

FACILITY CLOSING POLICY

PURPOSE

To establish an efficient and effective method for the closure of any LADD services/facilities when necessary while ensuring the safety of all individuals.

SCOPE

This policy applies to all service locations operated by LADD.

POLICY

It is the policy of LADD that facilities are closed in an efficient and organized manner while maintaining the safety of individuals served.

PROCEDURE

In the event of an Emergency Facility Closure refer to LADD's Emergency Guidebook.

Emergency Closure/Temporary Shut Down Procedure

1. Follow the Emergency Procedures posted or located in Emergency Guidebook to secure alternative housing.
2. The safety of all evacuees will be ensured and an accounting for all persons involved will be given to Management.
3. A final pass through of the entire facility must take place in order to make sure all people have evacuated. Occupancy logs, staff schedules and visitor logs will be utilized for a complete list of who is in the facility at any given moment.
4. Check the Maintenance Manual for directions on:
 - a. ___ Shut down or close the electric power- in the event of severe weather. Contact Administration to determine if power supply should remain on.
 - b. ___ Shut down the main water supply or have water pipes drained to prevent freezing or accidental overflows.
 - c. ___ Lock all doors and windows.
 - d. ___ Ensure an emergency key is available at the local office.
 - e. ___ If closure will last longer than 24-36 hours transfer all cold/frozen/perishable foods to alternative housing location.
 - f. ___ Contact employees of alternative work location.
 - g. ___ Contact stakeholders as needed with alternative housing information.

Facility _____

Date Closure Occurred: _____ Management Signature: _____

Date Returned: _____ Management Signature _____

Planned Closure

1. ___ Notify stakeholders; Landlords, Contract Agency, Licensing if applicable of the facility closure and estimated date of closure. Whenever possible a minimum of 30-day notice, unless otherwise specified, must be given.
2. ___ Follow Discharge Policy for persons supported.
3. ___ Assist in the move of the Individuals served.
4. ___ Contact the following utilities and services to schedule disconnection (if applicable)
 - a. ___ Cable
 - b. ___ Electric
 - c. ___ Exterminator

- d. ☐ Fire services
- e. ☐ Gas
- f. ☐ Lawn service/snow removal
- g. ☐ Pharmacy, Doctors, Dentists, Podiatrist, etc. notification
- h. ☐ Postal services (change of address for LADD and the person's supported)
- i. ☐ Septic
- j. ☐ Telephone
- k. ☐ Trash Removal
- l. ☐ Water services
- m. ☐ Network Source One
- n. ☐ Salt Delivery or other routine delivery. (incl. Medicaid covered supplies, etc.)
- o. ☐ Cancel Rental Equipment agreements, Pest Control, or any other specific location contracts
- 5. ☐ Complete general maintenance and clean-up of the facility.
- 6. ☐ Schedule an inspection or "walk through" with home owner/contracting agency.

Facility _____

Date Closure Occurred: _____ Management Signature: _____

MANAGEMENT:

1. Regional Directors are the 'point person' for anything that happens within their county. Therefore, any time an opening or closing of a facility is taking place; they will pull the form & start walking through the steps.
2. These forms need to be turned into the Director of Operations & Development upon completion.
3. Director of Operations & Development will check in w/ Director of Business to ensure completion of any outstanding items w/ possibly, budgets, billing, FOI, CARF notification, etc. so they work together to tie up any loose ends.
4. E911 SERVICE – Finance Department to check to see if program has E911. Update E911 service if applicable
5. Final forms get turned into the QA Dept. for filing.

WE MAKE THE DIFFERENCE