

APPENDIX A14

Sample Model Policy Emergency Relocation

Policy

In the event an emergency situation arises which deems it necessary for an organization to close temporarily (e.g., in the case of a fire or utility problem that cannot be fixed in a short time), the organization has developed a contingency relocation procedure to ensure the continuation of services to the persons served.

Procedure

- If there is a need to vacate the premises:
 - Continuation of essential services for outpatient programs whose facility is not usable is of prime concern and is accomplished through a written, temporary transfer agreement with another organization offering similar services to the persons served or, if available to another, nearby location of the organization that has suffered the loss.
 - Continuation of essential services in a residential program, including, but not limited to, treatment, sleeping accommodations, meals, and laundry is of prime concern if the facility is deemed not useable. Arrangements are made to relocate program participants in appropriate facilities with which the organization has a written arrangement or to another facility that is operated by the organization.
- The referring organization's chief executive is to contact the relocation site and make arrangement for the transfer of persons served.
- The Substance Abuse Prevention and Treatment Agency is to be contacted in the event of a transfer of program participants to another organization or to another location operated by the organization.
- Any and all costs occurred are the responsibility of the referring agency.

Relocation Sites with Which an Agreement Has Been Established

(Name) _____ Contact Person: _____

(Address) _____

(Telephone Number) _____

(Name) _____ Contact Person: _____

(Address) _____

(Telephone Number) _____

Relocation Agreement

In the event that the facility of _____
_____ or _____ is temporarily not
usable, it is mutually agreed that each organization will accept the persons served by the other
organization until the facility that is not usable becomes usable again.

In the event that the facility is no longer usable, the organization making the referrals agrees
that persons served will be transferred to the accepting organization on a permanent basis.

In the event that the referring organization's facility is available or if the referring
organization obtains another facility, the accepting and referring organizations agree to
transfer the persons served, with their permission and agreement, to the referring
organization.

This agreement also provides for continuity of treatment with staff members of the
organization making the referral where possible. Staff members of the referring organization
will be considered for temporary affiliation with the organization accepting the referrals and,
in the event of permanent closure of the referring organization's facility, will be considered
for full affiliation with the organization accepting the referrals.

This agreement may be severed by either organization by giving the other organization at
least 30 days written notice.

Agreed to on _____, 20__ by:

(Name) _____ (Name) _____

(Title) _____ (Title) _____

(Organization) _____ (Organization) _____