies between staff/consumers and the exit using the PASS acronym:

- ☐ P -- Pull the safety pin on the extinguisher
- ☐ A -- Aim the hose of the extinguisher at the base of the fire
- ☐ S -- Squeeze the handle to discharge the material
- ☐ S -- Sweep the hose across the base of the fire from side to side

COO, Department Director, Safety Manager, or ranking staff:

☐ Check building for damage.

☐ Notify CEO. (Office telephone 812-951-0321)

☐ Notify proper utility companies or other services as needed.

☐ Complete the Emergency Procedure Report as soon as practical.

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

Means of evacuation: _____

R/R: 3/07, 3/08, 11/08, 2/09, 3/10, 5/11, 6/12, 5/13, 3/14, 3/15, 4/16, 3/17, 3/18, 10/19, 11/20, 1/22nc, 9/22nc

BOMB THREAT CHECKLIST

Location: _____

During Bomb Threat Warning/Alert:

☐ Sound the bomb threat alarm (same as fire alarm).

☐ All consumers and staff go to nearest exit, then to designated assembly area.

☐ Staff conducts a roll call.

After Bomb Threat Warning/Alert has passed:

Staff duties:

☐ Restore calm.

☐ Check for injuries.

☐ Provide first aid as required.

COO, Department Director, Safety Manager, or ranking staff:

☐ Call 911 for emergency assistance.

☐ Do not permit re-entry into the building until it has been declared safe.

☐ Notify CEO. (Office telephone 812-951-0321)

☐ Complete the Bomb Threat Form as soon as practical.

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

Means of evacuation: _____

GAS LEAK CHECKLIST

Location: _____

During Gas Leak Threat Warning/Alert:

- ☐ Sound the gas leak alarm.
- ☐ All consumers and staff go to nearest exit, then to designated assembly area.
- ☐ Staff conducts a roll call.

After Gas Leak Warning/Alert has passed:

Staff duties:

- ☐ Restore calm.
- ☐ Check for injuries.
- ☐ Provide first aid as required.

COO, Department Director, Safety Manager, or ranking staff:

- ☐ Call 911 for emergency assistance.
- ☐ Check building for safety.
- ☐ Notify CEO. (Office telephone 812-951-0321)
- ☐ Complete the Emergency Procedure Report as soon as practical.

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

Means of evacuation: _____

MISSING PERSONS CHECKLIST

Location: _____

Upon discovery of a missing person:

Staff duties:

- ☐ Search immediate area.
- ☐ Make all staff aware of missing person situation.
- ☐ If the consumer cannot be located, notify the appropriate director or manager.

Department Director:

- ☐ Call 911 for emergency assistance as required.
- ☐ Notify advocates/parents as necessary.
- ☐ Notify CEO. (Office telephone 812-951-0321)
- ☐ Complete the Emergency Procedure Report as soon as practical.

UTILITY FAILURE CHECKLIST

Location: _____

During Utility Failure:

Staff duties:

☐ Maintain calm.

☐ Notify director.

COO, Department Director, Safety Manager, or ranking staff:

☐ Notify the utility company.

☐ Notify CEO. (Office telephone 812-951-0321)

☐ Complete the Emergency Procedure Report as soon as practical.

CEO:

☐ Determine the appropriate course of action.

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

Means of evacuation: _____

MEDICAL EMERGENCY CHECKLIST

Location: _____

During Medical Emergency:

- ☐ Check area for hazards and call for staff help.
- ☐ Call 911 if victim is unconscious or as appropriate.
- ☐ Determine extent of emergency and take appropriate measures, whether First Aid, CPR, seizure management, etc.
- ☐ Second staff notifies Manager or Director of emergency.
- ☐ If victim is taken to the hospital, one staff will take victim's Emergency Data Record and accompany victim.
- ☐ Staff will check victim's high risk plans as soon as possible after emergency actions have been taken to determine if further actions are required per the plan.

After Medical Emergency has passed:

Staff duties:

- ☐ Restore calm.

COO, Department Director, Safety Manager, or ranking staff:

- ☐ Notify CEO. (Office telephone 812-951-0321)
- ☐ Director will notify advocate/family of victim.
- ☐ Complete required reports as soon as practical (Accident Report, First Report of Injury, Seizure Report, etc.)

VIOLENT SITUATION CHECKLIST

Location: _____

During Violent or Threatening Situations:

- ☐ Remove individuals from immediate area of threat.
- ☐ Call 911.
- ☐ Determine whether to shelter-in-place or evacuate the building.
- ☐ To shelter in place, escort individuals into offices and lock the door if possible.
- ☐ To evacuate, escort individuals outside of the building to a safe place.
- ☐ Staff conducts a roll call if circumstances allow.
- ☐ Notify the Director/COO.

After Violent or Threatening Situation has passed:

Staff duties:

- ☐ Restore calm.

COO, Department Director, Safety Manager, or ranking staff:

- ☐ Notify CEO. (Office telephone 812-951-0321)
- ☐ Director will notify advocates/families of individuals under their guardianship.
- ☐ Complete required reports as soon as practical (Incident Report, BDDS Incident Report, First Report of Injury, etc.)

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

HAZARDOUS MATERIALS CHECKLIST

Location: _____

During Haz Mat Emergencies:

- ☐ Remove individuals from immediate area of threat.
- ☐ Call 911.
- ☐ Determine whether to shelter-in-place or evacuate the building.
- ☐ To shelter in place, escort individuals into offices and seal openings into room for minimal airflow.
- ☐ To evacuate, escort individuals outside of the building to a safe place.
- ☐ Staff conducts a roll call.
- ☐ Notify the Director/COO.

After Haz Mat Emergency has passed:

Staff duties:

- ☐ Restore calm.

COO, Department Director, Safety Manager, or ranking staff:

- ☐ Notify CEO. (Office telephone 812-951-0321)
- ☐ Director will notify advocates/families of individuals under their guardianship.
- ☐ Complete required reports as soon as practical (Incident Report, BDDS Incident Report, First Report of Injury, etc.)

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

Means of evacuation: _____

NATURAL DISASTER CHECKLIST

Location: _____

During Natural Disaster Emergencies:

- ☐ Remove individuals from immediate area of threat as applicable.
- ☐ Call 911 as applicable.
- ☐ Determine whether to shelter-in-place or evacuate the building.
- ☐ To shelter in place, escort individuals into offices and seal openings into room for minimal airflow if necessary.
- ☐ To evacuate, escort individuals outside of the building to a safe place.
- ☐ Staff conducts a roll call.
- ☐ Notify the Director/COO.
- ☐ Monitor radio or other media for updates on the disaster.

After Natural Disaster Emergency has passed:

Staff duties:

- ☐ Restore calm.

COO, Department Director, Safety Manager, or ranking staff:

- ☐ Notify CEO. (Office telephone 812-951-0321)
- ☐ Director will notify advocates/families of individuals under their guardianship as applicable.
- ☐ Complete required reports as soon as practical (Incident Report, BDDS Incident Report, First Report of Injury, etc.)

Secondary communication system for this building: _____

This building evacuates to: _____

Supplies to take if evacuating: _____

Means of evacuation: _____

APPENDIX D
BLUE RIVER SERVICES FIRE EVACUATION PLAN

This plan is for (facility): _____

The designated meeting place for this facility is:

Fire Evacuation Procedures:

The following evacuation procedures are to be used during an actual fire and practiced in drills to prepare for actual emergencies.

Staff will respond to fire emergencies using the R.A.C.E. Plan.

REMOVE

ALERT

CONFINE

EXTINGUISH

REMOVE/ ALERT

- The first person who notices the fire should sound the alarm by activating a fire alarm pull station or fire alarm system.
- Staff should assist clients to exit the building using the nearest unobstructed exit. Evacuation should be practiced using the primary and secondary routes as indicated on the Fire Evacuation Route maps posted in each room.
- Staff will direct clients to the designated meeting place and conduct a role call.
- After the building has been evacuated and everyone accounted for, the staff will do the following:
 - a. Restore calm.
 - b. Check for injuries.
 - c. If required call 911 for emergency assistance from a telephone located outside the affected building.
 - d. Provide first aid as needed.

If staff involved feels it is safe to enter the building, the staff will do the following:

CONFINE

- Upon exiting facility, close all doors behind you as you exit. If no harm by smoke, heat or flame is present, shut down utilities immediately. Do not risk personnel safety going towards the fire if utilities are in the same location.
- Never touch door or handles unless fire department has issued a safe to enter notice to management staff. High temperatures on door handles can be present even if door isn't glowing. Ensure excessive smoke areas are ventilated ASAP upon clear permission, but do not let staff in building until fumes are clear to prevent breathing emergencies by staff.

EXTINGUISH

- Deciding to Use a Fire Extinguisher: Before attempting to put out a fire with a portable fire extinguisher, you must quickly answer the following questions:
- Has someone called the fire department?
- Are there two ways to exit the area quickly and safely if I attempt to extinguish the fire? (The first priority for you is safety)
- Do I have the right type of extinguisher for the type of fire? Is the extinguisher large enough for the fire? Is the fire small and contained (like in a wastepaper basket)?
- Is the area free from other dangers, such as hazardous materials or any debris?
- If you answer "NO" to any of these questions or if you will be unable to put out the fire in 5 seconds using the extinguisher, you should not use a fire extinguisher. Rather, you should:
 1. Leave the building immediately
 2. Shut all doors as you leave to slow the spread of the fire.
 3. As soon as you get out of the building, call 911.
- If you answer "YES" to all the questions but still feel unable to extinguish the fire, you should leave immediately. You should always remember the 5-second rule.
- If the fire is extinguished in 5 seconds and the area is safe, you should stay and carefully check the fire scene for hidden fire or sparks in an effort to prevent the fire from rekindling. Separate any burned or charred material to allow it to cool completely.
- The process for using a fire extinguisher is described using the P.A.S.S. Acronym:

PULL: Pull the safety pin on the extinguisher.

AIM: Aim the hose of the extinguisher at the base of the fire.

SQUEEZE: Squeeze the handle to discharge the material.

SWEEP: Sweep the hose across the base of the fire from side to side.

- Always stand with an exit at your back.
- Stand several feet away from the fire, moving closer once the fire starts to diminish.
- Use a slow, sweeping motion and aim the fire extinguisher nozzle at the base of the fire.
- If possible, use a “buddy system” to have someone back you up or to call for help if something goes wrong.

After the emergency Department Director and/ or Safety Manager or ranking staff will do the following:

- Inspect the building for damage.
- Notify the following:
 - Utility companies as necessary.
 - Facility Manager
 - Department Director.
 - Indiana authorities as necessary for each department.
 - Properties Manager
 - BRS COO and CEO
- Complete a BRS Emergency Procedure Report.
- Complete Incident reports as required by state agencies.

The safety of consumers and staff is our first priority. Only staff involved can determine if he/she feels it is safe to enter the facility to attempt to confine or extinguish a fire.

If staff attempts to confine or extinguish a fire, staff must always keep in mind an emergency evacuation route for themselves.

All staff should be trained on the use of fire extinguishers.

Appendix E

BLUE RIVER SERVICES, INC.
EMERGENCY MANAGEMENT PLAN FOR RESIDENTIAL BASED
WAIVER SERVICES

PURPOSE: To ensure that the agency is prepared to act in the event of a natural or manmade emergency so that critical operations of the agency continue, and individuals receive needed supports and services.

I. Leadership

- a. In the event that an emergency affects the agency, the primary team for making needed decisions will include the CEO, COO, Department Director and Program Managers (Leadership Team).
- b. Backups for each of these people will be the back-ups described in II through V.
- c. Blue River Services, Inc. will follow any mandates and guidelines that are communicated from governmental agencies including, but not limited to, the Center for Disease Control, the Indiana and County Departments of Health, Indiana's Governor, the Indiana Department of Homeland Security.
- d. When an emergency appears to be imminent as defined in the attachments of this plan, each program will be instructed to develop and maintain lists of leadership teams with back-up.
- e. The Manager will be responsible for coordination of health care services for individuals in our Enhanced In-Home Services (non-24 hour) program. The Home Coordinator will be the back-up. Individuals receiving services and living with their families will have a family member overseeing their health care services.
- f. The Leadership team will determine infection control procedures that will be followed at various steps of an emergency. This will include normal prevention methods.

II. Communication Plan

- a. The Department Director will be responsible for internal communication in the event of an emergency. The COO will be the first back-up and CEO will be the second back-up.
- b. When an emergency appears to be imminent as defined in the outlined attachments of this plan, each program will be instructed to develop a communication tree that includes back-up persons.
- c. Lists will be maintained of methods to contact staff persons. This will include e-mail addresses, home telephone numbers, cell phone numbers, addresses, and other work telephone numbers as applicable. These lists may be kept in electronic formats so they can be accessed remotely.
- d. Telephone numbers and contact information will be maintained for other agencies anticipated to be resources for Blue River Services, Inc. in the

event of an emergency. These include the local Red Cross, the local County Department of Health and the main local hospitals.

- e. Each program will maintain current contact information for individuals and their families in as many modes as possible (e.g. telephone numbers, cell phone numbers, e-mail addresses, etc.).
- f. IT will ensure that computer systems that allow people to communicate from their homes or other places are available.
- g. The agency has a website which would be utilized to get information out in a timely manner to those affected. The agency will use its existing website to communicate status and actions to individuals, families, employees, other agencies, case managers, vendors and suppliers when needed.
- h. The message on the agency's main telephone line may be changed to provide status and actions to anyone who calls that number.
- i. Staff persons will be given information on using the telephone system from an outside number, including checking messages.
- j. Communication to individuals and families must outline the specific information regarding the change in service delivery. **Contact to the individuals and families will be made within 24 hours via phone calls.**
- k. The manager of each program will ensure prompt and thorough communication with all IDT members for each individual served in the program. **Contact to the IDT members will be made within 24 hours via phone calls or emails.**
- l. **Staff affected will be notified of changes with individuals, program operations and/or work sites within 24 hours via phone calls or text messages.**

III. Staff Deployment

- a. The Program Manager will be responsible for the deployment of staff. The Department Director will be the first back-up and the COO will be the second back-up.
- b. Each Manager will provide to the program they are responsible for the minimum numbers of staff persons needed to provide services for his/her area each day.
- c. Each Director will establish policies for flexible worksite (e.g. telecommuting) and flexible work hours as appropriate to the area. These policies will be approved by the COO and CEO.
- d. Human Resources will print a hard copy of each staff person's name, department, primary phone number and secondary phone number monthly to ensure access in the event of computer shut down.
- e. Staff persons who are unable to report to work due to illness will call their Program Manager. The Manager will report all call-offs to the Director or designee.

- f. Staff persons who normally work in a home will be utilized to work in that home whenever possible. When needed, people who are unable to work will be replaced by the Coordinator or Manager or designee through subs, part-time staff or any other staff.
 - g. Names of staff assigned to areas by the Program Manager will be given to the Director or designee.
- IV. Supplies including food, water and medications
 - a. The Program Manager will be responsible for the procurement and delivery of needed supplies. The Director will be the back-up.
 - b. Each program will maintain emergency supplies as specified by that program.
 - c. The Community Resources Department will maintain a supply of medical items predicted to be needed including masks, gloves, thermometers, etc. Some supplies such as N95 masks may be held in the Community Resources Department's main office and distributed to areas when needed.
 - d. The Community Resources Administrative Assistant will develop and maintain a list of supplies routinely ordered and vendors that are normally used.
- V. Closure of programs or services/Combining areas/Moving services
 - a. The leadership team described in I., in collaboration with appropriate staff, will determine when specific programs or services will be closed, combined, or moved.
 - b. Mandates and guidelines from government officials will be followed when applicable.
 - c. The temporary consolidations of sites or relocation of individuals may be necessary. Leadership must consider the needs and preferences of the individuals being served. Leadership will outline relocation information in a format that specifies when relocations may/will occur, how individuals/families will be communicated with during the temporary relocation, and when the individual can expect to return to their home. The information should also outline how rent and other expenses will be handled when the individual is not residing in their legal residence.
 - d. Programs will utilize their communication trees to notify staff, individuals and families of any closure and/or moves of services or relocation of individuals. Communication to individuals and families must outline the specific information regarding the change in service delivery.
- VI. Staff training
 - a. When the leadership team determines that an emergency is imminent, all staff will receive refresher training on topics needed to work in residential programs.
 - b. Residential programs will maintain easily accessible information needed for a staff person unfamiliar with the home to ensure the safety of the individuals in the homes.

- c. All managers will be made familiar with the agency's Emergency Plan. Managers will then make their staff familiar with this plan.
- d. Staff persons will be frequently trained on infection control procedures. This will include required annual training on blood borne pathogens, signs and flyers, and specific training required by the agency.

VII. Updating of Plan(s)

- a. Plan(s) will be reviewed and updated no less than annually.
- b. Plan(s) will be revised as often as changes are necessary to meet all standards and the needs of individuals served.

ATTACHMENT #1

BLUE RIVER SERVICES, INC.
EMERGENCY MANGEMENT PLAN FOR THE EVENT OF A
PANDEMIC

I. Local Contacts and Resources

American Red Cross: 812-951-2288

Health Departments of Counties Served:

Clark County Health Department: 812-288-2711

Crawford County Health Department: 812-338-3358

Floyd County Health Department: 812-948-4726

Harrison County Health Department: 812-738-3237

Jackson County Health Department: 812-522-6474

Lawrence County Health Department: 812-275-3234

Orange County Health Department: 812-723-7112

Scott County Health Department: 812-752-8455

Washington County Health Department: 812-883-5603

Area Hospitals of Counties Served:

Ascension St. Vincent Salem Hospital: 812-883-5881

Baptist Health Floyd Hospital: 812-944-7701

Bloomington Hospital of Orange County: 800-999-4420

Clark Memorial Hospital: 812-285-5926

Harrison County Hospital: 812-738-4251

Jackson County Memorial Hospital: 812-522-0460

Scott Memorial Hospital: 812-752-3456

St. Vincent Dunn Hospital: 812-725-3331

II. Operational Tiers and Recommended Agency Response to Each Tier**Tier 1: Characterized by:**

- Average percentage of absenteeism of staff.
- No Pandemic declared by CDC or WHO.
- Supplies needed for treating and preventing area readily available.

Tier 1: Agency Response:

- Thorough cleaning schedule of potential germ transfer locations.
- Enhance cleaning efforts to areas rarely cleaned (e.g. doorknobs, vending machines, etc.).
- Increase stations where antibiotic hand wash or wipes are available including company vehicles.
- Review inventories of critical materials and keep replenished.
- Distribution of personal protective equipment to direct care staff persons.
- Monitor agency absenteeism rates on a daily basis.
- Offer gloves and masks to employees, individuals and visitors.

Tier 2: Characterized by:

- 20% absenteeism rate of staff.

- Pandemic declared by CDC or WHO.
- Supplies are low on items needed for treating and preventing the virus.
- Local Dept of Health recommends restrictions on visits to hospitals.
- Public gatherings are discouraged.

Tier 2: Agency Response:

- Discourage handshaking.
- Employees told to minimize face-to-face meetings.
- Discourage visitors.
- HR policies on absenteeism are in effect.
- Preparations for closure of non-critical services.
- Work staggered shifts when possible to avoid contact.
- Implement plans for social distancing.
- Employees that can work from home are directed to do so.
- Re-training of staff persons on pandemic plans including the organizational structure and back-ups, where to get information and updates, telephone numbers, etc.
- Policies for employees who have been exposed to pandemic, are suspected to be ill, become ill at the worksite or have previously been ill will be developed in collaboration with guidelines from the Department of Health and the Center for Disease Control.
- Implement utilization of website, computers and voice mail to receive and send updates and instructions.
- Begin to cross train staff person to fill in for absent staff persons.
- Review possible cancellation of and no further approval of vacation or personal time.
- Review individual-specific emergency plans and begin outlining potential temporary reduction in services or relocation of service delivery.
- Communicate with individuals/guardians the potential need to reduce services or relocation of service delivery.
- Monitor agency absenteeism rates on a daily basis.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.

Tier 3: Characterized by:

- 40% absenteeism rate of staff.
- Local Department of Health mandates restrictions.
- Deaths of individuals in services or staff persons due to pandemic.
- Supplies needed for treatment/prevention of the virus are unavailable.
- Local school corporations close or are online only due to pandemic.
- Local hospitals are unable to treat all cases of virus due to lack of capacity.
- Public gatherings are prohibited.

Tier 3: Agency Response:

- Mandate all internal meetings be by teleconference or cancelled.
- Require use of masks and gloves by staff persons and all visitors.
- Provide masks and gloves for individuals in services when using public transportation.
- All individuals in services and staff persons conduct daily wellness checks.
- Mandate no visitors as necessary as positive pandemic cases increase.
- Non-critical services may be suspended pending current pandemic and staffing situation.
- Only critical business processes are performed.
- Implement plans for streamlined financial accounting and audit approvals—who can approve what and use credit cards.
- Leadership must consider the needs and preferences of the individuals being served. Leadership will outline reduction in services and/or relocation information in a format that specifies when reduction in services/relocations may/will occur, how individuals/families will be communicated with during the temporary reduction in services/relocation, and when the individual can expect to return to their home or normal services. This information can be found in the Pandemic Response Plan/Policy and the Disaster Preparedness and Recovery Plan.
 - Enhanced In-Home Services (non-24 hour RHS):
Individuals will continue to receive the necessary services, with all safety precautions being taken, in their homes. If relocation is needed, it will be done so per the Disaster Preparedness and Recovery Plan. **Individuals, with assistance from the Program Manager or the Home Coordinator, will be responsible for ensuring all financial obligations, such as rent, utilities, etc.,**

continue to be paid while they are temporarily relocated so that they may return to their homes without issue when it is determined safe to do so.

- In-Home Services (ATTC, Day Habilitation Individual, Respite, RHS and PAC services): Individuals that fall under these services live at home with their families. The families would make decisions based on their needs and preference. Blue River Services would offer assistance as able and services would continue to be provided if possible. Families will be asked to communicate their situation with the Program Manager.
- Structured Family Caregiving: Individuals will remain in the home with the SFC Householder. If relocation is necessary, the Householder's respite provider will be contacted and individual will stay with the respite person temporarily until they are able to return to the SFC home. All necessary financial functions will continue to be completed by Blue River Services' Fiscal Department.
- Communicate with individuals/guardians and IDT members the suspension/reduction of non-critical services or temporary relocation of service delivery **within 24 hours. Maintain weekly contact to provide updates until services resume normal levels or individual returns home.**
- Monitor agency absenteeism rates on a daily basis.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.
- **Ensure agency decisions respect individual's rights and individual-specific emergency plan.**

Tier 4: Characterized by:

- Pandemic has exceeded 30 days.
- Tier 3 may still be occurring.
- Mandated restrictions and guidance by government officials and CDC are continually updated.

Tier 4: Agency Response:

- Tier 3 may still be applicable based on government and CDC guidance.

- Implement long-term plan for pandemic, which will be to continue to implement all policies and procedures relevant to the pandemic in order to maintain the health and safety of individuals and staff persons while continuing to provide critical services.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. If flexibilities are utilized, they will be phased out per guidelines as such allowances end. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.

ATTACHMENT #2

BLUE RIVER SERVICES, INC.
EMERGENCY MANGEMENT PLAN FOR THE EVENT OF A
NATURAL DISASTER (e.g. TORNADO, FLOODING, ICE STORM,
BLIZZARD, etc.)

I. Local Contacts and Resources

American Red Cross: 812-951-2288

Health Departments of Counties Served:

Clark County Health Department: 812-288-2711

Crawford County Health Department: 812-338-3358

Floyd County Health Department: 812-948-4726

Harrison County Health Department: 812-738-3237

Jackson County Health Department: 812-522-6474

Lawrence County Health Department: 812-275-3234

Orange County Health Department: 812-723-7112

Scott County Health Department: 812-752-8455

Washington County Health Department: 812-883-5603

Area Hospitals of Counties Served:

Ascension St. Vincent Salem Hospital: 812-883-5881

Baptist Health Floyd Hospital: 812-944-7701

Bloomington Hospital of Orange County: 800-999-4420

Clark Memorial Hospital: 812-285-5926

Harrison County Hospital: 812-738-4251

Jackson County Memorial Hospital: 812-522-0460

Scott Memorial Hospital: 812-752-3456

St. Vincent Dunn Hospital: 812-725-3331

II. Operational Tiers and Recommended Agency Response to Each Tier**Tier 1: Characterized by:**

- Average percentage of absenteeism of staff.
- No Natural disaster has occurred that affects service delivery or sites.

Tier 1: Agency Response:

- Review inventories of critical materials and keep replenished.
- Monitor agency absenteeism rates on a daily basis.

Tier 2: Characterized by:

- 20% absenteeism rate of staff.
- Natural Disaster has impacted at least one service delivery site.
- Travel may be hazardous.

Tier 2: Agency Response:

- HR policies on absenteeism are in effect.
- Preparations for closure of non-critical services.

- Re-training of staff persons on emergency plans including the organizational structure and back-ups, where to get information and updates, telephone numbers, etc.
- Implement utilization of website, computers and voice mail to receive and send updates and instructions.
- Begin to cross train staff persons to fill in for absent staff persons.
- Review possible cancellation of and no further approval of vacation or personal time.
- Review individual-specific emergency plans and begin outlining potential temporary reduction in services or relocation of service delivery.
- Relocate individuals on a case-by-case basis. **If relocation occurs, the individual's family and IDT members will be notified within 24 hours.**
- Monitor agency absenteeism rates on a daily basis.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.

Tier 3: Characterized by:

- 40% absenteeism rate of staff.
- Natural disaster has impacted several service delivery sites.
- Travel may be hazardous.
- Local emergency response may be impacted.

Tier 3: Agency Response:

- Mandate all internal meetings be by teleconference or cancelled.
- Non-critical services are suspended.
- Only critical business processes are performed.
- Implement plans for streamlined financial accounting and audit approvals—who can approve what and use credit cards.
- Leadership must consider the needs and preferences of the individuals being served. Leadership will outline reduction in services and/or relocation information in a format that specifies when reduction in services/relocations may/will occur, how individuals/families will be communicated with during the temporary reduction in services/relocation, and when the individual can expect to return to their home or normal services.

This information can be found in the Pandemic Response Plan/Policy and the Disaster Preparedness and Recovery Plan.

- Enhanced In-Home Services (non-24 hour RHS):
Individuals will continue to receive the necessary services, with all safety precautions being taken, in their homes. If relocation is needed, it will be done so per the Disaster Preparedness and Recovery Plan. **Individuals, with assistance from the Program Manager or the Home Coordinator, will be responsible for ensuring all financial obligations, such as rent, utilities, etc., continue to be paid while they are temporarily relocated so that they may return to their homes without issue when it is determined safe to do so.**
- In-Home Services (ATTC, Day Habilitation Individual, Respite, RHS and PAC services): Individuals that fall under these services live at home with their families. The families would make decisions based on their needs and preference. Blue River Services would offer assistance as able and services would continue to be provided if possible. Families will be asked to communicate their situation with the Program Manager.
- Structured Family Caregiving: Individuals will remain in the home with the SFC Householder. If relocation is necessary, the Householder's respite provider will be contacted and individual will stay with the respite person temporarily until they are able to return to the SFC home. All necessary financial functions will continue to be completed by Blue River Services' Fiscal Department. **The individual's family and IDT members will be notified of the relocation within 24 hours. There will be weekly contact made to provide updates and a return home timeline.**
- Communicate with individuals/guardians the suspension/reduction of non-critical services or temporary relocation of service delivery **within 24 hours. Maintain weekly contact to provide updates until services resume normal levels or individual returns home.**
- Monitor agency absenteeism rates on a daily basis.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with

IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.

- **Ensure agency decisions respect individual's rights and individual-specific emergency plan.**

Tier 4: Characterized by:

- Natural disaster has exceeded 30 days.
- Tier 3 may still be occurring.
- Mandated restrictions and guidance by government officials is continually updated.

Tier 4: Agency Response:

- Tier 3 may still be applicable based on guidance provided by government officials.
- Implement long-term plan for a natural disaster, which will be to continue to implement all policies and procedures relevant to the natural disaster in order to maintain the health and safety of individuals and staff persons while continuing to provide critical services.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. If flexibilities are utilized, they will be phased out per guidelines as such allowances end. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.

ATTACHMENT #3

**BLUE RIVER SERVICES, INC.
EMERGENCY MANAGEMENT PLAN FOR THE EVENT OF
A STAFF SHORTAGE**

I. Local Contacts and Resources

American Red Cross: 812-951-2288

Health Departments of Counties Served:

Clark County Health Department: 812-288-2711

Crawford County Health Department: 812-338-3358

Floyd County Health Department: 812-948-4726

Harrison County Health Department: 812-738-3237

Jackson County Health Department: 812-522-6474

Lawrence County Health Department: 812-275-3234

Orange County Health Department: 812-723-7112

Scott County Health Department: 812-752-8455

Washington County Health Department: 812-883-5603

Area Hospitals of Counties Served:

Ascension St. Vincent Salem Hospital: 812-883-5881

Baptist Health Floyd Hospital: 812-944-7701

Bloomington Hospital of Orange County: 800-999-4420

Clark Memorial Hospital: 812-285-5926

Harrison County Hospital: 812-738-4251

Jackson County Memorial Hospital: 812-522-0460

Scott Memorial Hospital: 812-752-3456

St. Vincent Dunn Hospital: 812-725-3331

II. Operational Tiers and Recommended Agency Response to Each Tier**Tier 1: Characterized by:**

- Average percentage of absenteeism of staff.
- Staffing has not affected service delivery or sites.

Tier 1: Agency Response:

- Monitor agency absenteeism rates on a daily basis.

Tier 2: Characterized by:

- 20% absenteeism rate of staff.
- Staff shortages have impacted 20% of non-24 hour residential sites.
- Staff shortages have impacted 20% of 24 hour residential sites.
- Staff shortages have impacted 20% of non-residential services.

Tier 2: Agency Response:

- HR policies on absenteeism are in effect.
- 24 hour residential sites are prioritized.
- Conduct risk assessment of non-24 hour sites and prioritize based on results.

- Preparations for reduction/closure of non-critical services.
- Re-training of staff persons on emergency plans including the organizational structure and back-ups, where to get information and updates, telephone numbers, etc.
- Implement utilization of website, computers and voice mail to receive and send updates and instructions.
- Begin to cross train staff persons to fill in for absent staff persons.
- Review possible cancellation of and no further approval of vacation or personal time.
- Leadership must consider the needs and preferences of the individuals being served. Leadership will outline reduction in services and/or relocation information in a format that specifies when reduction in services/relocations may/will occur, how individuals/families will be communicated with during the temporary reduction in services/relocation, and when the individual can expect to return to their home or normal services. This information can be found in the Pandemic Response Plan/Policy and the Disaster Preparedness and Recovery Plan.
 - Enhanced In-Home Services (non-24 hour RHS): Individuals will continue to receive the necessary services, with all safety precautions being taken, in their homes. If relocation is needed, it will be done so per the Disaster Preparedness and Recovery Plan. **Individuals, with assistance from the Program Manager or the Home Coordinator, will be responsible for ensuring all financial obligations, such as rent, utilities, etc., continue to be paid while they are temporarily relocated so that they may return to their homes without issue when it is determined safe to do so.**
 - In-Home Services (ATTC, Day Habilitation Individual, Respite, RHS and PAC services): Individuals that fall under these services live at home with their families. The families would make decisions based on their needs and preference. Blue River Services would offer assistance as able and services would continue to be provided if possible. Families will be asked to communicate their situation with the Program Manager.
 - Structured Family Caregiving: Individuals will remain in the home with the SFC Householder. If relocation is necessary, the Householder's respite provider will be contacted and individual will stay with the respite person temporarily until they are able to return to the SFC home. All necessary financial functions will continue to be

completed by Blue River Services' Fiscal Department. **The individual's family and IDT members will be notified of the relocation within 24 hours. There will be weekly contact made to provide updates and a return home timeline.**

- Communicate with individuals/guardians the potential suspension/reduction of non-critical services or temporary relocation of service delivery **within 24 hours. Maintain weekly contact to provide updates until services resume normal levels or individual returns home.**
- Monitor agency absenteeism rates on a daily basis.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.

Tier 3: Characterized by:

- 40% absenteeism rate of staff.
- Staff shortages have impacted 40% of non-24 hour residential sites.
- Staff shortages have impacted 40% of 24 hour residential sites.
- Staff shortages have impacted 40% of non-residential services.

Tier 3: Agency Response:

- 24 hour residential sites are prioritized.
- Communicate with individuals/guardians the reduction/suspension of non-critical services **within 24 hours. Maintain weekly contact to provide updates until services resume normal levels or individual returns home.**
- Leadership must consider the needs and preferences of the individuals being served. Leadership will outline reduction in services and/or relocation information in a format that specifies when reduction in services/relocations may/will occur, how individuals/families will be communicated with during the temporary reduction in services/relocation, and when the individual can expect to return to their home or normal services. This information can be found in the Pandemic Response Plan/Policy and the Disaster Preparedness and Recovery Plan.
 - Enhanced In-Home Services (non-24 hour RHS):
Individuals will continue to receive the necessary services, with all safety precautions being taken, in their homes. If

relocation is needed, it will be done so per the Disaster Preparedness and Recovery Plan. **Individuals, with assistance from the Program Manager or the Home Coordinator, will be responsible for ensuring all financial obligations, such as rent, utilities, etc., continue to be paid while they are temporarily relocated so that they may return to their homes without issue when it is determined safe to do so.**

- In-Home Services (RHS and PAC services): Individuals that fall under these services live at home with their families. The families would make decisions based on their needs and preference. Blue River Services would offer assistance as able and services would continue to be provided if possible. Families will be asked to communicate their situation with the Program Manager.
- Structured Family Caregiving: Individuals will remain in the home with the SFC Householder. If relocation is necessary, the Householder's respite provider will be contacted and individual will stay with the respite person temporarily until they are able to return to the SFC home. All necessary financial functions will continue to be completed by Blue River Services' Fiscal Department.
- Communicate with individuals/guardians the suspension/reduction of non-critical services or temporary relocation of service delivery **within 24 hours. Maintain weekly contact to provide updates until services resume normal levels or individual returns home.**
- Enact individual-specific emergency plan for non-critical non-24 hour sites.
- Monitor agency absenteeism rates on a daily basis.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.
- **Ensure agency decisions respect individual's rights and individual-specific emergency plan.**

Tier 4: Characterized by:

- Staff shortage has exceeded 30 days.
- Tier 3 may still be occurring.

Tier 4: Agency Response:

- Tier 3 may still be applicable based on guidance provided by government officials.
- Implement long-term plan for a staff shortage, which will be to continue to implement all policies and procedures relevant to the staff shortage in order to maintain the health and safety of individuals and staff persons while continuing to provide critical services.
- Any state-approved flexibilities (e.g. Appendix K) will be considered and implemented on an as needed basis and as a last resort. If flexibilities are utilized, they will be phased out per guidelines as such allowances end. The phasing out of these flexibilities will be done so by working with individuals, families and employees to provide ample notice in order to ensure a smooth transition back to normalcy. This could include a return to face-to-face meetings with IDT members, nurse's visits conducted in the home rather than via telehealth, no leeway allowed for hiring or training deadlines, etc.