

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Behavioral Health-Halfway House

Policy Number: HHS-BH-HWH 4433

Policy Title: Emergency Relocation

Attachments:

Revision History: new policy

Revised by/Date: Richard Hill 4/2019

Approved by:

Crystal Weckert, Behavioral Health Director



Date:

5/21/19

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

5-28-19

POLICY STATEMENT: For the safety and regulation of clients residing at the Mille Lacs Band Men's Halfway House (HWH) provided by the Behavioral Health Department, in an "EMERGENCY" whereas the HWH is not suitable for residency, a temporarily appropriate site for housing will be determined. Such determination will ensure that the safety, functionality and wellbeing of all clients will be met and managed by the HWH staff during such emergencies until the emergency has been resolved and the clients and staff can return to the HWH.

PURPOSE: To ensure all residents of the HWH have a temporary housing situation during an event of evacuation.

PROCEDURE:

1. Staff will notify the HWH Manager immediately pertaining to the situation at which time staff and manager can determine the need of evacuation and relocation plan. If the HWH manager is not available, the Clinical Supervisor will need to be contacted.
2. If the need for relocation has been determined, the manager will give instructions to the staff present, in regards to what preparation for relocation is to be done by the staff and residents. Such instructions could be: Have all residents obtain belongings to suffice them temporarily at the Cabin next door to the HWH or the Red Brick until further instructions are relayed.
 - a. Staff will need to ensure that any medication for any of the residents along with the medication log is transported with them to the relocation site to ensure no medication dispensing is missed.
 - b. Staff will also need to secure a tablet and pen for the relocation to document program activity.
3. If the Cabin or Red Brick is not an option, the manager will then need to contact the Behavioral Health Director to identify housing options in the area based on availability and procurement process compliance.
 - a. The HWH Manger will need to identify if any of the residents have restriction prohibiting them from staying at the temporarily location. If found to be, the manager will contact the appropriate personnel to identify if the restriction can be lifted for the period of relocation. If not able to satisfy the request, a different temporary location will need to be identified.

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- b.* If the relocation is to be over night and any resident is bound by the Minnesota Department of Corrections to Register, staff will present the client to the local authorities to ensure registration is done for the duration of the relocation.
- 4. If any of the residents request an overnight pass to secure their own temporary lodging, such requests will be evaluated and approved or denied based on HWH over-night pass protocols. The 48-hour prior notice of such pass request will be waived during an emergency relocation period.

Responsibilities of Behavioral Health Employee

Behavioral Health staff will follow all responsibilities as outlined in their job duties and responsibilities where ever their job may take them.

Behavioral Health staff must keep a first aid kit in the vehicle at all times.

All efforts must be made by Behavioral Health staff to use a Health and Human Services vehicle for all transports; personal vehicles should not be used if at all avoidable.

Staff will still manage all programing of the program as scheduled. This may mean that staff will need to monitor programing times with travel if the temporary location has increased travel times to and from the programing.

Internal and/or External References	
Compliance - Posting Date	5/28/2019
Replaces – Policy Number	
Next Review - Due Date	5/28/2022