



Comprehensive Resident Care Plan & Emergency Response Manual

A Village Called Home Inc.

Staffing Requirements • Enrollment Procedures • Management Standards • Behavioral Support •
Emergency Evacuation • Life Safety • First Responder Coordination

Prepared For:	Residential Operations & Zoning Approval Review
Facility Type:	Residential Care Program / Therapeutic Group Home
Resident Capacity:	Up to 12 Residents
Prepared By:	A Village Called Home Inc.

A Village Called Home Inc.

Comprehensive Resident Care Plan & Emergency Response Manual

CARE PLAN POLICY

Purpose

The purpose of this Care Plan is to ensure that all residents placed within A Village Called Home Inc. receive individualized, structured, trauma-informed, and developmentally appropriate care in a safe residential environment. This plan establishes procedures for assessment, supervision, behavioral support, safety monitoring, emergency preparedness, educational coordination, medical management, and discharge planning.

This Care Plan is designed to support the emotional, behavioral, educational, physical, and social well-being of each resident while maintaining compliance with applicable state licensing standards, safety requirements, and best practices for residential care facilities.

FACILITY INFORMATION

Facility Name

A Village Called Home Inc.

Program Type

Residential Care Program / Therapeutic Group Home

Population Served

Children and adolescents requiring structured residential supervision, behavioral support, emotional stabilization, educational assistance, and life-skills development.

Age Range Served

Ages 7–17

Capacity

Up to 12 residents

CARE PLAN OBJECTIVES

The facility shall:

- Provide a safe and structured living environment.
- Promote emotional stability and behavioral growth.
- Reduce crisis incidents through supervision and de-escalation.
- Support educational achievement and school participation.
- Promote healthy social interactions and coping skills.
- Coordinate mental health and medical services.
- Ensure resident safety during emergencies.
- Promote accountability, responsibility, and independence.
- Prepare residents for successful transition and discharge.

INDIVIDUALIZED RESIDENT CARE PLANS

Initial Assessment

Upon admission, each resident shall receive a comprehensive intake assessment including:

- Medical assessment
- Mental health screening
- Behavioral assessment
- Educational review

- Risk assessment
- Medication review
- Social and family history review
- Safety and supervision assessment

Assessments shall be completed within the first 24–72 hours of placement.

CARE PLAN DEVELOPMENT

Each resident shall receive an individualized written care plan that includes:

Resident Information

- Full legal name
- Date of birth
- Admission date
- Assigned room
- Assigned case manager
- Diagnoses
- Allergies
- Medications

Behavioral Goals

Examples include:

- Improve anger management skills
- Reduce verbal aggression
- Improve school attendance
- Increase emotional regulation
- Improve coping skills
- Increase compliance with house rules

Educational Goals

Examples include:

- Improve reading levels
- Maintain passing grades
- Attend school daily
- Participate in tutoring
- Improve classroom behavior

Life Skills Goals

Examples include:

- Personal hygiene
- Laundry responsibilities
- Cleaning responsibilities
- Communication skills
- Time management
- Conflict resolution

Supervision Level

Residents shall be assigned a supervision level based on assessed risk:

- Routine Supervision
- Increased Observation
- Close Monitoring
- One-to-One Supervision

STAFFING REQUIREMENTS

Minimum Staffing Standards

The facility shall maintain adequate staffing levels to ensure resident safety, supervision, behavioral support, and emergency response coverage at all times.

Staffing Ratios

The facility shall maintain the following staffing ratios:

- Minimum 1:4 staff-to-resident ratio during waking hours
- Additional staffing during high-risk activities or emergencies
- Awake overnight staff coverage at all times
- Increased staffing for residents requiring elevated supervision

Required Staff Positions

The facility may include:

- Executive Director
- Program Director
- House Manager
- Case Managers
- Direct Care Staff
- Behavioral Support Staff
- Licensed Therapists
- Medical Consultants
- On-Call Supervisors

Staff Training Requirements

All staff shall receive training in:

- CPR and First Aid
- Trauma-informed care
- Behavioral de-escalation
- Crisis intervention
- Emergency evacuation procedures
- Medication administration
- Resident rights and confidentiality
- Incident reporting
- Mandatory reporting requirements

Staff Conduct Requirements

Staff shall:

- Maintain professional boundaries
- Use respectful communication
- Follow safety procedures
- Maintain confidentiality
- Immediately report incidents or safety concerns

ENROLLMENT & ADMISSION REQUIREMENTS

Eligibility Criteria

Residents admitted into the program must:

- Meet age requirements
- Require structured residential supervision
- Be medically stable for placement
- Have documentation supporting placement needs
- Not present unmanageable safety risks beyond program capacity

Required Enrollment Documentation

Prior to admission, the following documentation shall be obtained when available:

- Placement authorization
- Custody documentation
- Birth certificate
- Immunization records
- Medication records
- Psychological evaluations
- Educational records
- Insurance information
- Emergency contact information

Intake & Enrollment Procedures

The enrollment process shall include:

1. Referral review
2. Intake assessment
3. Safety and risk evaluation
4. Medical and medication review
5. Behavioral assessment
6. Orientation to house rules and expectations
7. Assignment of supervision level
8. Development of individualized care plans

Resident Orientation

Upon admission, residents shall receive orientation regarding:

- House rules
- Behavioral expectations
- Safety procedures
- Emergency exits
- Daily schedules
- Recreational activities
- Complaint and grievance procedures

MANAGEMENT REQUIREMENTS

Administrative Oversight

Facility administration shall ensure:

- Regulatory compliance
- Resident safety
- Staff supervision

- Incident review
- Policy enforcement
- Program quality improvement
- Emergency preparedness

Recordkeeping Requirements

The facility shall maintain:

- Resident records
- Medication logs
- Incident reports
- Staffing schedules
- Emergency drill documentation
- Maintenance records
- Visitor logs
- Training records

Incident Reporting Protocols

All incidents involving resident safety, injury, elopement, behavioral crises, abuse allegations, or emergencies shall be documented and reported according to facility policy and applicable regulations.

Quality Assurance Procedures

Management shall conduct:

- Routine policy reviews
- Safety inspections
- Staff performance evaluations
- Resident care reviews
- Emergency preparedness reviews
- Corrective action monitoring

Facility Safety Management

Management shall ensure:

- Fire extinguishers remain operational
- Smoke detectors remain functional
- Emergency exits remain unobstructed
- First aid supplies remain stocked
- Security systems remain functional
- Resident sleeping arrangements remain compliant

DAILY SUPERVISION PLAN

Staffing Coverage

The facility shall maintain awake staff coverage 24 hours per day.

Staff Responsibilities

Staff shall:

- Conduct room checks
- Monitor resident interactions
- Supervise recreational activities
- Monitor medication administration
- Conduct wellness checks
- Document behavioral incidents
- Maintain visual supervision during outdoor activities
- Monitor transitions and transportation

Resident Accountability

Residents shall:

- Follow house rules
- Participate in programming
- Attend school
- Respect staff and peers

- Participate in counseling services
- Follow safety procedures

MEDICATION MANAGEMENT PLAN

Medication Administration

Only authorized and trained personnel may administer medication.

Medication Procedures

Staff shall:

- Verify medication orders
- Document administration times
- Monitor side effects
- Store medications securely
- Maintain medication logs
- Immediately report medication errors

Controlled Medication Security

Controlled medications shall:

- Be stored in locked cabinets
- Be counted each shift
- Be documented in medication logs
- Be inaccessible to residents

BEHAVIORAL SUPPORT PLAN

Trauma-Informed Care

Staff shall utilize trauma-informed interventions that prioritize:

- Safety
- Emotional regulation
- Respectful communication
- Relationship building
- Positive reinforcement

De-Escalation Strategies

Staff shall use:

- Verbal de-escalation
- Redirection
- Calm communication
- Space and separation
- Coping skill reminders
- Behavioral coaching

Prohibited Interventions

The following are prohibited:

- Corporal punishment
- Humiliation
- Threats
- Excessive restrictions
- Food deprivation
- Isolation as punishment

CRISIS INTERVENTION PLAN

Behavioral Crisis Response

In the event of a behavioral crisis:

1. Staff shall maintain calm communication.

2. Additional staff support shall be requested.
3. Other residents shall be relocated if necessary.
4. De-escalation techniques shall be utilized.
5. Emergency services shall be contacted if safety is compromised.
6. Incident reports shall be completed.

Suicide or Self-Harm Threats

If a resident expresses suicidal thoughts or self-harm intentions:

- Continuous supervision shall be initiated.
- Mental health professionals shall be contacted immediately.
- Guardians and placement agencies shall be notified.
- Emergency medical services shall be contacted if necessary.

EDUCATIONAL COORDINATION PLAN

School Participation

Residents shall attend school daily unless medically excused.

Educational Support

The facility shall provide:

- Homework assistance
- Tutoring support
- School communication
- Transportation coordination
- IEP/504 support coordination

School Communication

Staff shall communicate with:

- Teachers

- School counselors
- Administrators
- Special education personnel

HEALTH & WELLNESS PLAN

Medical Care

Residents shall receive:

- Routine medical care
- Dental care
- Vision services
- Psychiatric services
- Emergency medical treatment when necessary

Hygiene Standards

Residents shall:

- Bathe regularly
- Maintain clean clothing
- Participate in room cleanliness
- Practice healthy hygiene habits

OUTDOOR ACTIVITY & RECREATION PLAN

Structured Recreation

Residents shall participate in supervised recreational activities.

Outdoor Supervision

Outdoor activities shall:

- Be supervised by staff
- Follow established schedules
- Maintain visual monitoring
- Comply with neighborhood noise ordinances

Noise Ordinance Compliance

The facility shall:

- Limit excessive outdoor noise
- Restrict loud activities during evening hours
- Maintain respectful neighborhood conduct
- Supervise outdoor recreation at all times

DETAILED EMERGENCY EVACUATION & LIFE SAFETY PLAN

PURPOSE

The purpose of this Emergency Evacuation and Life Safety Plan is to establish comprehensive emergency procedures that protect the health, safety, welfare, and accountability of all residents, staff, visitors, and emergency personnel during emergency situations. This plan is specifically designed to demonstrate organized emergency preparedness, life-safety compliance, structured supervision, and operational readiness for zoning, licensing, and community safety review purposes.

This plan is intended to ensure that all emergency situations are handled in a calm, immediate, organized, and coordinated manner while minimizing risk to residents and surrounding properties.

FACILITY SAFETY OBJECTIVES

The facility shall:

- Maintain continuous resident supervision.
- Ensure rapid emergency response procedures.

- Maintain safe evacuation routes.
- Coordinate directly with emergency responders.
- Maintain accountability for all residents and staff.
- Reduce risks to neighboring properties.
- Maintain fire prevention systems and emergency preparedness.
- Conduct regular emergency drills and staff training.
- Maintain compliance with applicable fire and life safety standards.

LIFE SAFETY FEATURES

The facility shall maintain the following safety features:

- Functional smoke detectors throughout the residence
- Fire extinguishers accessible throughout the facility
- Carbon monoxide detectors where required
- Clearly identified emergency exits
- Posted evacuation maps
- Exterior emergency lighting
- Emergency flashlights and backup supplies
- First aid kits accessible to staff
- Secured medication storage areas
- Staff communication devices and emergency contact lists

Staff shall routinely inspect all life safety equipment and document inspections.

EMERGENCY EVACUATION PLAN

PURPOSE

The purpose of this Emergency Evacuation Plan is to ensure the immediate safety and orderly evacuation of all residents, staff, and visitors during emergencies.

EMERGENCY RESPONSE PRIORITIES

1. Protection of life
2. Immediate evacuation when necessary
3. Accountability of all residents and staff
4. Rapid communication with emergency responders
5. Coordination with first responders and emergency agencies

TYPES OF EMERGENCIES COVERED

This plan applies to:

- Fire emergencies
- Severe weather
- Tornado warnings
- Power outages
- Gas leaks
- Medical emergencies
- Violent incidents
- Missing resident situations
- Natural disasters
- Facility evacuations

FIRE EMERGENCY PROCEDURES

Upon Discovery of Fire

Staff shall:

1. Activate fire alarm systems.
2. Call 911 immediately.
3. Evacuate residents immediately.
4. Close doors when exiting.
5. Assist residents requiring additional support.
6. Move residents to designated assembly areas.

Evacuation Assembly Area

All residents and staff shall report to the designated evacuation location outside the residence at a safe distance from the structure.

Resident Accountability

Staff shall:

- Conduct headcounts immediately
- Verify all residents are accounted for
- Report missing individuals immediately
- Maintain supervision until emergency personnel clear the scene

TORNADO & SEVERE WEATHER PLAN

Tornado Warning Procedures

During tornado warnings:

- Residents shall move immediately to interior designated shelter areas.
- Residents shall stay away from windows and exterior walls.
- Staff shall maintain emergency supplies.
- Staff shall conduct headcounts.
- Emergency communication devices shall remain accessible.

Severe Thunderstorms

Outdoor activities shall cease immediately during severe weather conditions.

MEDICAL EMERGENCY PROCEDURES

Medical Crisis Response

In medical emergencies:

1. Staff shall assess immediate safety.
2. 911 shall be contacted when necessary.
3. First aid/CPR certified staff shall provide assistance.
4. Guardians and agencies shall be notified.
5. Incident documentation shall be completed.

Emergency Medical Information

Emergency medical information shall remain accessible for all residents including:

- Allergies
- Medications
- Diagnoses
- Emergency contacts
- Insurance information

MISSING RESIDENT / ELOPEMENT PROCEDURES

Immediate Response

If a resident leaves the facility without authorization:

1. Staff shall search immediate areas.
2. Supervisors shall be notified immediately.

3. Law enforcement shall be contacted.
4. Guardians and agencies shall be notified.
5. Incident documentation shall be completed.

Resident Return Procedures

Upon return:

- Staff shall assess resident safety.
- Medical evaluation shall occur if needed.
- Behavioral debriefing shall occur.
- Care plans shall be reviewed and updated.

POWER OUTAGE PROCEDURES

During power outages:

- Emergency lighting shall be utilized.
- Staff shall maintain resident supervision.
- Refrigerated medications shall be monitored.
- Emergency contact lists shall remain accessible.
- Alternative shelter arrangements shall be considered if outages become prolonged.

FIRST RESPONDER COORDINATION PROTOCOLS

PURPOSE

The purpose of these protocols is to establish effective communication and coordination with emergency personnel to ensure resident safety during emergencies.

COORDINATION WITH EMERGENCY SERVICES

The facility shall maintain coordination with:

- Local police department
- Fire department
- EMS providers
- Emergency management agencies
- Hospitals
- Crisis response agencies

EMERGENCY CONTACT INFORMATION

Emergency contact lists shall include:

- 911 emergency services
- Local fire department
- Police department
- Poison control
- Emergency management offices
- Medical providers
- Facility administration

Emergency contact lists shall remain accessible at all times.

STAFF RESPONSIBILITIES DURING EMERGENCIES

Shift Supervisor Responsibilities

The shift supervisor shall:

- Coordinate emergency response

- Communicate with first responders
- Maintain resident accountability
- Provide emergency information
- Direct evacuation procedures

Direct Care Staff Responsibilities

Direct care staff shall:

- Supervise residents
- Assist with evacuation
- Conduct resident headcounts
- Maintain calm communication
- Follow emergency instructions

INFORMATION PROVIDED TO FIRST RESPONDERS

Staff shall provide:

- Number of residents present
- Resident medical concerns
- Building layout information
- Emergency access points
- Missing resident information if applicable
- Known hazards or risks

EVACUATION TRANSPORTATION PLAN

If relocation becomes necessary:

- Transportation vehicles shall be coordinated.
- Staff shall maintain supervision during transport.

- Resident medications and emergency information shall accompany residents.
- Guardians and agencies shall be notified of relocation.

EMERGENCY DRILLS

Fire Drills

Fire drills shall occur monthly.

Severe Weather Drills

Severe weather drills shall occur quarterly.

Documentation

Emergency drill documentation shall include:

- Date and time
- Staff participating
- Residents participating
- Drill duration
- Identified deficiencies
- Corrective actions

POST-EMERGENCY DEBRIEFING

Following emergencies:

- Staff shall conduct incident debriefings.
- Residents shall receive emotional support.
- Corrective actions shall be reviewed.
- Policies shall be updated if needed.

DISCHARGE & TRANSITION PLANNING

Discharge Planning

Discharge planning shall begin upon admission.

Transition Goals

The facility shall coordinate:

- Educational transition
- Medical continuity
- Counseling referrals
- Placement coordination
- Family reunification when appropriate

Discharge Documentation

Discharge packets shall include:

- Medication information
- Educational records
- Behavioral summaries
- Follow-up appointments
- Aftercare recommendations

POLICY REVIEW

This Care Plan and Emergency Response Manual shall be reviewed annually and updated as necessary to maintain compliance with applicable standards and best practices.

APPROVAL

Approved By: _____

Title: _____

Date: _____

CONFIDENTIALITY NOTICE

This manual contains confidential operational procedures intended solely for authorized personnel of A Village Called Home Inc. Unauthorized duplication or distribution is prohibited.

Approved By:	_____
Title:	_____
Date:	_____
Signature:	_____