

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Temporary Relocation

Chapter:

Effective Date:
7/1/1992

Revision Date:
11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. In the event of an emergency requiring evacuation of the homes, the staff person(s) on duty will escort residents to the area which has been designated by their coordinators. Families, guardians and funding agencies will be notified by coordinators. An Unusual Incident Report will be sent to the Regional and County offices. Food, shelter and clothing needs will be provided by Keystone, as a temporary measure. In the event that relocation exceeds 24 hours, alternate resources will be secured and arrangements finalized and disseminated by the Executive Director and administrative personnel.
2. Supervisory and Administrative staff shall be present and available during such an emergency.

DISCUSSION: