



**MOHICAN  
YOUNG STAR  
ACADEMY**

THROUGH  
THE THORNS  
TO THE STARS



# EMERGENCY DISASTER PLAN

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## MOHICAN YOUNG STAR ACADEMY

*Per aspera ad astra | Through the thorns to the stars*

1012 ODNR, Mohican 51, Perrysville, Oh 44864  
419-994-0300 | [info@mohicanysa.com](mailto:info@mohicanysa.com)

Young Star Academy is dedicated to ensuring the safety and continuity of care to all children in placement and the safety of all personnel. Preparedness is key to survival and safety in critical situations. This Emergency Disaster Plan addresses activities and communication during emergencies and disasters. A disaster can be a result of a fire, tornado, flood, chemical spill, blizzard, terrorist attack, bomb threats, etc. The level of the disaster depends on the damage and/or deficit of resources it causes. The Residential Treatment Director and Operations Director are responsible for determining the disaster level and relaying that information to the EOM staff member on duty. All actions taken during an emergency are to be documented for future review.

## PROCEDURE

The following plan is reviewed on a quarterly basis. In case of any changes, a copy of an updated plan goes out to each Crisis Management Group Member along with an overview of changes being made. All staff have access to this plan on the company intranet and in a printed form in the front lobby.

Levels of disaster are based on the severity of the emergency:

### LEVEL 1

The incident impacts, or is likely to impact, a small number of critical functions and may require some use of Recovery Groups. It may require an evacuation of a building; however, staff and residents are safe to remain in the areas of campus that are clear of hazards.

### LEVEL 2

The incident impacts, or is likely to impact, a moderate number of critical functions and require a moderate use of Recovery Groups. It may require an evacuation of campus for period less than 24 hours.

### LEVEL 3

The incident impacts, or is likely to impact, a large number of critical functions and all Recovery Groups should be activated. May require an evacuation of the entire campus for a period extending 24 hours.

## I. EMERGENCY OPERATIONS CENTER (EOC)

Based on the disaster level, the following **EOC locations** may be activated:

1. Primary EOC location is the current campus site at 1012 ODNR Mohican 51, Perrysville, Ohio 44864.
2. If the area of emergency includes the primary EOC, the secondary EOC may be located at the Mohican Lodge, 1098 County Road 3006, Perrysville, Ohio 44864 (Ph: 419-938-5411).
3. In the event that the emergency requires a county-wide evacuation, the EOC will be located at New Visions Community Church, 248 Olney Avenue, Marion, Ohio 43302 (Ph: 740-387-6822).

4. In the event that the emergency requires a state-wide evacuation, the EOC will be located at Carter Caves State Resort Park, 344 Caveland Drive, Olive Hill, Kentucky, 41164 (Ph: 800-325-0059).

**Directions to and maps for the out-of-county and out-of-state EOC locations are contained in Appendix B.**

### **ACTIVATION OF EOC**

The EOC is activated by order of the Executive Director or Residential Treatment Director. Activation notification will be made via telephone or cell phone to the on-duty EOC staff member.

The EOC staff member who is currently “on call” will report immediately to the EOC. Upon arrival at the EOC s/he will call in the other EOC support staff.

The EOC is to be managed by the Residential Treatment Director or HR Director. The “on-call” EOC support staff include the Residential Treatment Director, HR Director and two Administrative Assistants. The day-to-day EOC support functions will be handled primarily by the HR Director with additional support, as needed, from Administrative Assistants and Medical Coordinator / Campus Nurse.

When the on-duty EOC staff member arrives at the EOC, s/he will call the activating officer to inform them that the EOC is operational. The activating officer will provide the EOC staff with information concerning who to call and what message to give.

### **EOC CONTACTS**

#### **EOC MANAGER**

Name: Zachary Ringler, Residential Treatment Director  
Office Phone: 419-994-0300  
Cell Phone: 419-681-8787

#### **ALTERNATE EOC MANAGER**

Name: Ginger Jones, HR Director  
Office Phone: 419-994-0300  
Cell Phone: 740-504-0837

For confidentiality actual names and phone numbers of additional staff members are not listed here but may be accessed through the staff directory on the home page of the company intranet. All officers listed below by name may also be reached at the office number – 419-994-0300.

### **CRISIS MANAGEMENT GROUP**

Crisis Management Group consists of individuals responsible for initial and ongoing decision-making during crisis situations. It includes all departmental directors.

## **RECOVERY GROUPS**

Responsibilities of the members of Recovery Groups are to support facility's operations during crisis conditions on- and off-campus, while maintaining on-call availability and potentially following non-routine work schedules.

The composition of Recovery Groups will be determined based on the type, severity and location of a disaster. The Groups generally may consist of the following personnel:

- Departmental Directors
- Clinical staff
- Nursing staff
- Treatment Managers, Supervisors and Group leaders
- Maintenance Technicians
- Transportation Specialists
- Administrative Assistants
- Other team members as needed.

## **EOC FUNCTIONS**

The EOC functions as a clearinghouse for response and recovery information. Staff members and external stakeholders will call EOC to provide and exchange critical information.

EOC functions include:

- Initial Notification
- Record Inbound/Outbound Calls
- Gather and Distribute Critical Information
- Receive and Transmit Requests for Resources
- Inform Crisis Management Group of Status Updates
- Receive Media Questions (to be directed to Executive Director).

Primary EOC inbound phone numbers are cell phone numbers of EOC managers: Residential Treatment Director and HR Director. Those numbers (listed above) will be communicated to all Recovery Group members and external stakeholders.

## **INITIAL NOTIFICATION**

After the activating officer notifies the EOC on-duty staff, s/he will begin the process of notifying members of the Crisis Management Group who will then contact each staff listed on the phone tree under them. If the activating officer or the EOC staff are required to leave a voicemail, a brief message will be dictated asking to call the EOC for further information. The EOC staff will track calls made and document if contact was made and the status of the staff being contacted.

The phone tree is attached below, with applicable confidentiality restrictions.

## **COMMUNICATION**

The EOC will notify the Shift Supervisors of the situation via telephone and cell phones. All YSA Supervisors are equipped with cell phones. Supervisors will follow the phone tree in notifying the appropriate Youth Care Specialists and Group Leaders under their supervision via calling and/or text messaging. In the event that phone systems and internet are unavailable due to the disaster, an EOC staff will physically drive to the staff that contact must be made with.

YSA staff will be required to call in to the EOC primary phone numbers within 24-hours of notice of the disaster. All alternate locations are expected to be equipped with telephones, fax machines and internet access.

Crisis Management Group members are equipped with home and laptop computers that maintain the YSA Admission Log. The HR Director maintains a hard copy of the Admission Log. The log contains the contact information for every child in placement to include: child's name, county of origin, child's social security number, child's birth date, guardian name, address and telephone number and fax number, when applicable.

The Medical Coordinator maintains access to the medical records of each child in placement and s/he can access those records from a computer.

The EOC Manager will deliver information regarding the disaster situation, EOC location(s) and location of children in placement to the following external stakeholders:

- Custodians / guardians of each child in placement
- ODMHAS via Web-Enabled Information Reporting System (WEIRS)
- Ashland County ADAMH and
- in the event of a state-wide evacuation - ICPC (Interstate Compact on Placement of Children)

The EOC Manager will continue acting as a liaison between the facility and all external stakeholders.

## **INFORMATION TRACKING**

The EOC Manager or Alternate EOC Manager are responsible for establishing an information tracking system. The EOC staff are responsible for keeping the system up to date. All calls are to be logged using either the electronic logs in the agency's data system or a manual paper log depending on availability.

There will be Operational Matters status boards to address the following business functions and emergency matters:

- Personnel on duty
- Relief staff available
- Health and Safety concerns
- Equipment and Vehicles Engaged

- Supplies Needed
- Supplies Ordered with ETA's
- Outstanding Work Orders
- Disaster Updates (e.g., cresting of rivers, road closings, local utility damage, additional snowfall, etc.)
- Other matters as needed.

## II. RESOURCES

Recovery and disaster response require many types of resources. Those resources may include:

### People

- Recovery Group Members
- Clean-up Staff
- Drivers
- Supporting Vendors

### Supplies

- Hygiene Products
- Bedding materials
- Clothing

### Health and Safety

- Food and Water
- Vaccines
- Sanitary
- Medications

### Furniture and Equipment

- Vehicles
- Safety Equipment

Basic Needs such as food, water, clothing, hygiene products etc., are expected to be accessible from any of the potential EOC locations. Young Star Academy's food and office supplies vendors will deliver to the alternate EOC locations in the state of Ohio. In the event of a state-wide evacuation, the EOC locations would still have easy access to vendors to purchase needed items. All Young Star Academy Managers, Shift Supervisors, Medical Coordinator and Cook carry company credit/debit cards and can access company funds as needed.

The EOC staff must record all resource requests as they come in. That information would be posted on the appropriate Operational Matters status boards. The EOC Manager or Alternate EOC Manager will address critical requests immediately.

### III. PERSONNEL

Essential Work Activities are activities that must continue in order to ensure child safety and continuous support for caregivers, youth and service providers and facility staff, if applicable.

Essential personnel needed for the operation of the agency:

- ✓ Executive Director
- ✓ Residential Treatment Director
- ✓ Medical Coordinator (RN) or Campus Nurse
- ✓ HR Director
- ✓ Therapist
- ✓ Shift Supervisors – minimum of two to supervise a first and second shift
- ✓ Youth Care Specialists – minimum of one YCS per ten children. One staff per shift for each special needs youth.

All personnel will be required to report to the EOC within twenty-four hours of a disaster. Personnel will be directed by the EOC duty officer as to their work schedule, location of work, their workload and specific duties. In the case of a local or county evacuation, the EOC and the location of children in facility's care is within reasonable driving distance to staff residences. In the event of a state-wide evacuation, Shift Supervisors, Group Leaders and adequate amount of Youth Care Specialists will be required to report to duty out-of-state for seven consecutive days on duty and may return home for consecutive seven days off duty. Transportation will be arranged by the EOC on-duty officer.

### IV. CONTINUITY OF SERVICES TO CHILDREN IN SUBSTITUTE CARE

Young Star Academy will continue care for all children in placement. In the event that the child's county of origin required substitute care other than Young Star Academy during a disaster, the Crisis Management Group will support the child's county of residence in finding an appropriate substitute care location.

#### **SAFETY & HEALTH:**

Young Star Academy will continue to provide supervision to and ensure safety of all children in placement.

Medical needs of children will continue to be a responsibility of the Medical Coordinator and the Campus Nurse. The Medical Coordinator will be responsible for ensuring all children in placement are provided with prescribed medications, continue to see health professionals and maintain universal precautions to prevent an outbreak of illness and limit any contamination. In the event of a local, county-wide or state-wide evacuation all health care providers, as well as the Medical Coordinator, will still be accessible.

Safety of all children in placement will be always ensured through continued direct care staff supervision.

## **TREATMENT:**

Behavioral and mental health treatment will continue for each child in placement at any of the EOC locations via trained Youth Care Specialists, Group Leaders, Counselors and Therapists as discussed above. Mental health treatment may continue with the engagement of community providers (i.e., Mended Reeds Therapists).

## **V. MAINTENANCE AND SECURITY OF AGENCY RECORDS**

Young Star Academy maintains secure access to essential resident information through secure web-sites and company laptops. It is the procedure of Young Star Academy that all essential information regarding a child is faxed to each guardian or case worker as well as scanned into the client's electronic file, therefore in the event of a disaster, information will not only be accessible through the company's electronic records; it may also be retrieved by contacting the child's guardian or case worker.

## **VI. MEDIA COMMUNICATION**

The Executive Director or assigned Public Information Officer will handle all information and communication with the media. An external crisis communication provider may be engaged, if additional support is needed.

## **VII. DISASTER PLAN ACCESSIBILITY**

The Disaster Plan is to be posted on the home page of the company intranet, as well as the facility's web-site, accessible at [www.MohicanYSA.com](http://www.MohicanYSA.com). Each member of the Crisis Management Group will have access to this Disaster Plan.

A copy of the Disaster Plan may be mailed or faxed to each custodian / guardian of children in placement within thirty days of their request.



**APPENDIX A.  
EOC PHONE TREE**

Olga Strasser, Executive Director will contact:

Zachary Ringler, Treatment Director

Nicole Fuhrhop, Clinical Director

Tanya Fellure, Operations Director

Dr. Miller, Project Director

Ginger Jones, HR Director

Dawn Maneese, Business Development Director

Zachary Ringler, Treatment Director

Shall contact:

Assistant Treatment Director(s)

Residential Treatment Manager(s)

Treatment Coordinator(s)

Ginger Jones, HR Director

Shall contact:

Clinical Director

Case Coordinator supervisor

Medical Coordinator

Administrative Assistant

Tanya Fellure, Operations Director

Head Cook

Transportation Supervisor and Transport Specialists

Nicole Fuhrhop, Clinical Director

Shall Contact: All Therapists; Clinical Coordinator

Case Coordinator Supervisor

Shall Contact: All Case Coordinators

Dr. Miller, Project Director

Shall Contact: All Group Leaders and Shift Supervisors

Administrative Assistant

Shall Contact: All Youth Care Specialists

A master list of all contact phone numbers is provided to all staff and is posted on the home page of the company intranet.

## APPENDIX B.

### DIRECTIONS TO NEW VISION COMMUNITY CHURCH

248 Olney Ave, Marion, OH, 43302-3543 **1 HR 9 MIN**

- 📍

1. Start out going **southwest** on Odnr Mohican 51 toward State Route 97/OH-97.

Then 0.38 miles

0.38 total miles
- ➡

2. Turn **right** onto State Route 97/OH-97. Continue to follow OH-97.

Then 6.61 miles

6.99 total miles
- ➡

3. Turn **right** onto Main St/OH-97/OH-95. Continue to follow OH-97.

Then 5.84 miles

12.82 total miles
- ➡

4. Turn **right** onto Riverside Dr/OH-13. Continue to follow OH-13.

Then 1.03 miles

13.86 total miles
- ⬅

5. Turn **left** onto Spayde Rd.

*Spayde Rd is 0.8 miles past Bellville North Rd.*

*If you reach Andrews Rd you've gone about 0.3 miles too far.*

Then 0.99 miles

14.85 total miles
- ➡

6. Turn **right** onto State Route 97/OH-97.

Then 3.62 miles

18.46 total miles
- ⬅

7. Turn **left** onto E Main St/US-42 S/OH-97. Continue to follow OH-97.

*OH-97 is 0.1 miles past Industrial Dr.*

Then 7.44 miles

25.90 total miles
- ⬆

10. Stay **straight** to go onto W Center St/OH-309/OH-95.

Then 0.40 miles

50.86 total miles
- ⬅

11. Turn **left** onto Olney Ave.

*Olney Ave is just past Leader St. If you reach Park Blvd you've gone a little too far.*

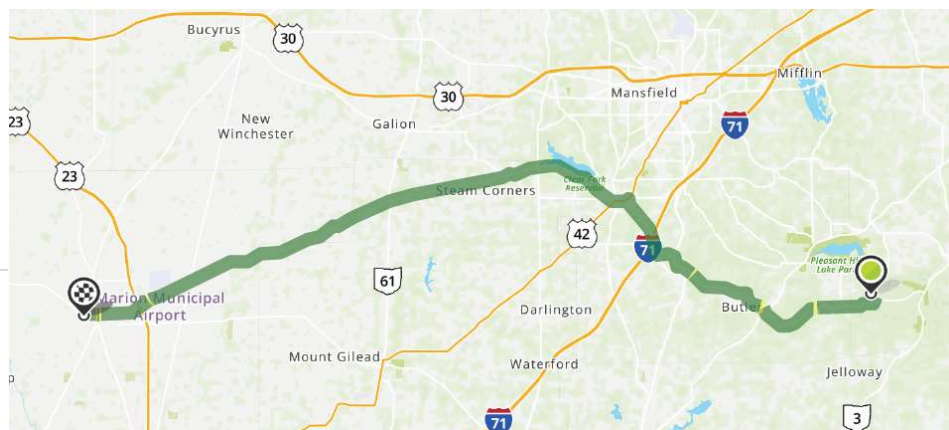
Then 0.22 miles

51.07 total miles
- 📍

12. 248 Olney Ave, Marion, OH 43302-3543, 248 OLNEY AVE is on the left.











*Your destination is 0.1 miles past W Church St.*














*If you reach W Columbia St you've gone a little too far.*



## YOUR TRIP TO: 344 Caveland Dr, Olive Hill, KY

**3 HR 45 MIN 215 MI** 

-  1. Start out going **southwest** on Odnr Mohican 51 toward State Route 97/OH-97.  
Then 0.38 miles ..... 0.38 total miles
-  2. Turn **right** onto State Route 97/OH-97. Continue to follow OH-97.  
Then 6.61 miles ..... 6.99 total miles
-  3. Turn **right** onto Main St/OH-97/OH-95. Continue to follow OH-97.  
Then 5.84 miles ..... 12.82 total miles
-  4. Turn **right** onto Riverside Dr/OH-13. Continue to follow OH-13.  
Then 1.03 miles ..... 13.86 total miles
-  5. Turn **left** onto Spayde Rd.  
*Spayde Rd is 0.8 miles past Bellville North Rd.*  
*If you reach Andrews Rd you've gone about 0.3 miles too far.*  
Then 0.99 miles ..... 14.85 total miles
-  6. Turn **right** onto State Route 97/OH-97.  
Then 1.06 miles ..... 15.91 total miles
-  7. Merge onto I-71 S via the ramp on the left toward Columbus.  
*If you reach Kochheiser Rd you've gone a little too far.*  
Then 58.76 miles ..... 74.67 total miles
8. Take the I-71 S exit, EXIT 99A-B, on the left toward Cincinnati.  
Then 0.09 miles ..... 74.76 total miles
-  9. Merge onto I-71 S.  
Then 4.10 miles ..... 78.86 total miles
-  10. Merge onto Outerbelt/I-270 E via EXIT 101 toward Wheeling.  
Then 2.72 miles ..... 81.58 total miles
-  11. Merge onto US-23 S via EXIT 52 toward Circleville.  
Then 71.34 miles ..... 152.92 total miles

-  12. Merge onto OH-823.  
Then 17.32 miles ..... 170.24 total miles
-  13. Stay straight to go onto Ohio River Scenic Byway/US-52 E.  
Then 6.34 miles ..... 176.58 total miles
-  14. Take the OH-253 exit toward Greenup Ky/US-23.  
Then 0.32 miles ..... 176.90 total miles
-  15. Turn right onto State Route 253/OH-253 (Crossing into Kentucky).  
*If you reach Ohio River Scenic Byway you've gone about 0.2 miles too far.*  
Then 0.29 miles ..... 177.19 total miles
-  16. State Route 253/OH-253 becomes State Highway 10/KY-10/KY-546.  
Then 4.48 miles ..... 181.66 total miles
-  17. Turn left onto State Route 7/KY-7. Continue to follow KY-7.  
*KY-7 is 0.7 miles past E Tygarts Rd.*  
Then 21.39 miles ..... 203.05 total miles
-  18. Turn slight right onto State Highway 2/KY-2.  
Then 1.94 miles ..... 204.99 total miles
-  19. Turn left to stay on State Highway 2/KY-2.  
*If you are on State Highway 474 and reach Nunn St you've gone about 0.1 miles too far.*  
Then 3.25 miles ..... 208.25 total miles
-  20. Turn left onto Carter Caves Rd/KY-182.  
*Carter Caves Rd is 0.4 miles past McGlone Crk.*  
*If you reach Beaver Crk you've gone about 0.5 miles too far.*  
Then 4.56 miles ..... 212.80 total miles
-  21. Turn right onto Cave Br.  
*Cave Br is 0.3 miles past Sutton Rd.*  
*If you reach Adkins Loop you've gone about 1.1 miles too far.*  
Then 1.15 miles ..... 213.96 total miles
-  22. Turn left onto Cave Rd.  
Then 0.36 miles ..... 214.31 total miles
-  23. Turn slight right onto Caveland Dr.  
Then 0.28 miles ..... 214.59 total miles
-  24. 344 Caveland Dr, Olive Hill, KY 41164-6913, 344 CAVELAND DR is on the right.  
*Your destination is at the end of Caveland Dr.*

