

Division of Health Service Regulation

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER: MHL011-265	(X2) MULTIPLE CONSTRUCTION A. BUILDING: _____ B. WING: _____	(X3) DATE SURVEY COMPLETED R 01/03/2025
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NAME OF PROVIDER OR SUPPLIER

STREET ADDRESS, CITY, STATE, ZIP CODE

MARLOWE PLACE

**22 MARLOWE DRIVE
ASHEVILLE, NC 28801**

(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD BE CROSS-REFERENCED TO THE APPROPRIATE DEFICIENCY)	(X5) COMPLETE DATE
V 000	INITIAL COMMENTS An annual and follow up survey was completed on January 3, 2025. Deficiencies were cited. The facility is licensed for the following service category: 10A NCAC 27G .5600C Supervised Living for Adults with Developmental Disability. The facility is licensed for 3 and has a current census of 3. The survey sample consisted of audits of 3 current clients.	V 000		
V 114	27G .0207 Emergency Plans and Supplies 10A NCAC 27G .0207 EMERGENCY PLANS AND SUPPLIES (a) Each facility shall develop a written fire plan and a disaster plan and shall make a copy of these plans available to the county emergency services agencies upon request. The plans shall include evacuation procedures and routes. (b) The plans shall be made available to all staff and evacuation procedures and routes shall be posted in the facility. (c) Fire and disaster drills in a 24-hour facility shall be held at least quarterly and shall be repeated for each shift. Drills shall be conducted under conditions that simulate the facility's response to fire emergencies. (d) Each facility shall have a first aid kit accessible for use.	V 114		

RECEIVED
JAN 30 2025
DHSR-MH Licensure Sect

Division of Health Service Regulation

LABORATORY DIRECTOR'S OR PROVIDER/SUPPLIER REPRESENTATIVE'S SIGNATURE

TITLE

(X6) DATE

Quality Assurance Coordinator

1/23/2025

STATE FORM 8000E54B5D294B8...

0899

O59W11

If continuation sheet 1 of 9

Division of Health Service Regulation

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V 114	<p>Continued From page 1</p> <p>This Rule is not met as evidenced by: Based on record review and interviews, the facility failed to complete disaster drills at least quarterly for each shift. The findings are:</p> <p>Review on 1-2-25 of the facility's fire and disaster drills revealed: -No disaster drills for the first quarter (January - March 2024).</p> <p>Interviews on 1-2-25 and 1-3-25 with the Program Lead revealed: -Was responsible for making sure drills were completed monthly. -"Our (company) policy was disaster (drills) was once a year." -"We (the facility) hadn't run it (disaster drill) since April of the year before (2023)." -"They (corporate) changed the policy back. We now do fire and disaster (drills) each month."</p> <p>Interview on 1-3-25 with the Director of Quality and Compliance revealed: -"The rule is confusing." -Had been emailing The Division of Health Service Regulation for clarity. -A sister facility had been audited in May of 2024 and received clarity on the rule. -The policy had been changed.</p>	V 114	<p>1. Once we received clarification on the rule from DHSR staff, we revised our internal policy to match (see attached). We will be meeting with group home coordinators prior to February 27th, 2025, in order to review the policy again with them to ensure that both fire and disaster drills are conducted once per quarter, per shift (for a total of 24 drills annually in our homes with three shifts per day).</p> <p>Crisis plan attached</p>	Estimated 2/27/25
V 131	<p>G.S. 131E-256 (D2) HCPR - Prior Employment Verification</p> <p>G.S. §131E-256 HEALTH CARE PERSONNEL REGISTRY (d2) Before hiring health care personnel into a health care facility or service, every employer at a health care facility shall access the Health Care Personnel Registry and shall note each incident</p>	V 131		

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V 131	<p>Continued From page 2</p> <p>of access in the appropriate business files.</p> <p>This Rule is not met as evidenced by: Based on record reviews and interviews, the facility failed to access the Health Care Personnel Registry (HCPR) prior to hiring 1 of 3 audited staff (Staff Program Lead). The findings are:</p> <p>Review on 1-3-25 of the Program Lead's personnel record revealed: -Job title: Program Lead. -Date of Hire: 10-16-16. -Date of HCPR check: 11-9-16.</p> <p>Interview on 1-3-25 with the Program Lead revealed: -The regional staff specialist completed the pre-hire checks.</p> <p>Interview on 1-3-25 with the Director of Quality and Compliance revealed: -The Program Lead's hire date listed was a "human error". -The hire date should have been listed as 11-16-16. -Did not believe it could be fixed/changed in the system. -The Program Lead started training on 11-19-16 and did not bill for services until 12-1-16. -New hires were contingent on all background checks being completed. -There was now an outside agency that completed all background checks before a new hire would start.</p>	V 131	<p>2. The hire date for staff [REDACTED] was keyed in incorrectly into our electronic personnel records system as 10/16/16. Upon review of the records, it is apparent that [REDACTED] hire date should have been entered as 11/19/16. See attached scanned version of paper Personnel Action Form listing correct rehire date. HCPR check was completed on 11/9/16, prior to the date of hire. An email was sent to ASNC Human Resources staff and hiring managers on 1/17/25 requesting that more care be exercised in the entering of dates, and to review hires to ensure that dates are being entered correctly in the electronic personnel records system.</p> <p>Hire PAF for [REDACTED] attached.</p>	1/17/25

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V 133	<p>G.S. 122C-80 Criminal History Record Check</p> <p>G.S. §122C-80 CRIMINAL HISTORY RECORD CHECK REQUIRED FOR CERTAIN APPLICANTS FOR EMPLOYMENT.</p> <p>(a) Definition. - As used in this section, the term "provider" applies to an area authority/county program and any provider of mental health, developmental disability, and substance abuse services that is licensable under Article 2 of this Chapter.</p> <p>(b) Requirement. - An offer of employment by a provider licensed under this Chapter to an applicant to fill a position that does not require the applicant to have an occupational license is conditioned on consent to a State and national criminal history record check of the applicant. If the applicant has been a resident of this State for less than five years, then the offer of employment is conditioned on consent to a State and national criminal history record check of the applicant. The national criminal history record check shall include a check of the applicant's fingerprints. If the applicant has been a resident of this State for five years or more, then the offer is conditioned on consent to a State criminal history record check of the applicant. A provider shall not employ an applicant who refuses to consent to a criminal history record check required by this section. Except as otherwise provided in this subsection, within five business days of making the conditional offer of employment, a provider shall submit a request to the Department of Justice under G.S. 114-19.10 to conduct a criminal history record check required by this section or shall submit a request to a private entity to conduct a State criminal history record check required by this section. Notwithstanding G.S. 114-19.10, the Department of Justice shall return the results of national criminal history</p>	V 133			

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V 133	Continued From page 4 record checks for employment positions not covered by Public Law 105-277 to the Department of Health and Human Services, Criminal Records Check Unit. Within five business days of receipt of the national criminal history of the person, the Department of Health and Human Services, Criminal Records Check Unit, shall notify the provider as to whether the information received may affect the employability of the applicant. In no case shall the results of the national criminal history record check be shared with the provider. Providers shall make available upon request verification that a criminal history check has been completed on any staff covered by this section. A county that has adopted an appropriate local ordinance and has access to the Division of Criminal Information data bank may conduct on behalf of a provider a State criminal history record check required by this section without the provider having to submit a request to the Department of Justice. In such a case, the county shall commence with the State criminal history record check required by this section within five business days of the conditional offer of employment by the provider. All criminal history information received by the provider is confidential and may not be disclosed, except to the applicant as provided in subsection (c) of this section. For purposes of this subsection, the term "private entity" means a business regularly engaged in conducting criminal history record checks utilizing public records obtained from a State agency. (c) Action. - If an applicant's criminal history record check reveals one or more convictions of a relevant offense, the provider shall consider all of the following factors in determining whether to hire the applicant: (1) The level and seriousness of the crime.	V 133		

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V 133	<p>Continued From page 5</p> <p>(2) The date of the crime.</p> <p>(3) The age of the person at the time of the conviction.</p> <p>(4) The circumstances surrounding the commission of the crime, if known.</p> <p>(5) The nexus between the criminal conduct of the person and the job duties of the position to be filled.</p> <p>(6) The prison, jail, probation, parole, rehabilitation, and employment records of the person since the date the crime was committed.</p> <p>(7) The subsequent commission by the person of a relevant offense.</p> <p>The fact of conviction of a relevant offense alone shall not be a bar to employment; however, the listed factors shall be considered by the provider. If the provider disqualifies an applicant after consideration of the relevant factors, then the provider may disclose information contained in the criminal history record check that is relevant to the disqualification, but may not provide a copy of the criminal history record check to the applicant.</p> <p>(d) Limited Immunity. - A provider and an officer or employee of a provider that, in good faith, complies with this section shall be immune from civil liability for:</p> <p>(1) The failure of the provider to employ an individual on the basis of information provided in the criminal history record check of the individual.</p> <p>(2) Failure to check an employee's history of criminal offenses if the employee's criminal history record check is requested and received in compliance with this section.</p> <p>(e) Relevant Offense. - As used in this section, "relevant offense" means a county, state, or federal criminal history of conviction or pending indictment of a crime, whether a misdemeanor or felony, that bears upon an individual's fitness to</p>	V 133		

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V 133	Continued From page 6 have responsibility for the safety and well-being of persons needing mental health, developmental disabilities, or substance abuse services. These crimes include the criminal offenses set forth in any of the following Articles of Chapter 14 of the General Statutes: Article 5, Counterfeiting and Issuing Monetary Substitutes; Article 5A, Endangering Executive and Legislative Officers; Article 6, Homicide; Article 7A, Rape and Other Sex Offenses; Article 8, Assaults; Article 10, Kidnapping and Abduction; Article 13, Malicious Injury or Damage by Use of Explosive or Incendiary Device or Material; Article 14, Burglary and Other Housebreakings; Article 15, Arson and Other Burnings; Article 16, Larceny; Article 17, Robbery; Article 18, Embezzlement; Article 19, False Pretenses and Cheats; Article 19A, Obtaining Property or Services by False or Fraudulent Use of Credit Device or Other Means; Article 19B, Financial Transaction Card Crime Act; Article 20, Frauds; Article 21, Forgery; Article 26, Offenses Against Public Morality and Decency; Article 26A, Adult Establishments; Article 27, Prostitution; Article 28, Perjury; Article 29, Bribery; Article 31, Misconduct in Public Office; Article 35, Offenses Against the Public Peace; Article 36A, Riots and Civil Disorders; Article 39, Protection of Minors; Article 40, Protection of the Family; Article 59, Public Intoxication; and Article 60, Computer-Related Crime. These crimes also include possession or sale of drugs in violation of the North Carolina Controlled Substances Act, Article 5 of Chapter 90 of the General Statutes, and alcohol-related offenses such as sale to underage persons in violation of G.S. 18B-302 or driving while impaired in violation of G.S. 20-138.1 through G.S. 20-138.5. (f) Penalty for Furnishing False Information. - Any	V 133		

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V 133	<p>Continued From page 7</p> <p>applicant for employment who willfully furnishes, supplies, or otherwise gives false information on an employment application that is the basis for a criminal history record check under this section shall be guilty of a Class A1 misdemeanor.</p> <p>(g) Conditional Employment. - A provider may employ an applicant conditionally prior to obtaining the results of a criminal history record check regarding the applicant if both of the following requirements are met:</p> <p>(1) The provider shall not employ an applicant prior to obtaining the applicant's consent for criminal history record check as required in subsection (b) of this section or the completed fingerprint cards as required in G.S. 114-19.10.</p> <p>(2) The provider shall submit the request for a criminal history record check not later than five business days after the individual begins conditional employment. (2000-154, s. 4; 2001-155, s. 1; 2004-124, ss. 10.19D(c), (h); 2005-4, ss. 1, 2, 3, 4, 5(a); 2007-444, s. 3.)</p> <p>This Rule is not met as evidenced by: Based on record reviews and interviews, the facility failed to request within five business days of making the conditional offer for employment a request for a criminal history background check for 1 of 3 audited staff (Staff Program Lead). The findings are:</p> <p>Review on 1-3-25 of the Program Lead's personnel record revealed: -Job title: Program Lead. -Date of Hire: 10-16-16. -Date of background check: 11-16-16.</p>	V 133	<p>3. The hire date for staff [REDACTED] was keyed in incorrectly into our electronic personnel records system as 10/16/16. Upon review of the records, it is apparent that [REDACTED] hire date should have been entered as 11/19/16. See attached scanned version of paper Personnel Action Form listing correct rehire date. Criminal background check was completed on 11/16/16, prior to the date of hire. An email was sent to ASNC Human Resources staff and hiring managers on 1/17/25 requesting that more care be exercised in the entering of dates, and to review hires to ensure that dates are being entered correctly in the electronic personnel records system.</p> <p>Hire PAF for [REDACTED] attached.</p>	1/17/25

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V 133	Continued From page 8 Interview on 1-3-25 with the Program Lead revealed: -The regional staff specialist completed the pre-hire checks. Interview on 1-3-25 with the Director of Quality and Compliance revealed: -The Program Lead's hire date listed was a "human error". -The hire date should have been listed as 11-16-16. -Did not believe it could be fixed/changed in the system. -The Program Lead started training on 11-19-16 and did not bill for services until 12-1-16. -New hires were contingent on all background checks being completed. -There was now an outside agency that completed all background checks before a new hire would start.	V 133			



Autism Society
of North Carolina

Origination: 1/24/2023
Effective: 8/19/2024
Last Approved: 8/19/2024
Last Revised: 8/19/2024
Next Review: 8/19/2025
Owner: [REDACTED] Director of Quality
& Compliance
Area: Operations
References:

Crisis Plan

Crisis Preparedness:

Purpose & Definition:

This plan provides the structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency.

For the purposes of this policy and plan, an emergency is defined as a serious, unexpected (or having very little advance notice), and often dangerous situation requiring immediate action.

Employees are strongly encouraged to bookmark the link to this crisis plan in their computer and mobile browsers for ease of access in an emergency. To bookmark this policy in such a way that does not require logging in to PolicyStat for access, please bookmark [THIS LINK](#).

Crisis Response Team:

Due to the unpredictability of circumstances and multiple nuances involved with handling crises, a Crisis Response Team has been developed to effectively respond to emergencies and crises. The Crisis Response Team is responsible for approving this Crisis Plan following annual review by the Safety Committee. Members of the team are responsible for assisting in times of crisis (with information and support) and helping to facilitate communication during and following crisis situations. The Team meets ahead of potential threats and as soon as practical during or following a crisis to discuss resolution and assign responsibilities and communication needs.

In most crisis scenarios, the individuals at the scene of the crisis are directed to contact a member of the crisis response team at some point in the outlined steps in response to the impending or existing crisis. In those circumstances, the employee may contact any member of the Crisis Response Team, and should continue attempting to contact a member, cycling through the list of members if necessary, until a member is reached. The member of the Crisis Response Team who is reached will be responsible for coordinating an emergency meeting with the rest of the team members and will serve as a point of contact between the individuals on the ground and the Crisis Response Team unless the team determines that another individual on the team is better able to serve that role.

The following individuals serve on ASNC's Crisis Response Team:

Name	Position	Email	Telephone	Text Messages
[REDACTED]	Director of Property & Facilities	dyell@autismsociety-nc.org	[REDACTED]	[REDACTED]
[REDACTED]	Chief Human Resources Officer & General Counsel	eroberts@autismsociety-nc.org	[REDACTED]	[REDACTED]
[REDACTED]	Senior Director of Services	kjohnston@autismsociety-nc.org	[REDACTED]	[REDACTED]
[REDACTED]	Director of Quality & Compliance	tferreira@autismsociety-nc.org	[REDACTED]	[REDACTED]
[REDACTED]	Chief Executive Officer	tsheff@autismsociety-nc.org	[REDACTED]	[REDACTED]
[REDACTED]	Clinical Director	wluffman@autismsociety-nc.org	[REDACTED]	[REDACTED]

Review/Revision Schedule:

This plan is reviewed annually by ASNC's Safety Committee and approved by members of the Crisis Response Team. To report an issue or ask questions about this plan, please contact SafetyCommittee@autismsociety-nc.org or feedback@autismsociety-nc.org.

Training Plan:

All employees will be assigned a module in ASNC's online learning management system that points toward this crisis plan and all of its associated links and attachments. A brief quiz and an attestation will ensure an employee's review of policy and procedures. Employees in roles that are more likely to encounter certain scenarios will receive additional information and training on the relevant scenarios as part of their onboarding and/or team meetings. Employees at ASNC locations will participate in drills as outlined below to reinforce awareness and knowledge of this plan.

Escape / Evacuations:

Depending on the scenario, many action plans will involve either sheltering in place or evacuation. Additionally, emergency response services may request that you either shelter in place or evacuate. All locations should have the most up-to-date evacuation maps posted consistent with allowable signage in each location.

Sheltering in Place

Sheltering in place means finding a safe location indoors and staying there until you are given an "all clear" or told to evacuate. You may be asked to shelter in place in a number of different scenarios, although typically these are weather-related. For more information and tips about sheltering in place, click [HERE](#). If you are required to shelter in place, please consider these tips:

- In finding a safe location: Does the door lock? Does it open out or in? Is there furniture nearby that you can use to barricade the door? Can you close or block the windows?
- Think of what you might need (food, water, and medication) if the shelter-in-place notice lasts many

hours.

Evacuations

Evacuating means to remove yourself from a place of danger to a safer place. Commonly, this will mean exiting a building and moving a safe distance from it. Most locations will have specified location for assembling following an evacuation. These are outlined in the [Location-Specific Evacuation Routes/Maps](#) section below. You may be asked to evacuate in a number of different scenarios. For more information and tips about evacuations, click [HERE](#). If you are required to evacuate, please consider these tips:

- Stay calm.
- Evacuate in a safe and orderly manner, account for all clients, staff and visitors.
- Identify the safest and most efficient route to the evacuation point, listen for instructions, and remain aware of your surroundings.
- If there are obstacles blocking your primary evacuation route, find an alternative exit.
- Once evacuated, remain calm and wait to follow further instructions from law enforcement, your facility leader, or the Crisis Response Team.
- If your location becomes unsafe, proceed to a safer and more secure area.
- Assist others if it is safe to do so.
- Ask for help or call 911 if you are unable to evacuate safely.

Drills:

ASNC has established the following parameters around conducting crisis response drills.

Purpose & Frequency:

Drills provide simulated experience with the steps of various crisis scenarios and familiarize employees with the plans of action. Drills are scheduled, and the timing and nature of the drill is communicated ahead of time. The goal of drills is to educate employees and provide practical experience with how to respond in a variety of emergencies that have the potential for occurring and for which preparation is critical.

For licensed programs (day programs and group homes): Fire and disaster drills should occur once per quarter, per shift. For day programs, this means there must be one fire drill and one disaster drill during the hours in which the program is open. For residential programs, this means there must be three fire and three natural disaster drills per quarter - one of each drill for each of the three shifts (one of which must occur during the overnight/sleeping hours). Day programs are also encouraged to conduct at least one other type of drill per year.

For all other ASNC offices, programs, and locations: At least one fire drill and one other type of drill will be conducted each year. The timing and type of drill will be predetermined by ASNC Safety Committee.

Fire Drills & "Other" Drills / Action Plan Reviews will be conducted as follows:

Facility Type	Frequency of Fire Drill	Natural Disaster Drill / Action Plan Review	"Other" Drill / Action Plan Review
Licensed Residential	Quarterly, 1x each shift	Quarterly, 1x each shift	Optional
Licensed Day Program	Quarterly	Quarterly	Yearly

All Other Locations	Yearly	Yearly	Yearly
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Steps:

1. The Safety Committee will assign two "Safety Champions" for each location who will help ensure all staff and participants are familiar with this policy, the [Evacuations](#) policy and [Location-Specific Evacuation Routes/Maps](#). The Director of Property & Facilities will go over all aspects of the policy and drill with the Safety Champions.
2. The Safety Committee will remind the Safety Champions when their next drill is due and will offer a 2-week period to conduct it.
3. The Safety Champions will choose a specific day and time and notify all the staff at their location. Announcing a drill ahead of time can increase participation, allow opportunity for review and helps prevent panic and undue fear during the drill.
4. The Safety Champions will signal the start of the drill using a pre-determined signal for that location. Warning signals may include announcements, a fire alarm, and horn. In response to the signal, everyone will follow the steps of the Action Plan in the [Fire & Explosions](#) policy and [Evacuations](#) policy procedures.
5. The Safety Champions will monitor the drill and document the participants and amount of time required for everyone to make it to the designated assembly area.
6. Immediately following the drill the Safety Champions will debrief the drill and go over their observations with all who participated. The Safety Committee will provide a list of possible debrief discussion points.
7. The Safety Champions will complete the form linked to in the "[Documentation](#)" section below following the drill.
8. Safety Committee will review the results of the drills and provide feedback, as warranted, for safety, compliance, and quality improvement purposes.

Documentation:

[Residential programs](#) will use [this form](#) to document their drills and reviews. [ALL other locations](#) will use [this form](#) to document their drills and reviews. Data, including aggregate data, will be available for Safety Committee review and feedback.

Scenarios & Action Plans:

Active Shooter

Bomb Threat

Fire & Explosions

Hostage Situation

Intruder on Premises

Natural Disaster (Hurricanes, Tornadoes, Floods)

Suspicious Mail / Packages

Threat of Violence to Others

Threat of Violence to Self (Mental Health Crisis)

Communication in a Crisis:

Emergency communication from the location of a crisis will typically require the supervisor/employee at the scene of the crisis to contact emergency services. Most scenarios require communication to the Crisis Response Team. **Whenever there is actual or imminent danger, emergency services should always be the first point of contact.** The Crisis Response Team should be notified as soon as it is safe and appropriate to do so.

Upon notification to a member of the Crisis Response Team, that member is required to provide any immediately needed information or feedback and convene a meeting of the full Crisis Response Team as soon as possible and practical. The Crisis Response Team will convene and discuss the situation and determine who, if anyone, needs to also be brought into the discussion for participation or debriefing. During the course of the Crisis Response Team meeting, a decision will be made about further communication needs (for example, to all employees, to individuals/families we support, etc.) and will identify central points of contact and responsible persons for additional communications.

In the event of a crisis/emergency, staff are reminded to please refer any questions, interview requests, or media contacts to the Director of Communications. No other staff should answer questions or offer information to the media. If asked for a comment, staff may respond with, "We are currently focusing on the needs of our participants and their families. Please contact the Director of Communications with specific requests and for more information about our ongoing efforts."

At the conclusion of a crisis situation, the Crisis Response Team will evaluate its own response to determine if any changes are needed in the future related to crises. The actions of the Crisis Response Team will also be reviewed by the Safety Committee for feedback and quality improvement.

Location-Specific Evacuation Routes/Maps:

ACLE

Ascend

Asheville Services Office

Camp Royall

Charlotte Office

Chestnut Hills

Creative Living

Fairview

Fayetteville Services Office & Thrive

Greensboro Services Office

Greenville Services Office

IGNITE - Davidson

IGNITE - Greensboro

IGNITE - Raleigh

Marlowe

Newport Social Recreation

Sandlewood

State Office - Kingdom Way

Triangle Services Office


Wilmington Office & Programs

Winterville Social Recreation

Additional Resources:

Additional resources are available and linked to, where appropriate, within the individual scenarios and action plans.

Attachments

 How to Add Crisis Plan as a Shortcut on Mobile Devices

Approval Signatures

Step Description	Approver	Date
Quality Management Approval	[REDACTED] Director of Quality & Compliance	8/19/2024
Crisis Response Team Review and Approval	[REDACTED] n: Senior Director of Services	8/19/2024
Crisis Response Team Review and Approval	[REDACTED] Chief Human Resources Officer & General Counsel	8/13/2024
Crisis Response Team Review and Approval	[REDACTED] onick: Clinical Director	8/8/2024
Crisis Response Team Review and Approval	[REDACTED] ff: Chief Executive Officer	8/7/2024
Crisis Response Team Review and Approval	[REDACTED] Director of Quality & Compliance	8/7/2024
Crisis Response Team Review and Approval	[REDACTED] Director of Property and Facilities	8/7/2024
Safety Committee Review and Approval	[REDACTED] Director of Property and Facilities	8/7/2024
	[REDACTED] Director of Quality & Compliance	8/6/2024



Autism Society of NORTH CAROLINA

Entered: _____
EE#: _____
Discipline: _____
Initials: _____

Personnel Action/Change Form

Action: ☐ New Hire ☒ Rehire ☐ Transfer ☐ Status Change
☐ Pay Rate Change ☐ Termination ☐ Address Change
☐ Name Change (Attach New S.S. & DL Card, Tax Forms, 19 form) ☐ Camp Employee

This section completed by employee

Name _____ S. S. # _____
Mailing Address _____
City Candler State NC Zip 28715
Home Phone 8 Work Phone _____ Cell Phone 252-200-1120
E-mail Address _____
Gender: ☐ Male ☒ Female Date of Birth _____
Marital Status: ☐ Single ☒ Married

I acknowledge that by providing my email address, I am opting to receive periodic emails from various departments within the Autism Society of NC in order to provide me with the most current information about the organization. **This includes information regarding my benefits.** I acknowledge that I may opt out of these email lists by checking the box following this message. I understand that I may not opt out of emails from Relias Learning Management System, and that checking the box only removes me from non-Relias mailing lists. ☐

EMERGENCY CONTACT INFORMATION

Full Name (Last, First, MI) _____ Relationship _____
Address _____
City _____ State _____ Zip Code _____
Home Phone (____) _____ Work Phone (____) _____
Cell Phone (____) _____

****Completed by Supervisor or HR Professional Only****

Effective Date 4/13/16 Department 44401 - 999 (Project code)

Second Department

Years of Education 15 Years of Experience 15+

Status: ☐ Salaried 40 hours ☐ Salaried 35 hours ☐ Seasonal
☐ Salaried 30 hours ☐ Full-Time Hourly ☒ Part Time

Job Title ASP Supervisor [Redacted]

Pay Rate: Annual Salary (Exempt) X Hourly Rate (Non-Exempt)

Regular Hourly Rate (#1) [Redacted]

Training Rate \$ [Redacted] Respite & PC Rate \$ [Redacted]

Hourly Rate (#2) \$ [Redacted] for (Service) Supported Emp

Hourly Rate (#3) for (Service)

Camp Only - Daily Rate (#4) Weekly Rate (#5)

Other Hourly Rate \$ [Redacted] for (Service) Personal Assistance

Other Hourly Rate \$ [Redacted] for (Service) BB Respite

Employee Signature: [Redacted]

Approved By: [Redacted]

Secondary Supervisor S [Redacted]

1. All salary new hires need a 2nd level supervisor signature.
2. All services Hourly Staff new hires with an hourly rate over \$12.00 need RD signature.

Terminations

Termination Date ☐ Voluntary ☐ Involuntary

Rehire: ☐ Yes ☐ No (Explain)

Approved By: