

Name of the agency

Alternate Shelter

In the event that a facility becomes unusable due to some type of damage, steps will be taken to assure that persons served are moved to a safe, structured and supervised setting.

1. The _____ member will notify the program manager or appropriate on call manager who will in turn notify the Program Director to assist in developing a plan for the placement of persons served at other facilities in the agency or the appropriate alternative shelter.
2. The Program Director will work cooperatively with facilities/operations manager to ensure that an alternative location is safe for those served and the community. In this location, special arrangements will take into account the needs of the population served such as:
 - _____
 - _____
 - _____
 - _____
3. If placement within the agency is not possible the persons served will be moved/placed in a Hotel/Motel or alternate location(s). Persons served will be given the option of placement with friends and relatives if appropriate and available.
4. Whenever possible, relocation plans will be made in conjunction with the Primary Case/Care Manager/Therapist, _____ workforce members, workforce members of the responsible mental health agency, licensing consultants, or external case management if applicable.
5. Wherever persons served are relocated, the _____ workforce members assigned to these persons served will continue to provide supervision and structure at the alternate location.
6. The Primary alternate emergency location for this program is:

Name

Address

Phone Number & Contact Person

Directions