**To:** Private Providers, DDS Regional Directors, STS Director, Quality Management Personnel

**From:** Daniel A. Micari, Director, Quality Management Services

**Date:** November 5, 2013

**Subject:** Required Revisions to the “DDS Special Operations Plan for Emergency Relocation – Emergency Relocation Site Summary Form” Nov. 2013

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To private and public sector service providers who operate the following group residential and day service sites: Community Living Arrangements (*CLAs*), Continuous Residential Supports (*CRS*), Residential Campuses (*RCs*), Sheltered Employment (*SHEs*), Day Support Options (*DSOs*), Group Supported Employment (*GSEs*).

Effective 1/1/2014, due to the changing capacity of many Department of Developmental Services’ (DDS) locations to serve as emergency relocation sites, and in an effort to promote flexibility for service providers to plan and identify emergency relocation options that work best for the people they serve, the following modifications to emergency relocation plans shall occur.

**Private Sector** emergency relocation plans;

* shall, under no circumstance, pre-identify any DDS location as an emergency relocation site,
* shall identify one or more **Level I** emergency relocation site(s),

(*All Level I relocation sites should have the capacity to meet the health and safety needs of service participants and their support staff, and may be located within a ten mile radius of the affected service site.*)

* shall identify one or more **Level II** emergency relocation site(s),

(*All Level II relocation sites should have the capacity to meet the health and safety needs of service participants and their support staff, and should be located beyond a ten mile radius of the affected service site.*)

* shall no longer require the inclusion of a **Level III** emergency relocation site

**Public Sector** emergency relocation plans;

* shall not include any DDS Regional Center or the Southbury Training School as an emergency relocation site, without the approval of the DDS Regional Director in whose Region the potential emergency relocation site is located,
* shall include one or more **Level I** emergency relocation site(s),

(*All Level I relocation sites should have the capacity to meet the health and safety needs of service participants and their support staff, and may be located within a ten mile radius of the affected service site.*)

* shall include one or more **Level II** emergency relocation site(s),

(*All Level II relocation sites should have the capacity to meet the health and safety needs of service participants and their support staff, and should be located beyond a ten mile radius of the affected service site.*)

* shall no longer require the inclusion of a **Level III** emergency relocation site.

**Note**: In the event of an emergency, private and public sector service providers may call upon DDS for relocation assistance if their existing relocation plans are not viable at the time of the emergency event.

Private and public sector service providers shall use the attached revised “Emergency Relocation Site Summary Form” to incorporate the above changes. An electronic version of the “Emergency Relocation Site Summary Form” and a copy of this cover letter, “Required Revisions to the “DDS Special Operations Plan for Emergency Relocation – Emergency Relocation Site Summary Form” Nov. 2013” can be accessed via the DDS website under the “DDS Agency Forms” section (<http://www.ct.gov/dds/cwp/view.asp?a=3&q=335596> )

Service providers shall ensure emergency response plans include a copy of the completed, revised “Emergency Relocation Site Summary Form” and that a copy of the service provider’s complete emergency response plan is available at the service site for use during an emergency event. Service providers shall inform all individuals involved in implementing emergency response plans of any changes made to the plans.