

Facility Name	Birch Tree Center
Program Type	Residential Crisis Stabilization Services
City	Duluth, MN

### Table of Contents

Residential Facility Information..... 2

Possible Emergency / Risk Assessment ..... 2

Communication ..... 3

Essential Services..... 3

Record Storage / Backup ..... 4

Emergency Contacts ..... 4

Evacuation Plan..... 5

Shelter-in-Place..... 6

Disaster Supplies Kit..... 6

Drills and Exercises ..... 6

Pandemic Influenza Planning ..... 7

Missing Persons..... 7

RECORD STORAGE / BACKUP
Vital Records Include
<ul style="list-style-type: none"> <li>▪ Blank checks</li> <li>▪ Client records</li> <li>▪ Contracts</li> <li>▪ Emergency plan</li> <li>▪ Financial statements</li> <li>▪ Residential Licenses/certificates</li> <li>▪ Payroll information</li> </ul>
Record Storage
<p>This facility currently uses an online electronic health record, payroll, and HR system that is backed up externally. Most hard copies of records contain collateral and may be obtained through the original source if lost.</p>

EMERGENCY CONTACTS		
Organization	Phone Number	Website
American Red Cross Local Chapter	2187220071	<a href="http://www.redcross.org">www.redcross.org</a>
Center for Disease Control & Prevention	800-232-4636	<a href="http://www.cdc.gov">www.cdc.gov</a>
MN Department of Health	651-201-5000	<a href="http://www.health.state.mn.us">www.health.state.mn.us</a>
MN Duty Officer	800-422-0798	
MN Volunteers Responding to Disaster		<a href="http://www.mnvoad.org">www.mnvoad.org</a>
National Weather Service	952-361-6670	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>

<b>EVACUATION PLAN</b>					
If there is an emergency, wherein all people in the facility need to be removed from the building they will go to:					
<b>Name of Site</b>	Country Inn and Suites		<b>Type of Site</b>	Hotel	
<b>Address</b>	4257 Haines Rd.				
<b>City</b>	Duluth	<b>State</b>	MN	<b>Zip</b>	55811
<b>Name of Contact Person</b>	front desk		<b>Telephone #</b>	(218) 461-3312	
If there is an emergency, wherein all people in the facility need to be removed from the building and entire local area they will go to:					
<b>Name of Site</b>	Gull Harbour		<b>Type of Site</b>	IRTS and RCSS	
<b>Address</b>	1704 Belsly Blvd.				
<b>City</b>	Moorhead	<b>State</b>	MN	<b>Zip</b>	56560
<b>Name of Contact Person</b>	Kari Waldorf		<b>Telephone #</b>	(218) 233-8068	
If there is an emergency, wherein all people in the facility need to be moved to another facility providing similar services / programs they will go to:					
<b>Name of Site</b>	Human Development Center		<b>Type of Site</b>	RCSS	
<b>Address</b>	4720 Burning Tree Rd (opening JAN 2024)				
<b>City</b>	Duluth	<b>State</b>	MN	<b>Zip</b>	55811
<b>Name of Contact Person</b>	Jamie LaGraves		<b>Telephone #</b>		
The designated Crisis Manager will be in charge of the evacuation site. Their responsibilities include:					
<ul style="list-style-type: none"> <li>▪ Conducting attendance at site</li> <li>▪ Bringing emergency documents and phone lists</li> <li>▪ Bringing emergency kit</li> <li>▪ Bring all client medications that exist on site, which may be greater than one day's supply or less than one month's supply</li> </ul>					
All staff will be expected to:					
<ul style="list-style-type: none"> <li>▪ Execute evacuation procedures to ensure client and personal safety.</li> <li>▪ Assist all residents of the facility in the evacuation procedures, with first priority given to person's who may have difficulty physically evacuating the facility.</li> </ul>					
Transportation to an alternate location will be provided by:					
<ul style="list-style-type: none"> <li>▪ The facility's vehicle</li> <li>▪ Transportation company</li> </ul>					
<b>Name of Company</b>	Allied Taxi		<b>Phone Number</b>	(218) 722-3311	

<b>SHELTER-IN-PLACE</b>	
If all people in the facility should remain on-site in an emergency period, we will move to the following room:	Storage Room
Crisis Manager will ensure the following: <ul style="list-style-type: none"> <li>▪ All doors and windows are locked</li> <li>▪ Disaster supplies kit is available</li> <li>▪ Listen to the radio or television and follow directions given by authorities</li> </ul>	

<b>DISASTER SUPPLIES KIT</b>	
Items in this kit may include, but are not limited to the following items	
<ul style="list-style-type: none"> <li>▪ Batteries-extra ones for flashlights and radios</li> <li>▪ Blankets</li> <li>▪ Bottled Water</li> <li>▪ Can opener</li> <li>▪ Duct Tape</li> <li>▪ First Aid kit</li> <li>▪ Flashlight</li> <li>▪ Food</li> <li>▪ Gloves</li> <li>▪ Hand Sanitizer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Weather Alert Radio</li> <li>▪ Office Supplies</li> <li>▪ Paper plates, cups, utensils</li> <li>▪ Paper towels</li> <li>▪ Personal hygiene items</li> <li>▪ Plastic Bags</li> <li>▪ Rope</li> <li>▪ Tool Kit</li> <li>▪ Whistle</li> </ul>

<b>DRILLS AND EXERCISES</b>	
All staff employed by Thrive Behavioral Network, LLC that work directly in any of the facilities will read, practice, and demonstrate competency in the "Emergency Procedures" policy.	
<b>Fire Drills</b>	Fire Drills need to be conducted quarterly at each program and documented on <b>Form 1043</b>

<b>PANDEMIC INFLUENZA PLANNING</b>	
<b>Staff Protection</b>	The Program Administrator will alert all Thrive Behavioral Network, LLC Treatment / Program Directors of a Pandemic Flu outbreak, and correct protection procedures. Protection procedures will then be monitored by the designated Crisis Manager.
<b>Staff Education</b>	<p>The Program Administrator will ensure that all facilities receive updates on a Pandemic Influenza as it becomes available from the Centers for Disease Control &amp; Prevention (CDC).</p> <p>The Crisis Manager will educate the staff and residents at the facilities, within 5 days, with any information they receive from the Quality Assurance Manager.</p>
<b>Staff Absenteeism</b>	<p>During a declared pandemic emergency, our vacation and sick leave policy will be adapted as follows:</p> <p>Refer to Thrive Behavioral Network, LLC Policies and Procedures Manual to claim vacation or sick time.</p> <p>If an employee needs information regarding their vacation or sick leave benefit eligibility contact: <b>Thrive Human Resources Department at (320) 255-9530.</b></p>

In cases where facilities need more staff on a temporary basis, the Treatment / Program Directors of the facility will notify the Program Administrator and Director of Program Management. Staff may be reassigned to other Thrive facilities pending their availability to relocate, and given permission by the above-mentioned managers.

All expenses to relocate will be paid by Thrive Behavioral Network, LLC.

Employees who are demonstrating signs or symptoms of the flu need to inform the supervisor on duty or the Crisis Manager if they are available at the facility. They will be excused from the facility with intention to verbally follow up with the supervisor on duty before their next scheduled shift. Employees that are able to work may be called, beginning with on-call, then part-time, then full-time status employees. Overtime pay will be offered if an employee works over 40 hours in one pay period to cover a sick employee’s shift. The Crisis Manager should be involved in making any scheduling changes to accommodate a sick employee.

<b>MISSING PERSONS</b>
<p>See <b>Policy 126.00 – Monitoring of Client Location and Condition.</b></p> <p>If an individual in the program is determined to be missing from the facility or facility grounds during a routine check, staff will perform a quick search both indoors and outdoors for the individual. If they are still determined missing, staff will call the Treatment / Program Director for further direction. In the case of extreme weather, the police, case manager, or legal guardian will be notified if the individual has been missing for 30 minutes or longer.</p>

<b>COMMUNICATION</b>	
Communication starts at the top, and moves down this list when that individual is not available	
<b>Crisis Manager (Treatment / Program Director)</b>	Shaquela Christopher
<b>Registered Nurse / Mental Health Professional</b>	Jessica Johnson
<b>Clinical Supervisor(s)</b>	Russel Hughes
	Angela Bub

<b>ESSENTIAL SERVICES</b>		
List each service and/or program that you regularly provide – consider which ones may be suspended in an emergency period		
Service or Program	Suspend	Maintain
Counseling		▪
Medication Management		▪
Meal Provision		▪
Recreational Outings	▪	
Group Counseling	▪	
Medical Exams	▪	

<b>AGENCIES PROVIDING ADDITIONAL SERVICES</b>		
List local and regional resources (i.e. housing, meals) to assist in case of an emergency period		
Name of Agency	Contact Info	Service Provided
Damiano Center	2187228708	meals and clothing
St. Louis County Social Services	2187262222	mental health services & resources
Loaves and Fishes	2187242054	meals
CHUM	2187260153	shelter
Essentia Health	2187864000	hospital and ER services
St. Luke's Clinics	2182495555	hospital and ER services

RESIDENTIAL FACILITY INFORMATION					
<b>Facility Name</b>	Birch Tree Center				
<b>Address</b>	4730 Matterhorn Circle				
<b>City</b>	Duluth	<b>State</b>	MN	<b>Zip</b>	55811
<b>Telephone #</b>	(218) 623-1800	<b>Email Address</b>	BirchTreeCenter@thriveBN.com		

<b>Plan Approved By</b>	Lisa Dean	<b>Title</b>	Program Administrator
<b>Plan Annual Reviewed By</b>	Shaquela Christopher	<b>Title</b>	Treatment / Program Director
<b>Date of Review</b>	10/22/2023		

POSSIBLE EMERGENCIES / RISK ASSESSMENT
These items are rated in order from High-Risk to Low-Risk
<ul style="list-style-type: none"> <li>▪ Missing Vulnerable Adult</li> <li>▪ Medical- Infectious Disease/Pandemic Influenza</li> <li>▪ Cold-Extreme Temperatures</li> <li>▪ Electrical Failure/Power Outage</li> <li>▪ Winter Storm</li> <li>▪ Tornado/Straight Line Winds</li> <li>▪ Thunderstorm</li> <li>▪ Flooding-Internal and External</li> <li>▪ Fire- Internal and External</li> <li>▪ Heat- Extreme Temperatures</li> <li>▪ Water Contamination</li> <li>▪ Criminal Disorder</li> <li>▪ Bomb Threat</li> <li>▪ Mass Casualty-Trauma</li> <li>▪ Supply Shortage</li> <li>▪ HAZMAT-chemical spill</li> <li>▪ Terrorism</li> </ul>