

## **Monroe County Commission on Aging Temporary Ramp Protocol**

In the event that a MCCOA temporary ramp becomes damaged or stolen, the Monroe County Commission on Aging must be notified immediately by the ramp program administrator.

In a situation where a ramp is damaged, client safety is of the utmost concern. Pending the evaluation of the damage to the ramp, the Monroe County Commission on Aging Director shall determine the need for removal and replacement of said ramp and coordinate such, with the appropriate crew and ramp fabricator. In the event that the ramp needs repair, the Monroe County Commission on Aging Director shall contact the contracted fabricator and order the necessary repairs.

In the event that the ramp is damaged through either criminal conduct or suspected criminal conduct, a police report must be filed by the homeowner regarding the events which caused the damage.

In a situation where a ramp is stolen, the Monroe County Commission on Aging Director shall assist in the replacement of the ramp and coordinate such, with the appropriate crew and ramp coordinator. In this event, a police report must be filed by the homeowner regarding the events related to the theft of the ramp.

In either situation, the Monroe County Commission on Aging Director, along with the ramp program administrator, fabricator and crew will work to have the ramp repaired or replaced in a timely fashion in order to ensure the safety of the client and allow for entrance and exit from the home.

Adopted by the Monroe County Commission on Aging 1.21.2009