



DEVELOPMENT HOMES, INC. FLOOD PLAN

Updated: 4/07/2011; 4/17/2017; 3/25/2019

This Plan is part of the organization's Emergency Disaster Plan. It will be implemented contingent on the risk of potential flooding based on information and recommendations from the Ne Public Health Preparedness Partners, GF Emergency Management, and the National Weather Services.

The Plan has three stages:

- 1 Pre Flood Preparation
- 2 In-town evacuation
- 3 Out of town evacuation

Each Stage of the Plan will be initiated by the CEO, and communicated to organizational members, stakeholders, and the media, as necessary and appropriate.

The organization has an Emergency Operation Plan (EOP)/Disaster Preparedness and Response Plan that includes more detailed information for disaster planning and response.

3/21/2019: GF County Emergency Management has launched a 2019 Flood Fight website:
www.grandformsgov.com/flood.

- **Road closures**
- **Updated river levels**
- **Frequently asked questions**
- **Official news from GF County Emergency Management**

Stage 1: PRE-FLOOD PREPARATION

<i>Task</i>	<i>Details</i>	<i>Dept. Responsible</i>
Emergency Kit	<ul style="list-style-type: none"> • Update Emergency Kits in each group home, apartments, Columbia Plan, and duplexes: <ul style="list-style-type: none"> -quilts or sleeping bag -battery operated Coleman lanterns (3 in group homes) -2 flashlights -extra batteries -manual can opener 	Program Residential Managers/QPS
Employee Support	<p>Essential Personnel: Sandi, Pam, Monica, Gordon, Scott, and Cindy.</p> <p>-----</p> <p>Database and communication</p> <ul style="list-style-type: none"> • Create a data base of employees who would be willing to assist in case of evacuation. • Send S-comms to ask employees to contact Scott regarding their availability to work in case of an evacuation. There may be staff that would be willing to provide housing to staff from the east side of the river. [Refer to data base: Flood Plan 2019 Employees]. S-comm sent 3/22/2019 to solicit staff. 	Program
	<p>Alternative Business Office</p> <ul style="list-style-type: none"> • Set up at an alternative location for business office out of town. 	Business and Operations (CFO/FOD)
Family/Guardian Contact	<ul style="list-style-type: none"> • Contact families, guardians, and friends regarding the possibility of evacuation in case of a flood for all people supported. • Information will be posted on the DHI Website, and other media as necessary i.e. television, GF Herald. 	Program: LSW/QPS—Family contact
Access to Records	<p>The DHI Technical Support Specialist and our contracted network vendor, Network Center, In., will both be available during this time.</p> <ul style="list-style-type: none"> • Prepare technology to access data/information in case of power outages and/or evacuation out of town to include information regarding people supported; payroll; and, HR records. • Prepare use of laptops: <ul style="list-style-type: none"> ^Prepare for transport ^Purchase extra batteries 	CEO – Media/Website Business (CNS)

	<ul style="list-style-type: none"> • Establish Portal access: Establish remote/portal access for all Coordinators and Directors 	Business (CNS)
	<ul style="list-style-type: none"> • Remove all the servers to wherever the business office relocates to preserve back-ups. 	Business and Operations
	<ul style="list-style-type: none"> • Prepare other items for transport: ^Reams of paper, printer, ink, pens, notebooks, Grand Forks Phone book, and Emergency Phone Number lists. 	Business
	^All data bases outlined in this Plan, Grand Forks phone book, Emergency Phone Number lists <u>Prepare Information re: People supported</u> <ul style="list-style-type: none"> • MAR's: Therap • Individual Data Forms: Therap • Assessment of critical medical needs including medications, supplies (special beds, etc.): Therap • PCSP's: Therap 	Quality Enhancement Program Nursing/QPS
Prepare for Pre-Staging	<ul style="list-style-type: none"> • Purchase non-perishable foods i.e. crackers, canned fruits, dry cereal, peanut butter, canned meat, pureed foods, food thickener, and water. 	Business & Operations
	<ul style="list-style-type: none"> • Purchase toilet paper, paper towels, hand soap, dish soap. 	Emp/Comm Services
	<ul style="list-style-type: none"> • Purchase items from Invacare: Attends, Chux, etc. 	Business
	<ul style="list-style-type: none"> • Ensure First aid supplies are available and stocked. 	Program (NSC)
Preparing People Supported	<ul style="list-style-type: none"> • Discuss Flood Plan with people supported. People supported will be prepared to evacuate IN-TOWN or OUT OF TOWN. This could be to other group homes, family or friends' homes, a medical facility, a community shelter, DHI Education Center, another institution in or out of town, or, where we may be ordered to go. • Assist people supported to prepare the following items for transport, as appropriate: <ul style="list-style-type: none"> • One-week worth of clothing • labeled medications (bottles, bubble packs) DO NOT BRING PILLBOXES. • adaptive equipment • mobility devices (wheelchair, walker, canes) • Communication devices • checkbook and identification 	Program Residential Managers QPS

	<ul style="list-style-type: none"> • feeding pumps, any medical equipment necessary • Personal items i.e. toothbrush, toothpaste, etc. • formula for tube feedings • Hoyer's and other larger equipment, as organized by Services Coordinators • Food for special dietary needs and non-perishable foods for snacks • Blankets or sleeping bags, and pillow • Books or cards for adults; games or toys for children • Other items essential for the person (i.e. oxygen, extra batteries, food and equipment needed for service animals or pet carriers) <p>Note: Some items will be packed in a suitcase; other items will be put in totes.</p>	
Vans	<ul style="list-style-type: none"> • Fill van gas tanks. • Ensure gas and charge cards are along. 	Program Residential and Emp/Comm Managers
Pets	<ul style="list-style-type: none"> • Make arrangements for pets in case of evacuation. <p>Shelters do not allow pets (unless service animals). Temporary shelters may be set up for pets in Grand Forks; however, people are encouraged to make arrangements with family and friends if possible. Assist pet owners to bring the following to the shelters: portable kennel, food, vaccination record, leash, bedding, medications, and owner's contact information.</p>	Program Residential Managers QPS
Information/On-going Contact with DDPM	<ul style="list-style-type: none"> • Provide the following with a copy of DHI's Flood Plan to employees, day program, DD Program Management, families/guardian utilizing Therap, e-mails, telephone (calls or text), and the DHI web site. • Establish and maintain on-going contact with the Regional DDPA or designee. 	Quality Enhancement CEO

Stage 2: IN-TOWN EVACUATION {SPECIFIC AREAS}

<i>Task</i>	<i>Description</i>	<i>Dept. Responsible</i>
Contact Employees/ Service Providers NOTE: If phones do not work, texting works.	<ul style="list-style-type: none"> • Contact direct support staff (residential and employment) regarding where people are residing. 	Program and Residential Managers
	<ul style="list-style-type: none"> • Contact day and SEP programs regarding where people are residing. 	Program and Res Coordinators
	<ul style="list-style-type: none"> • Contact DD Program Management regarding where people are residing. 	CEO
Support people to move items or to move to another location.	<p>Refer to data base for location information: Tracking People Supported</p> <p>^If the city recommends a plan to remove items from basements and lower level, staff will be contacted if and when these people would need to be moved.</p> <p>^In case of partial in-town evacuation, DHI vans will be used to transport people in town to other locations.</p> <p><u>Information regarding shelters:</u> The media will provide information on locating a shelter. Shelters may be set up in schools, churches, and community buildings. If an evacuation order is issued, a Reception Center may be established, with phones. People would register and background checks may be done. Reception Center staff will assess needs (transportation, gas, etc.) and connect people to needed resources including transportation to shelters.</p> <p>Emergency Planners may establish a Hotline that people with disabilities can call if they need transportation to evacuate.</p> <p>Shelters will be staffed by Red Cross and other agency volunteers. They will have shelf staple meals, bottled water, cots, personal hygiene kits, blankets, and child kits. Shelters do not allow smoking, guns, alcohol, or pets (except service animals.)</p> <p>General shelters: These are typically managed by American Red Cross volunteers or other nonprofit entities. They are accessible to people with disabilities that do not need medical attention; they should bring</p>	Program Residential Managers QPS

medication and equipment, and, are to be accompanied by a caregiver.

Medical shelters: These are staffed by medical professionals and non-medical volunteers to accommodate people with medical conditions that require intermittent medical observation, assessment, or treatment, but do not require hospitalization.

The following shelters are possible options:

^Alerus Center: This is the City's designated general population shelter. The plans are housed with GF Emergency Management and shelter operations are co-organized with the Red Cross.

The sheriff's department would alert citizens when they would travel to the Alerus. This will be the first place everyone would go. A medical triage would be set up to "screen" citizens as to whether they would stay at the Alerus or go to a shelter set up for those who are medically fragile.

^UND: The ND Department of Health has an MOU with UND for setting up a shelter there. (medical or general shelter?):

^Public school: Grand Forks Public Health has MOU's with GF Public Schools for sheltering to include medical shelters. People who need special medical attention would not be at the medical shelter and would be sent to the hospital.

Transport to shelter(s):

- Bring DHI vans to the main office to transport people supported to shelters along with their supplies.
- Certified drivers will be assigned to drive the DHI vans. However, in a crisis situation, driver's will not be required to be certified.

Program

Stage 3: OUT OF TOWN EVACUATION {SPECIFIC AREAS}

<i>Task</i>	<i>Description</i>	<i>Dept. Responsible</i>
Arrange Transportation	Contact: Public Health at 701-787-8100. A combination of DHI vans and city-arranged transportation will be used.	Quality Enhancement
Contact Various Stakeholders	Contact the following stakeholders as to where people supported will be residing: ^Residential direct support staff ^Day and SEP programs ^Employees of people supported served by the DHI employment/day programs ^Families/guardians/friends	Program
NOTE: If phones do not work, texting does work.		
	^DD Program Management:	CEO
If there is time, clean out fridges and freezers at residential sites prior to leaving.		Program Residential Managers
Attend to utilities	<ul style="list-style-type: none"> • Turn off, as appropriate in group homes and DHI properties, the water, gas, and electricity. • Plug lower level sewer drains as rec'd by the City. 	Operations

Everyone will come to the DHI Main Office (See above for a list of supplies available at the office)

Transport people supported and staff to out of town locations

- The DHI main office will be the staging site.
- People would be transported to Grafton or our designated out of town location(s).

Life Skills and Transition Center; Grafton, ND (Sue Foerster (701-352-4260)

Collette building. There is a large gym, kitchen, two locker rooms, two other restrooms, recreation room, and one private room. Cots and/or beds would be brought in.

If unable to travel to Grafton, the organization would work with Public Health to secure another location. There would be shelters, depending on the type and severity of the flood, located around the state, either in colleges or community centers in Mayville, Fargo, Wahpeton, Valley city, Bismarck, Devil's Lake, Minot, and Dickenson.

**Transport people supported and staff to out of town locations
Continued...**

ND Department of Health (Brenda at 701-328-1326)

We were registered on the HC Standard data base managed by the State Health Department. It is a list of hospitals, nursing homes, and assisted living facilities and utilizes a Patient Tracking System. In case of impending evacuation, people have bar code bracelets and can be “tracked” during a disaster if they are relocated. If someone is relocated, that facility will have access to the information to provide services. Contact: Ryan Dreher at NDDoH (rdreher@nd.gov).

The bracelets are located in the QE Directors office.

Names would be entered into the data based when an evacuation is anticipated.

FEMA

Track all expenses

Business