

**Blue Water Developmental Housing,  
Inc.**

**Disaster Recovery Plan**

**2025-2026**



**BLUE WATER  
DEVELOPMENTAL  
HOUSING INC.**

*Inspiring. Individual. Independence.*

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## Introduction

The purpose of this disaster recovery plan is to ensure Blue Water Developmental Housing, Inc. (BWDH) can respond effectively to emergencies and disasters that may impact employees, individuals supported, facilities, technology systems and organizational finances. This plan establishes procedures for natural disasters, technological incidents, and financial crises to ensure service continuity, safety, and compliance with licensing and regulatory standards.

## Plan Maintenance

The Health and Safety Committee will review this plan annually and update as needed.

The IT Department and Finance Department will conduct annual reviews of their respective disaster protocols and report to leadership.

All employees are required to review the plan annually.

Updates will be communicated by Division Directors and the Executive Director.

## Organization's Operations

Each location must maintain supplies and procedures for continuity of operations during a short-term emergency.

### Food & Supplies

Maintain a minimum 3-day supply of non-perishable food (canned fruits, vegetables, meats, fish, peanut butter, crackers, juices, etc.)

Maintain an adequate supply of bottled water (at least one gallon per person per day for three days).

Stock non-perishable items such as paper products, cleaning supplies, and hand sanitizer.

Keep a non-electric can opener available at each location.

Outdoor grill with propane tank (no less than half full).

### Medical Needs/Medications

#### (Residential Only)

At least one employee per shift trained in CPR and First Aid.

Full stocked First Aid Kit.

Seven-day supply of medications stored on-site.

Adequate supply of blankets and warm clothing in case of power/heat failure.

### (Community Based and Supported Living Only)

At least one employee per shift trained in CPR and First Aid.

Fully stocked First Aid Kit on site.

Blankets and clean clothing (for heating/power failures).

## Electricity/Power Outages

### Residential Only

All St. Clair County homes have a generator to provide back-up power for essential needs. Generators must be regularly maintained.

In the event a generator is not available or is not functioning, the Emergency Shelter Arrangements will be activated.

Flashlights, lanterns, and batteries must be readily available.

Adaptive medical equipment (e.g., oxygen, nebulizers) must have battery-operated backups.

Computers supporting medication programs will operate up to seven hours on backup battery. If unavailable, staff must use blank Medication Administration Records (MARs).

### All Programs

Staff must contact their supervisor for direction during power outages.

Cell phones are authorized for emergency communication if landlines are unavailable.

Supervisors are responsible for notifying the Division Directors.

Division Directors are responsible for notifying Administrative Services Division Director and appropriate external stakeholders (e.g., regulatory agencies, guardians)

Administrative Services Division Director is responsible for notifying Executive Director.

## Technology Disasters

BWDH relies on technology for medication management, payroll, HR, billing, compliance, and communication. Technology outages or cyberattacks pose significant risks to operations.

### Preparedness

**Data Backup:** All critical files (Medication records, payroll, Human Resources Information System (HRIS), compliance reports, and financial data) are backed up daily to a secure, encrypted cloud server.

**System Redundancy:** Servers are mirrored with off-site backup through BWDH's IT Vendor.

**Paper Backup:** Blank Medication Administration Records (MARs) and critical human resources/financial forms are stored on-site.

### Response

If systems go down, staff immediately notify the IT Department or vendor support line.

Medication Administration programs – staff revert to paper MARs until the system is restored.

HR, payroll, and financial reporting will revert to manual documentation with post-restoration data entry.

**Cybersecurity Breach:** In the event of suspected hacking, phishing, or ransomware, staff must immediately disconnect affected devices and report to IT.

**Incident Containment:** IT will isolate affected systems, notify leadership, and implement recovery protocols.

**Notification:** If personal or health data is compromised, affected individuals and regulatory bodies will be notified per state and Health Insurance Portability and Accountability Act (HIPAA) guidelines.

## Financial Disasters

Financial disruptions (fraud, cyber theft, funding delays, or loss of major contracts) threaten service continuity and staffing stability.

### Preparedness

**Internal Controls:** BWDH maintains segregation of duties

Reserves: A minimum of 3 months operating reserve is maintained to cover payroll and essential services.

Insurance: Business interruption insurance policies are reviewed annually.

Alternative Funding: Relationships with grantors, donors, and community partners are maintained for emergency relief.

## Response

Fraud/Theft: Any suspected financial fraud must be reported to the Finance Director, Executive Director, and external auditors.

Funding Delays: In the event of delayed government funding or loss of a major funding stream, leadership will convene to initiate a financial continuity plan, including:

- Drawing on reserve funds.
- Prioritizing payroll and essential services.
- Pausing non-critical projects.

Catastrophic Loss: If funding disruptions exceed reserves, the Executive Director will coordinate with the Board of Directors, local community foundations, and state agencies to secure emergency funding.

Communication: Only the Executive Director and Finance Director are authorized to discuss financial crises with external stakeholders.

## Other Preparedness Measures

### Residential Only

Maintain at least \$20 petty cash at each location.

Program vehicles must have at least a half tank of gas; each vehicle is assigned a gas card.

Each site must maintain a toolkit including the following

- Hammer
- Screwdriver
- Pliers
- Shovel
- Drill
- Nails
- Screws
- Duct tape

- Rope
- Adhesive
- Wrench
- Gloves
- Hand Sanitizer
- Utility Knife

## Alternative Placement in Disaster/Emergency Relocation

To ensure continuity of care, emergency relations sites have been designated. In the event of an evacuation staff must prepare items from the Emergency Relocation Checklist and relocate individuals to the pre-approved sites below:

### Emergency Shelter Arrangements (Residential Only)

Super 8 Motel – 1484 Gratiot Blvd., Marysville, MI 48040 – (810) 364-7500

### Communication During Relocation

Supervisors/designees must contact and update stakeholders, including employees, Division Directors, Executive Director, and parents/guardians.

Only the Executive Director is authorized to communicate with media.

### Staffing During Relocation

Supervisors are responsible for ensuring adequate staffing at relocation sites.

Employees must work scheduled shifts per the staffing schedule.

If staffing shortages occur due to the disaster, supervisors will coordinate with other homes/programs to reassign staff.

### Medical Needs/Medications During Relocation

BWDH contracts with external pharmacies for medication supply continuity.

Blank MARs must be available in case of technology failure.

## Emergency Relocation Checklist

- Medication Administration Book(s) & blank MARs
- All prescribed and PRN medications
- Cooler for refrigerated medications
- Medical information & copies of insurance cards
- Adaptive equipment (wheelchairs, oxygen, walkers, etc.)
- Pill crusher (if applicable)
- Self-care kits (toiletries, towels, etc.)
- Three days of clothing per individual
- Briefs, gloves, hand sanitizer, wipes
- Company credit card and petty cash
- Individuals' personal cash (secured)
- Blender (if required for special diets)
- Communication logbook
- Plastic storage bags for food/waste

## Conclusion

This plan ensures Blue Water Developmental Housing, Inc. is prepared for natural, technological, and financial disasters. Regular training, review, and compliance across departments will maintain readiness. By integrating technology recovery and financial continuity into the plan, BWDH ensures it can protect both the individuals supported and the organization itself from disruption.