

A Village Called Home Inc

Policies and Procedural Manual

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Weekday Staff/Schedule Meal Prep Schedule

Meal Type	Preparer	Preparation Time
Breakfast	3 rd Shift CCSW	6:00 a.m. – 7:00 a.m.

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Lunch/Snacks (During School Year (Excluding Saturdays and Sundays))	1 st Shift CCSW	7:00 a.m. – 7:30 a.m.
Dinner	2 nd Shift CCSW	5:30 p.m. – 6:30 p.m.

Weekend and School Breaks Meal Prep Schedule

Meal Type	Preparer	Preparation Time
Breakfast	1 st Shift CCSW	8:30 a.m.
Lunch	1 st Shift CCSW	1:00 p.m.
Dinner	2 nd Shift CCSW	6:30 p.m.

A Village Called Home Mealtimes

Meal	Scheduled Timeframe	Start Times
Breakfast	School Year M-F	6:45 a.m.
Lunch Prep (optional)		7:00 a.m.
Snack		4:15 p.m.
Dinner		6:45 p.m.
	Saturday Snacks/Meals	Start Times
Breakfast	Sat./Sun.	8:30 a.m.
Mid-Morning Snack		11:00 a.m.
Lunch		1:00 p.m.
Afternoon Snack		3:00 p.m.
Dinner		6:30 p.m.
Post-Dinner Snack/Meals		7:30 p.m. – 9:30 p.m.

Physical Plant and Safety

Rule 1800: An institution shall be in compliance with all applicable zoning laws, ordinances, or rules and regulations which apply to its operation.

Zoning (Tag 1800)

The A Village Called Home residential care home follows all applicable zoning laws, ordinances, or rules and regulations. Zoning approved by the local zoning office in Powder Springs, Georgia.

Water and Sewage Disposal Systems (Tag 1801)

All water and sewage disposal systems have been approved and are operated by Powder Springs Water Works.

**Emergency Action Plan (EAP)
for**

**A Village Called Home
5780 Warren Farm Rd
Powder Springs, Georgia 30127**

A Village Called Home Disaster Preparedness Plan Overview

Rule 2100: The facility shall prepare for potential emergency situations that may affect the care of children by developing and complying with an effective disaster preparedness plan that identifies emergency situations and outlines an appropriate course of action. The plan must be reviewed annually and revised, as appropriate, including any related written agreements.

A Village Called Home has created the attached Disaster Preparedness Plan to safeguard residents and or the facility in the event of an emergency. The plan addresses local weather/widespread weather conditions, natural disasters, manmade disasters (acts of terrorism and hazardous spills), unanticipated interruption of services in utilities (water, power, gas), loss of heating/air, fires, explosions, physical damage to the facility, pandemics, infectious disease outbreaks, and illnesses. Preparedness plans will be updated annually by the Director of the facility. (Tag 2100)

A copy of the A Village Called Home disaster preparedness plan will be provided to the Department of Inspection upon request, as well as the Office of Insurance and Safety Fire Commissioner and local emergency management office. (Tag 2114)

Annual Review

A Village Called Home conducts an annual review of the disaster preparedness plan in December of each year. A copy of the plan has been shared with the local Emergency Management Agency.

POLICY

A Village Called Home prepares for potential emergencies by conducting quarterly drills and disaster rehearsals with residents, tailoring to different types of emergencies/disasters. The purpose of the drill is to ensure residents and staff know and understand the appropriate course of actions to take. (Tag 2100)

Written Agreements with Local Providers and Facilities

A Village Called Home has partnered with a local extended stay to provide lodging for residents in the event the facility has to be evacuated.

ALERTS

In the event of an emergency, employees are alerted by:

- An alarm bell/buzzer
- A Public Address system
- A text alert
- A phone call
- An email notification
- Verbal communication by designated leader(s): A Village Called Home Owner(s), Director

The emergency signal for each emergency will be as follows:

- The sounding of the fire alarm for FIRE EMERGENCIES
- The sounding of the city's siren for TORNADOES
- The sounding of the city's siren for SEVERE THUNDERSTORMS

Disaster Drill Log				
Type of Disaster ☐ Water Failure ☐ Power Failure ☐ Safety Threat ☐ Severe Weather				
Date & Day of Week	Time	# of Children Present	Length of Time to Evacuate	Challenges/Comments

Severe Weather and Natural Disasters Preparedness and Recovery

Potential Emergencies Impacting Powder Springs and Surrounding Areas: (Tag 2100)

- Tornadoes
- Hurricanes
- Ice/snowstorms
- Floods
- Earthquakes

Tornadoes (Tag 2101)

Tornado watches and warnings both prompt activity from A Village Called Home staff members.

Type of Alert Received from Director:

- **Phone Call, Text, and Email**

Emergency Supplies

Staff Cell phones	First Aid Kit
Emergency Physician Contact List	Phone Tree Contact List
Resident Medication (when possible)	Water
Flashlights and Batteries	Non-Perishable Food Items
Battery Operated Radio	Blankets
Towels	EAS (Emergency Alert System) for Community Alerts
Sanitary Items (Pads, Tampons, Wet Wipes)	

Tornado Watch

Upon receiving notification of a tornado watch (which means there is potential for a tornado to develop and land:

1. All staff members (CCSW, Program Manager, Director) should maintain an eye/ear on weather related news via the EAS (Emergency Alert System)
 - a. The owner(s) will enact the phone tree and contact each staff member by phone (phone call, text, and email to advise of tornado watch
 - b. CCSW should gather all residents in the family room to calmly advise of the potential weather conditions
 - i. Residents should be instructed to the following:
 1. Speaking volumes should be low

2. Remain alert if conditions change and prepare to assist with the gathering of food supplies from the storage

When a warning is issued by sirens or other means, staff members should ensure residents remain inside the A VILLAGE CALLED HOME facility.

- Staff members (CCSW) should direct all residents to the interior hallway (no windows or exterior doors)
- Staff members (CCSW, Program Manager, Director) should retrieve emergency coverage (blankets, pillows) from storage cabinet and provide residents with one of each
- If conditions worsen and an actual tornado lands:
 - Residents/staff members should turn to the wall (knees against the wall, blanket and arms over their head and neck)
 - Residents/staff should maintain this position until the event/threat is over
- HSP will also notify guardians/caseworkers of activity/precautions taken

Hurricanes (Tag 2101)

Type of Alert Received from Director:

Phone Call, Text, and Email

When news breaks of a potential hurricane, it is important to have access to key supplies. A Village Called Home stores essential items for emergencies that may impact normal access to those items.

Emergency Supplies

Staff Cell phones	First Aid Kit
Emergency Physician Contact List	Phone Tree Contact List
Resident Medication (when possible)	Water (At least two Gallons Per Person)
Flashlights and Batteries	Non-Perishable Food Items
Battery Operated Radio	Blankets
Towels	EAS (Emergency Alert System) for Community Alerts
A VILLAGE CALLED HOME Vehicle Fuel Tank of Gas	Sanitary Items (Pads, Tampons, Wet Wipes)

Upon receiving notification of a hurricane watch (which means there is potential for a hurricane to develop and cause potential damage):

1. All staff members (CCSW, Program Manager, Director) should maintain an eye/ear on weather related news via the EAS (Emergency Alert System)
 - c. The owner(s) will enact the phone tree and contact each staff member by phone (phone call, text, and email to advise of tornado watch
 - d. HSP will also notify guardians/caseworkers of activity/precautions taken
 - e. CCSW should gather all residents in the family room to calmly advise of the potential weather conditions
 - i. Residents should be instructed to the following:
 1. Speaking volumes should be low
 2. Remain alert if conditions change and prepare to assist with the gathering of food supplies from the storage

When a warning is issued by sirens or other means, staff members should ensure residents remain inside the A VILLAGE CALLED HOME facility.

- Staff members (CCSW) should direct all residents to the interior hallway (no windows or exterior doors)
- Staff members (CCSW, Program Manager, Director) should retrieve emergency coverage (blankets, pillows) from storage cabinet and provide residents with one of each
- If conditions worsen and hurricane weather negatively affects conditions:
 - Residents/staff members should turn to the wall (knees against the wall, blanket and arms over their head and neck as they would in tornado conditions)
 - Residents/staff should maintain this position until the event/threat is over.

Ice/Snowstorm (Tag 2101)

Type of Alert Received from Director:

- **Phone Call, Text, and Email**

Emergency Supplies

Staff Cell phones	First Aid Kit
Emergency Physician Contact List	Phone Tree Contact List
Resident Medication (when possible)	Water (At least 2 Gallons Per Person)
Flashlights and Batteries	Non-Perishable Food Items
Battery Operated Radio	Blankets
Towels	EAS (Emergency Alert System) for Community Alerts
A VILLAGE CALLED HOME Vehicle Fuel Tank of Gas	Sanitary Items (Pads, Tampons, Wet Wipes)

On occasion, Your County experiences ice/snowstorms. These events restrict movement, causing staff and residents to be stuck inside. Snowstorms often impede the ability to travel to and from appointments, grocery shopping, and normal daily activities.

It is imperative to ensure groceries, medication refills, and essential supplies are fully stocked.

Upon notification of a potential freezing/snowstorm:

The owners of the facility will send out a memo advising staff members (CCSW, Program Manager) to check supply inventory and ensure there is an at least a 7-day supply of the following available:

- Bottled water (5 cases)
- Gall Jugs of Water (12)
- Juice (5 cases)
- Snacks 5 (cases)
- Fruits/Vegetables
- Toiletry items (50 rolls of toilet paper)
- Sanitary items
- Paper Towels (30 rolls)

- Batteries for flashlights

The A VILLAGE CALLED HOME memo also provides the following instructions to ensure the facility operates appropriately during the snowstorm.

- CCSW should check HVAC filters to ensure they are free of debris
 - For better heat performance
- Maintain a slow drip on the main faucet to ensure pipes do not freeze overnight

To ensure residents remain warm, residents will receive extra blankets and covers. Residents will remain inside if weather conditions prohibit travel (unless in case of an emergency).

If an emergency occurs, emergency transportation will be solicited from emergency personnel. Staff members will not transport residents. The resident will be provided with the proper cold weather attire (coat, hat, gloves) prior to leaving the facility.

Staff members should continue to monitor EAS for updates on weather conditions

Floods (Tag 2101)

Type of Alert Received from Director:

- **Phone Call, Text, and Email**

When warned of potential flooding, it is important to gather as much non-contaminated water as possible. In addition to the emergency water supply in the storage room, the following items should be gathered.

Emergency Supply List

Staff Cell phones	First Aid Kit
Emergency Physician Contact List	Phone Tree Contact List
Resident Medication (when possible)	Water
Flashlights and Batteries	Non-Perishable Food Items
Battery Operated Radio	Blankets
Towels	EAS (Emergency Alert System) for Community Alerts

A VILLAGE CALLED HOME Vehicle Fuel Tank of Gas	Sanitary Items (Pads, Tampons, Wet Wipes)
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A Village Called Home staff members are also trained to do the following if conditions call:

1. Access large containers with fresh water and store (if the fresh water supply runs out)
2. Fill and use sandbags to ward off floodwaters
 - Sandbags should be placed at the front of the facility, near the front entrance, as the rest of the facility sits on a raised platform
 - Residents should remain inside the facility and staff members should avoid driving during flood conditions.
3. If an emergency occurs while the residents are inside the facility, emergency transportation will be solicited from emergency personnel. Staff members will not transport residents.
4. If conditions worsen and the facility is flooded, the director will contact emergency personnel for assistance in relocating to a safe environment
5. The CCSW should shut off breaker to disconnect power supply to the facility
6. Notify the Residential Child Care Licensing Unit and DJJ to advise of evacuation plans

Earthquakes (Tag 2101)

Type of Alert Received from Director:

Phone Call, Text, and Email

Emergency Supplies

Staff Cell phones	First Aid Kit
Emergency Physician Contact List	Phone Tree Contact List
Resident Medication (when possible)	Water
Flashlights and Batteries	Non-Perishable Food Items
Battery Operated Radio	Blankets
Towels	EAS (Emergency Alert System) for Community Alerts

A VILLAGE CALLED HOME Vehicle Fuel Tank of Gas	Sanitary Items (Pads, Tampons, Wet Wipes)
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The A Village Called Home facility is in a “low risk” zone for earthquakes, however the staff and residents are prepared and should take the following steps after receiving an earthquake alert or feel movement from the ground:

- Drop to their hands and knees
- Staff and residents should cover the head with their arms, cover the neck with their hands, and bend over to protect vital organs
- Residents can also hide under a table for protection

Acts of Terrorism and Hazardous Spills (Tag 2102)

Type of Alert Received from Director:

Phone Call, Text, and Email

A Village Called Home preparedness plan for acts of terrorism encompasses a detailed communication plan, a meeting place, and an emergency preparedness kit. A Village Called Home also partners with the Your County School district, in the event the residents are at school at the time of the event.

Communication

A Village Called Home maintains and updates a staff/family member/case work contact roster. This includes the most current telephone number and email address for everyone or agency.

In the event of a terroristic act impacting the safety of the residents, the HSP and Program Manager will connect with family members, casework services, and the local Emergency Management Agency utilizing the contact information provided. If both phone and email information is provided, the contact person will be contacted via both channels. The following information will be provided:

- Notification of the event

- Existing whereabouts of the residents
- Plan of action, based on the event
 - Relocation details
 - Immediate emergency contact information for A Village Called Home team
- If the residents are at school at the time of the emergency, the HSP will contact the school administrator to determine if the residents will be released into A Village Called Home care or if they must remain at school
 - If the residents need to be retrieved from the school, the A Village Called Home staff will retrieve the students from school

Meeting Place

In the event residents cannot remain at the A Village Called Home facility, residents will be transported to the emergency extended stay site. The residents will be checked into hotel rooms and remain until the staff receives an all clear to return to the facility. The Residential Child Care Licensing Unit and DJJ should be notified.

Emergency Preparedness Kit for Act of Terrorism

In preparation for emergency events, A Village Called Home maintains an emergency preparedness kit. It includes the following items:

Staff Cell phones	First Aid Kit
Emergency Physician Contact List	Phone Tree Contact List
Resident Medication (when possible)	Water
Flashlights and Batteries	Non-Perishable Food Items
Battery Operated Radio	Blankets
Towels	EAS (Emergency Alert System) for Community Alerts
A VILLAGE CALLED HOME Vehicle Fuel Tank of Gas	Sanitary Items (Pads, Tampons, Wet Wipes)

Hazardous Spills (Tag 2102)

In the event of a hazardous or chemical spill, A Village Called Home staff members should alert others in the surrounding area. Upon issuing the alert:

- Staff members should isolate the spill area
- Determine the identity of the spilled material and consult emergency personnel
 - Dial 911 and advise of a chemical spill
- Staff members should immediately gather all residents and exit the premises
 - Avoid breathing vapors, and breathe as much fresh air as possible
 - If relocation to emergency shelter is necessary, notify the Residential Child Care Licensing Unit and DJJ

For simple spills:

- Staff members should alert residents and other staff
- Wear protective equipment
- Absorb or neutralize with appropriate agent working from outside edges, inward

Other Emergency Situations

Loss of Heat (Tag 2104)

- CCSW should contact the HSP to advise of situation
 - If the heat goes out, the Director of the facility will contact local repair company (Dorsey Heating and Air) to check the system.
 - Residents are encouraged to dress in warmer clothing and access extra blankets. Staff members will monitor conditions while the system awaits repair.
 - When possible, CCSW should take residents away from the facility to spend time, until the repair is made
 - In the event the repair cannot be completed within the next 48 hours, the Director will monitor the temperature of the facility.
 - If temperatures drop below 55 degrees (or too cold for residents to perform essential functions, the residents will be moved to an extended stay.

- Contact should be made with guardians, Residential Child Care Licensing Unit, DJJ, and case work managers to advise of the situation and relocation

Loss of Air

- CCSW should contact the HSP to advise of situation
 - If the air goes out, the Director of the facility will contact local repair company (Dorsey Heating and Air) to check the system.
 - Residents are encouraged to dress in cooler clothing and are provided with fans. Staff members will monitor conditions while the system awaits repair.
 - If possible, staff members should take the residents away from the facility while repairs are being made
 - Also purchase cool desserts for residents and ensure residents are drinking fluids
 - In the event the repair cannot be completed within the next 48 hours, the Director will monitor the temperature of the facility.
 - If temperatures increase to 85 degrees on the inside (or too hot for residents to perform essential functions, the residents will be moved to an extended stay.
 - Contact should be made with guardians, Residential Child Care Licensing Unit, DJJ, and case work managers to advise of the situation and relocation

Daytime Power Outage

- CCSW should contact Georgia Power to report outage.
 - After contacting Georgia Power, the HSP should be notified and advised of estimated time for resolution
- If the power outage is not resolved prior to nightfall,
 - The CCSWs should gather residents, access emergency grab-bag
 - First aid kit, personal hygienic items
 - Change of clothes (two day's wardrobe)

- Notify the Residential Child Care Licensing Unit and DJJ

Evening Power Outage

- CCSW should contact Georgia Power to report outage.
 - The HSP should be notified and provided with an estimated time of completion. CCSW should access flashlights and batteries
 - Residents should be gathered in the family room during the outage
 - If the outside will not be resolved within the next 4 hours,
- The CCSWs should gather residents, access emergency grab-bag
 - First aid kit, personal hygienic items
 - Change of clothes (grab a set of clothes)
- CCSW should access medication bin from locked medication storage cabinet and logbook
- Residents will load into the A VILLAGE CALLED HOME transportation
- Check into hotel (InTown Suites, Powder Springs, Georgia)

Extended Power Loss (Tag 2103)

In the event of extended power loss to the facility, certain precautionary measures should be taken by CCSW and other available staff to ensure the residents are safe:

- Ensure residents are safe by immediately gathering the residents in the family room and accounting for each girl.
- Explain what is happening and confirm their safety
- Immediately secure emergency supplies, medication, and other personal items necessary for evacuation
- CCSW should assess the extent of the outage in the area by contacting Georgia Power at 1-888-660-5890; submit a ticket for resolution and provide contact number for staff member responsible for correspondence/updates
- Because this occurrence is an extended loss of power, (if during daylight hours) residents should gather their personal/comfort items (pillow, blanket, jacket) and load in transportation to be taken to the lodging station

- Staff members should unplug electrical equipment and appliances if power restoration would surge causing damage to electronics and sensitive equipment
- Do not use a gas stove or oven to try and heat home (if during colder temperatures)
- In the event of freezing temperatures, the following should be turned off and drained in case there is long-term power loss
 - Fire sprinkler system
 - Standpipes
 - Portable water lines
 - Toilets
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

CCSW should deploy residents to the emergency lodging station (Emergency Housing). The HSP should utilize the emergency contact list to ensure guardians, the Residential Child Care Licensing Unit, DJJ, and case work managers are aware of the situation.

Upon restoration of power/electricity (prior to residents returning to the facility, the director should ensure the following is done:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the power has been restored to the facility and the water is turned back on

Extended Water Loss

In the event of extended water loss to the facility, certain precautionary measures should be taken by CCSW and other available staff:

- Ensure residents are safe by immediately gathering the residents in the family room and accounting for each girl.
- Explain what is happening and confirm their safety
- Immediately secure emergency supplies, medication, and other personal items necessary for evacuation
- Residents can secure their own personal/comfort items (pillow, books, blanket) to prepare for evacuation
- Assess the extent of the outage in the area by contacting Powder Springs Water Works at 770-943-8010; submit a ticket for resolution and provided contact number for staff member responsible for correspondence/updates
- Access emergency kit that contains 10 cases of drinking water (in the event residents need water)
- Shut-off valves for water to prevent damage upon water restoration
- Since this is an extended loss of water and water is important for sanitation, residents are relocated to emergency lodging

Extended Gas Loss

In the event of extended gas loss to the facility, certain precautionary measures should be taken by CCSW and other available staff:

- Ensure residents are safe by immediately gathering the residents in the family room and accounting for each girl.
- Explain what is happening and confirm their safety
- Immediately secure emergency supplies, medication, and other personal items necessary for evacuation
- Assess the extent of the outage in the area by contacting Liberty Utilities at 1-855-216-6305; submit a ticket for resolution and provided contact number for staff member responsible for correspondence/updates
- Access emergency kit containing essential items for residents (medication, personal supplies, change of clothes)

- Residents should grab personal comfort items needed for deployment (unless this is a gas leak; residents should not attempt to gather personal items)
- The A Village Called Home facility's hot water is driven by gas; for this reason, residents will be relocated to emergency lodging for the duration of the loss
- Staff members should shut-off valves for gas supply (if there is a leak; if not, this step does not have to be followed)
- If there is a gas leak, residents should immediately be directed to the emergency gathering station at the corner of Evans Street and Braselman Ave
 - Staff members should account for residents prior to transporting to emergency lodging stations

Fire or Explosive Emergencies (Tag 2105)

In Case of an Actual Fire (Implement Rescue, Alarm, Confine, Extinguish or Exit_

1. Staff members should immediately access the pull station to activate the fire alarm
2. Staff members should remain calm and gather the residents
3. Staff members should direct residents to the nearest exit
 - a. If residents are in their bedrooms at the time of the fire, staff members should direct the residents out of the front door exit
 - b. If residents are seated in the living room at the time of the fire, staff members should direct residents out of the front door exit
 - c. If residents are located in the family room at the time of the fire, staff members should direct the residents through the carport exit
 - d. If residents are located in the rear of the facility and the hallway is obstructed, staff member should direct residents to exit the facility through the windows in rear of the facility
4. As practiced in emergency drills, staff members should direct residents to the safe zone (stop sign at the corner of Evans Street and Braselman Avenue)
5. Staff members should take attendance and place a call to the commander

6. Once all residents have been accounted for, the staff member should retrieve the vehicle (if possible)
7. Await fire personnel and emergency response team
8. A VILLAGE CALLED HOME back-up staff will report to safe zone, in case additional transportation/coverage is needed
9. Assess residents for injury
 - a. If residents show any sign of injury, contact 911 for an EMT
 - b. Staff member should accompany resident(s) to the hospital, if applicable
 - c. The Residential Child Care Licensing Unit and DJJ should be notified of evacuation plans
10. Staff members will transport residents to the emergency safe location (mutual agreement on file with emergency housing (InTown Suites) utilizing A Village Called Home designated vehicle, approximately two miles away from the facility. Spill-over staff will travel in their own vehicles to ensure residents are covered at the emergency site. (Tag 2108)
11. The director will meet the staff and residents at the safe location and await directives from the owner(s)
12. CCSW will monitor residents at the safe zone
 - a. Owner(s), Program Manager, or Director will gather supplies from local shopping center (water, food supplies, sanitary napkins, personal cleaning items)
 - b. HSP will contact physicians to report incident and order temporary supply of medication, based on files
 - c. HSP will also notify guardians/caseworkers

Staff members should utilize the emergency contact list to ensure guardians, case work managers, and the local emergency management are notified.

The procedure for accounting for all employees after an emergency evacuation is to:

1. Take headcount of all residents (utilizing the A VILLAGE CALLED HOME Emergency Roster List)

2. Identify the names and last known locations of residents not accounted for and pass along to emergency officials (and notify facility owner(s))

Damage to the Facility (Tag 2105)

In the event of physical damage to the A Village Called Home facility (are residents/staff members are present), compromising the safety and comfort of the residents and staff, the following steps should be taken:

1. Staff members should remain calm and gather the residents
2. Staff members should direct residents to the nearest exit
 - a. If residents are in their bedrooms, staff members should direct the residents out of the front door exit
 - b. If residents are seated in the living room at the time, staff members should direct residents out of the front door exit
 - c. If residents are located in the family room, staff members should direct the residents through the carport exit
 - d. If residents are located in the rear of the facility and the hallway is obstructed, staff member should direct residents to exit the facility through the windows in rear of the facility
3. As practiced in emergency drills, staff members should direct residents to the safe zone (stop sign at the corner of Evans Street and Braselman Avenue)
4. Staff members should take attendance and place a call to the commander (HSP)
5. Once all residents have been accounted for, the staff member should retrieve the vehicle (if possible)
6. A VILLAGE CALLED HOME back-up staff will report to safe zone (off duty employees working overtime), in case additional transportation/coverage is needed
7. Assess residents for injury
 - a. If residents show any sign of injury, contact 911 for an EMT
 - b. Staff member should accompany resident(s) to the hospital, if applicable
 - c. Notify

8. Staff members will transport residents to the emergency safe location emergency housing.
9. The director will meet the staff and residents at the safe location and await directives from the owner(s)
10. CCSW will monitor residents at the safe zone
 - a. Owner(s), Program Manager, or Director will gather supplies from local shopping center (water, food supplies, sanitary napkins, personal cleaning items)
 - b. HSP will contact physicians to report incident and order temporary supply of medication, based on files
 - c. HSP will also notify guardians/caseworkers, DJJ, and the Residential Child Care Licensing Unit of the evacuation

Routes, Assembly, and Attendance

In the event of an emergency for which the A VILLAGE CALLED HOME facility must be evacuated, employees shall evacuate: To the nearest available exit.

After an emergency evacuation, employees will gather at the designated A VILLAGE CALLED HOME Safe Zone: The stop sign on the corner of Evans Street and Braselman Avenue. This provides a safe distance between the residents and the A VILLAGE CALLED HOME facility.

A VILLAGE CALLED HOME Safe Zone

Medical Emergencies

Call medical emergency personnel at 911!

- Paramedics
- Ambulance
- Fire Department

- Georgia Poison Control and Center for Disease Control and Prevention

The A Village Called Home policy states staff members (CCSW, Program Manager, Director) should provide the following when reporting medical emergencies:

- Nature of medical emergency (What happened; Who did it happen to; When did it happen)
- Location of the emergency (address, specific room)
- Name of staff member and phone number from which you are calling

The HSP or Program Manager will utilize the emergency contact list and contact the Department of Juvenile Justice and the parent/guardian of the resident via the emergency contact list.

Special Note: A VILLAGE CALLED HOME staff members (CCSW, Program Manager, Director) are trained in CPR and First Aid to provide the required assistance prior to the arrival of professional medical help. A Village Called Home staff will notify DJJ within (1) hour of the event. Non- Emergencies require notification within 48 hours.

A VILLAGE CALLED HOME Active Shooter and Potential Workplace Violence Plan

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically using firearms. A Village Called Home covers active shooter training during new employee orientation.

How to respond when an Active Shooter is in the facility:

*****CALL 911 WHEN IT IS SAFE TO DO SO*****

- 1) Evacuate (Staff members and Residents)
 - a) Residents and staff members should move quietly and quickly to the nearest exit (if residents are in the bedroom, they should exit out of the bedroom window; if in the family room, residents/staff should exit the carport door; if in

the living room or kitchen, residents/staff should exit through the front door entrance)

b) Belongings and personal items should be left behind

If an exit is not possible,

2) Hide out and call 911

a) Act with physical aggression and throw items at the active shooter

b) Block entry to your hiding place and lock doors

3) Take action

a) As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter

b) Block entry to your hiding place and lock doors

A VILLAGE CALLED HOME staff members and residents should be attentive when law enforcement arrives:

- A VILLAGE CALLED HOME staff and residents should remain calm and follow officers' instructions
- Immediately raise hands and spread fingers
- Avoid making quick movements towards officers such as attempting to hold on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers entered the premises.

The HSP should notify the Residential Child Care Licensing Unit, DJJ, guardians, and case work managers. Staff members (CCSW, Program Manager, HSP, Director) should provide the following information to law enforcement:

- Location of active shooter
- Number of shooters, if more than one

- Physical description of shooter(s)
- Number and type of weapon(s)
- Number of potential victims at the location

Verbal Bomb Threats

Phone Bomb Threat

- Stay calm - do not alarm others.
- CCSWs (or any other staff member should immediately **call 911**. (After contacting 911, the HSP will contact the owners of the facility, the case work manager, DJJ, and the Residential Child Care Licensing Unit to advise of the evacuation or potential evacuation)
- Decisions to evacuate the building will be made by law enforcement personnel (Await directives)

Written Bomb Threat

- Remain calm and leave the message where it is found.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do not alarm others.
- Call 911 and report the threat to law enforcement
- Do not give information to anyone except the owner, the Director, and law enforcement personnel.

If law enforcement instructs staff members to evacuate the facility, residents will be transported to another facility. Case work managers, parents/guardians, DJJ, and the Residential Child Care Licensing Unit will be notified.

A Village Called Home Guidance for COVID-19, Pandemics, or Infectious Diseases (Tag 2106)

Reduce transmission among employees

- Employees who have symptoms of COVID-19 or any other infectious disease (i.e., fever, cough, and/or shortness of breath) should notify their supervisor and stay home.
- Staff members are instructed to follow [CDC-recommended steps](#) if you are sick. Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- Staff members should notify their leader (Program Manager, Director) and follow [CDC recommended precautions](#) if they are well but have a sick family member at home.

Separate Sick Staff Members

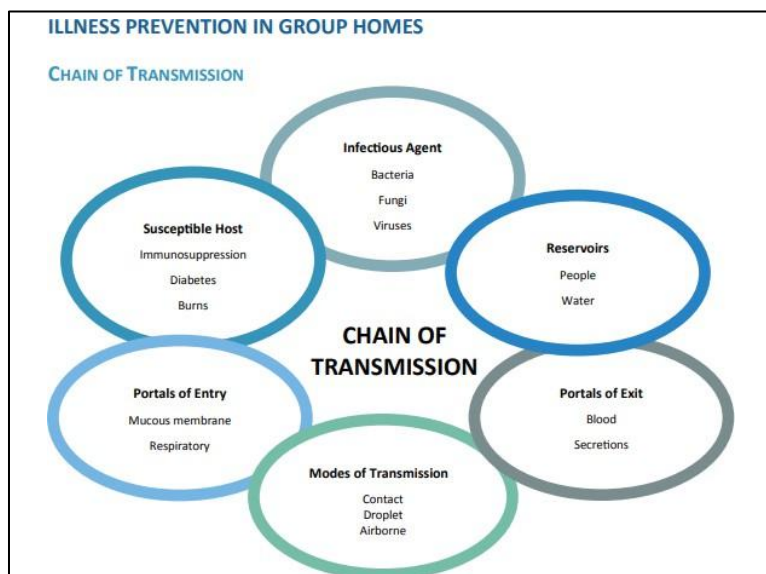
- Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day are immediately separated from other employees, residents, and contractors and sent home.
- If an employee is confirmed to have COVID-19 infection or any other infectious diseases, A Village Called Home will inform fellow employees of their possible exposure to COVID-19 in the facility but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for [symptoms](#) (i.e., fever, cough, or shortness of breath).

In the event of a staff shortage, A Village Called Home will contact staff members that are not on the schedule to report to work. If there is not enough staff to accommodate the need for coverage, the HSP will work with case work managers to make plans for emergency discharges. (Tag 2108)

Separate Sick Residents

Infection prevention and control is key to promoting and maintaining a healthy environment. It is the responsibility of A Village Called Home staff members to maintain up-to-date knowledge on health regulations and/or changes in the nation's health status.

Understanding the contributors to the transmission of infectious diseases is key to prevention.



Maintaining up-to-date information from reputable public health sites, A Village Called Home is committed to staying educated on infectious disease transmission and prevention. Contact information for sources of public health information (Centers for Disease Control and other state/local public health authorities).

1. A Village Called Home Human Service Professional is responsible for ensuring timely updates are shared with the facility staff, Center for Disease Control, guardians, case work services, and the Powder Springs Health Department regarding outbreaks and the potential impact to the facility.
2. Upon receiving notification of known outbreaks, pandemics, or any major health-related disaster, A Village Called Home will act accordingly to the following:
(Tag 2113)

- HSP will notify the Center for Disease Control and the local emergency management agency (as well as other public health organizations) by phone and email address on file
- HSP will notify organization's leadership to alert of potential threat by phone, text, and email address on file
- HSP will ensure case workers and guardianship are aware of the facility's efforts to guard the safety of the residents, prevent the spread, and care continuity
- A Village Called Home will observe for signs of health-related issues
 - If no signs/symptoms exist, preventative measures will be enacted

If signs/symptoms do exist, medical treatment will be sought out immediately and the resident will be quarantined.

A VILLAGE CALLED HOME Routine Environmental Cleaning and Disinfect

CCSWs should routinely clean and disinfect all frequently touched surfaces in the facility, such as workstations, keyboards, telephones, handrails, and doorknobs during their shift.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

When possible, staff members and residents are discouraged from using other staff members/residents' phones, or other work tools and equipment. If necessary, clean and disinfect them before and after use. This applies to shared books, games, and other community supplies.

In the event of: (Tag 2107)

- Staff shortage, the Human Services Professional and the Facility Director will assume oversight of the residents (within the facility).

- If the leadership team is unable to backfill staffing shortage, the HSP will work with case work managers to execute an emergency discharge
- Mandatory shut-down of facility due to an outbreak, residents will be relocated to.
- Multiple resident outbreaks, impacted individuals will be quarantined and unimpacted individuals will relocate to extended stay

Standard Emergency Supply List

Key Item	Quantity
Flashlight	8
Batteries	20 packs
Emergency Water Supply	10 cases
Gallons of Drinking Water	12 Gallons
Extra Blankets/Linens	10
First Aid Kit	5
Sanitary Napkins	10 packs
Toilet Paper	50 rolls
Hand Sanitizer (gallon)	5
Non-Perishable Food Item	20 cases

Staff Emergency Communication Plan

1 st Contact	Makaylah Stokes	336-613-2805
2 nd Contact	Latoya Skinner	404-312-7212
3 rd Contact		
4 th Contact		

Local and Emergency Management Contact

Emergency Management Agency – Your County	770-499-4567	
Emergency	911	(Fire or Health Related)
Fire Monitor Systems	866-966-9565	Fire Monitoring
Austell Gas	770-948-1841	Gas Leak/Issues
Georgia Power	404-506-5000	Power Outage
Powder Springs Water Works	770-943-8010	Water Main Break/Disruption

Center for Disease Control and Prevention (CDC)	1-800-232-4636	Disease, Outbreaks, Pandemics
Powder Springs Health Department	770-514-2300	Local public health authorities
Sleep Inn Suites, Powder Springs	470-374-9677	Emergency Lodging

A Village Called Home staff members participate in emergency disasters drills, as well as facilitate two disaster preparedness rehearsals each year. Specifically, staff should conduct quarterly fire drills. Rehearsals will be planned in accordance with the Emergency Management Agency (when possible). The Program Manager is responsible for overseeing the completion of the A Village Called Home Drill Log.

POLICY

All A Village Called Home staff members are required to participate in drill rehearsals, enacting evacuation from all identified points of the facility.

- The log must be completed for all rehearsals of all other disaster events
- A copy of the drill/rehearsal will be placed in the staff's employee file. (Tag 2109 and Tag 2110)
- Drills and rehearsals will be scheduled by the HSP and take place on random shifts to ensure all staff members are aligned with the program.

A Village Called Home (HSP) is responsible for notifying the appropriate contacts (state department, guardians, case work manager,) regarding the emergency by three different methods (both methods will be utilized if applicable) (Tag 2111):

- Attempting to connect via phone/contact information on file
- Email notification
- Texting the cell phone number on file

The outreach should include the following details:

- Type of Emergency

- Condition of the residents
- Whereabouts

A copy of the A Village Called Home Disaster Preparedness plan has been shared with the Powder Springs Emergency Management Agency (Tag 2112), as well as the Georgia Office of Insurance and Safety Fire Commissioner.

A Village Called Home Facility Disaster Preparedness Wrap-Up

Sources of Public Health Information and Guidance (Tag 2113)

Center for Disease Control and Prevention (CDC)	1-800-232-4636	Disease, Outbreaks, Pandemics
Powder Springs Health Department	770-514-2300	Local public health authorities

A Village Called Home Staff Members Responsible for Emergency Notifications (Tag 2113)

Staff members will provide requested updates to the state department regarding the status of outbreaks or illnesses affecting residents

Primary Contact Person	(HSP) Designated Notification Point	LATOYA 404-312-7212
Secondary Contact Person	(Back-Up Notification Point)	MAKAYLAH 336132805

A Village Called Home Communication Channel for Notification/Updates/Statuses (Tag 2113)

Staff members will utilize three different methods for updating parents/guardians on outbreaks or illnesses at the A Village Called Home facility. The goal is to establish three checkpoints:

- Phone call to number on file
- Email address on File
- Text message to cellphone

Plan for Immediate Isolation of Resident's Diagnosed with a Contagious Condition (Tag 2113)

If a resident is diagnosed with a contagious condition, they will be quarantined/ separated from the other residents to prevent the spread of a contagious condition.

- All residents will be tested to ensure all impacted individuals can be identified
- The resident will be quarantined at the emergency lodging station for the timeframe recommended by the attending physician
- A designated staff member will be responsible for taking the necessary precautions to safeguard themselves, while caring for the residents
 - Wear protective masks and gloves
 - Sanitize the resident's space to keep surrounding areas disinfected and sterile

If a staff member is diagnosed with a contagious condition, they will be placed on emergency leave until they receive an all clear from their physician. (Tag 2113)

- Other residents and staff members will be tested to ensure they have not been impacted by the illness
- The facility will be cleaned and sanitized to prevent the spread

CCSW workers should sanitize the impacted areas during each shift for 24 hours after the discovery.

Business Continuity

In the event of a Staff shortage, the Human Services Professional and Facility Director will assume oversight of the residents (within the facility).

- A Village Called Homer resident capacity is (6) and only (1) full-time staff member is required per shift
- If the leadership team is unable to backfill staffing shortage, the residents will be relocated to partnering facilities

- The Program Manager and HSP will facilitate outreach to determine capacity of other homes
 - Guardians, Case work managers, Residential Childcare Licensing Unit will be notified of the plan
- Mandatory shut-down of facility due to an outbreak, residents will be relocated to emergency housing in separate living quarters
- Multiple resident outbreaks, impacted individuals will be quarantined and unimpacted individuals will relocate to extended stay

The A Village Called Home Disaster Preparedness Plan is available to the department for inspection upon request. (Tag 2114)

Rule 2115: The department may suspend any requirements of these rules and the enforcement of any rules where the Governor of the State of Georgia has declared a public health emergency.

A Village Called Home understands the Governor of the State of Georgia declaration of an emergency plans supersede/override any policy/procedures listed in this disaster preparedness plan. (Tag 2115)