



Community Teaching Homes, Inc.

PO Box 400, Holland, Ohio 43528

6715 Dorr St, Toledo, Ohio 43615

Phone: (419) 868-1178

Fax: (419) 868-1989

Community Engagement Plan

CTH prides itself in increasing community involvement and communication regarding our services for our youth and their families. We understand that there may be times that situations occur in the community that may require personal communications. We believe that personal communication is the best means to handle a concern/ question/ matter as they are the person closest to the situation. Therefore, CTH encourages community members to communicate with the agency in the following ways:

- Directly with the group home parents in their community via phone or email

DOUGLASS GROUP HOME

Address – 10250 Dowling Rd, Perrysburg, Ohio 43551

Phone – (419) 287-0092

Email – douglasshome@cthohio.org

HARVEY GROUP HOME

Address – 2881 County Road 262, Clyde, Ohio 43410

Phone – (567) 214-4048

Email – harveyhome@cthohio.org

ROBERTS GROUP HOME

Address – 229 Woodland Ave, Swanton, Ohio 43558

Phone – (419) 825-2535

Email – robertshome@cthohio.org

STUBER GROUP HOME

Address – 5355 Maplesburg, Monclova, Ohio 43542

Phone – (419) 877-0895

Email – stuberhome@cthohio.org

WOLFE GROUP HOME

Address – 6561 Co Rd M, Box 65, Delta, Ohio 43515

Phone – (419) 822-4304

Email – wolfehome@cthohio.org

Concerns/ matters not resolved to your satisfaction, may be directed to the main office by:

- Contacting the main office Placement & Quality Director via phone or email
Nicole Bolduc – (419) 868-1178 or nbolduc@cthohio.org
- Visiting our website at www.cthohio.org and contacting any other member of the management team, as appropriate to your question/ matter

Concerns/matters directed to the main office will be responded to within seven business days.

Upon approval of the plan, CTH will post the community engagement plan on the website at www.cthohio.org. A copy of the community engagement plan will be available to any individual upon request and a copy will be sent to all required parties per OAC 5101:2-9-37.



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Disaster Plan – Revised 6/20/18

Purpose: All group homes and CTH facilities will develop and implement a set of written procedures for staff and residents to follow in emergencies and to promote safety and continue operations in the event of a disaster.

Procedure: Emergency meeting place Waterville Community Church, 8217 Dutch Rd, Waterville, OH 43566

Fire, Evacuation Plan, Contingency Plan: Group Home written emergency procedures for staff and residents will be developed in consultation with and approved by the local fire inspector. Group home staff will provide copies of the emergency procedures, with signed and dated approval by the fire inspector, to the CTH administrative office. If the group home provides services for clients with physical or emotional handicaps which result in additional supervision, staff will ensure they are aware of these children's whereabouts and assist these children in evacuating the group home. If the home is rendered uninhabitable due to fire or natural disaster, youth will be moved to other CTH homes when possible with approval of the custodial agency or stay with the Teaching Parents in temporary home/ shelter they have identified with approval of the custodial agency. The custodial agency may also choose to move the child to another facility. Staff will be trained in CPR and first aid, and at least one trained, certified individual will be in the facility at all times. Each staff member shall be trained in implementation of emergency plans and procedures.

Bomb Threats: Staff will facilitate a full evacuation of the facility following the procedure for fire evacuation. The Teaching Parent or Alternate will immediately report any bomb threat to law enforcement by immediately calling 911, and follow all directives from police or fire officials.

Power Outage/ Natural Disaster: In the event of a power outage, staff will ensure that they are aware of each child's whereabouts within the facility and direct them as necessary to insure safety. Staff will ensure the availability of emergency lighting which may consist of flashlights if the facility is not equipped with an emergency lighting system or generators. Staff will be responsible for the cell phone, flashlights, battery-operated radio and family pets. If the outage continues more than 24 hours, a decision will be made by the Teaching Parents to move to a temporary location if there is not a back-up system for provision of heat, if necessary, or water if affected by the outage. The temporary shelter will be identified and selected with the approval of the custodial agency to facilitate school attendance and keep the children in close proximity to specialized services.

Violent and Other Threatening Persons: In an event of a disruptive person or threatening situation staff will ensure youth are safe (if they are present) and remain calm. Communicate to another member to contact emergency authorities (if another staff is present). If the facility has a security system then the key pad panic button can be pressed as well as a cell phone emergency button.

If in Main office: push a panic button located at the following places: Security Key pad by main door, Receptionist's Desk, Clinical Directors Office, Full Time Clinicians Office, In Back File Room – by fire extinguisher, By Back Emergency Door – to the right, and In Kitchen – above light switch

Vehicle Emergencies – When this situation arises the employee or contractor will phone the police or emergency number 911 to report the incident. While waiting for the responders the employee or contractor will phone the agency on call person to inform them of the situation. It is up to the employee or contractor according to prudent parenting as to whether the passengers should remain in the vehicle or move a safe distance away.



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“Shelter in place” can occur when local authorities have instructed the location to do so. Shelter in place means to take immediate shelter and “seal the room” to prevent outside air from coming in.

Agency Office:

Shelter in Place Location – Either male or female restrooms

Fire Escape Plan- The fire escape plan is described on drawn floor plans posted by the main door, emergency exit door, kitchen, admin file area, group room 1. Red arrows and lines indicate the best escape route for each area of the building. In the event of a fire, employees and contractors have been instructed to exit the building according to the escape plan then assemble behind the dumpster in the Southwest corner of the parking lot. An employee or contractor will carry a cellular phone and will call 911 from outside the house. No one will return to the building until it has been determined that it is safe to do so. Fire drills are held to ensure that all employees and contractors understand and are able to carry out escape plan. Employees or contractors will ensure that all clients are safely evacuated to the approved area.

Tornado Plan- During severe weather, an employee will monitor local broadcast, if a tornado warning is posted or the tornado alarm is sounding all employees or contractors will move to the hallway by the bathrooms or into the men’s restroom. The evacuation plan is described on drawn floor plans posted by the main door, emergency exit door, kitchen, admin file area, group room 1. Blue arrows and lines indicate the best way to get to the bathroom hallway or men’s restroom. All will remain in the area until all clear has been issued. An employee will be responsible for phones, radios and flashlights during the warning. Tornado drills are to be held to ensure that household members are able to follow the emergency plans. Employees or contractors will ensure that all clients are safely evacuated to the approved area.

Douglass Home

Shelter in Place Location – basement storage room

Fire Escape Plan- The fire escape plan is described on drawn floor plans of the house posted in the laundry room, kid’s hallway and basement media room. Red arrows and lines indicate the best escape routes for each room of the house. In the event of a fire, the members of the household have been instructed to exit the house according to the escape plan then assemble on the driveway near Dowling Rd. At this location there will be two independent headcounts done by the Teaching Parent or Teaching Parent Alternate to ensure that all members of the household are safely outside. The Teaching Parent or Teaching Parent Alternate will carry the cellular phone and will call 911 from outside. No one will return to the house until it has been determined that it is safe to do so. Monthly fire drills are held to ensure that all household members understand and are able to carry out the escape plan.

Tornado Plan- During severe weather, Teaching Parents or Teaching Parent Alternate will monitor local broadcast; if a tornado warning is posted or the tornado alarm is sounding all household members will move to the basement. The evacuation plan is described on drawn floor plans of the house posted in the laundry room, kid’s hallway and basement media room. **Blue** arrows and lines indicate the best ways to get to the basement storage room. The Teaching Parents or Teaching Parent Alternates will take two independent head counts to ensure that all household members are accounted for. All will remain in the area until all clear has been issued. The Teaching Parents or Teaching Parent Alternates will be responsible for phones, radios and flashlights including family pets during the warning. Tornado drills are to be held to ensure that household members are able to follow the emergency plan.

Harvey Group Home

Shelter in Place Location – 2nd floor bathroom



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Fire Escape Plan -The fire escape plan is described on drawn floor plans of the house posted in the kitchen, basement and upstairs hallway. Red arrows and lines indicate the best escape routes for each room of the house. In the event of a fire, the members of the household have been instructed to exit the house according to the escape plan then assemble at the flag pole located on the side of the house. Two independent headcounts will be done by the Teaching Parent or alternate to insure that all members of the household are safely outside. The Teaching Parent or alternate will carry the cellular phone and will call 911 from outside. No one will return to the house until it has been determined that it is safe to do so. Monthly fire drills are held to ensure that all household members understand and are able to carry out the escape plan. Smoke alarms are on each floor with a fire extinguisher located in the kitchen area and are checked with regularity and noted in the fire drill log.

Tornado Plan -During severe weather, Teaching Parents will monitor local broadcast, if a tornado warning is posted or the tornado alarm is sounding all household members will move to the basement. The evacuation plan is described on drawn floor plans of the house posted in the kitchen, basement and upstairs hallway. Blue arrows and lines indicate the best ways to get to the basement. The Teaching Parents or alternates will take two independent head counts to ensure that all household members are accounted for. Shelter will be taken in the middle of the basement, under the steel I Beam supporting the floor. All will remain in the area until all clear has been issued. The Teaching Parents will be responsible for phones, radios and flashlights including family pets during the warning. Tornado drills are to be held to ensure that household members are able to follow the emergency plan.

Roberts Group Home

Shelter in Place Location – 2nd floor bathroom

Fire Escape Plan-the fire escape plan is included on a drawing of the floor plan for each floor. Arrows and colored lines are used to indicate the best escape route from each room on each floor. The plan for the second floor is posted on the closet door near the top of the steps. The plan for the first floor is posted on the refrigerator. The plan for the basement is posted on the wall above the fire extinguisher. Monthly fire drills are held to insure that all residents understand and are able to carry out the emergency fire escape plan. Smoke detectors are tested every six months. If a fire alarm is sounded, either by voice or by smoke alarm, the occupants of the house have been instructed to remain calm, follow the fire escape plan and exit the house by the nearest available safe exit. The occupants of the house will assemble on the sidewalk at the south side of the yard. They will not remain near the house or in the yard. At the assembly point two independent head counts will be made to insure that all members of the household are safely outside. If a member of the household is not accounted for, one Teaching-Parent will assist that member to an exit. The Teaching-Parents or the Teaching-Parent Alternate will carry the cellular phone and will call 911 from outside the house. The Teaching-Parents will also be responsible for family pets. No member of the household will return to the house until it has been determined that it is safe to do so. There are several ways to exit the house from the first floor. Occupants may use the back door and exit to the driveway. They may exit through the front door to the sidewalk. They may exit through the sun porch doors to the patio. Occupants using the basement laundry room should exit through the back door to the driveway. Teaching-Parents may exit their basement bedroom through the laundry room to the backdoor, through the office to the sun porch doors or through the windows. If a member of the household is in an upstairs bedroom with the door closed, they are to keep low and crawl to the door. They are to feel the doorknob with the back of their hand before attempting to exit the room. If the door is cool, they are to exit the room, follow the Fire Escape Plan and exit the house through the front door. If the door is hot they are to exit to the sunroom roof, breakfast nook roof or through a window.

Tornado Plan- During severe weather, Teaching-Parents will monitor local broadcasts. If a tornado warning is posted or the county tornado alarm is sounding, all residents will proceed directly to the basement. Two independent head counts will be taken to insure that all residents are in the basement. Residents will take



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shelter in the closed hallway away from laundry room windows. They will remain in this area until an all clear has been issued. Teaching-Parents will be responsible for the cellular phone, flashlights, battery-operated radio and any family pets. Tornado drills are held at random intervals to insure that all residents understand and are able to follow the emergency plan.

Stuber Group Home

Shelter in Place Location – 2nd floor bathroom

Fire Escape Plan- The fire escape plan is described on drawn floor plans of the house posted in the kitchen, the basement, rec. room and the upstairs hallway. Colored arrows and lines indicate the best escape routes for each room of the house. In the event of a fire, the members of the household have been instructed to exit the house according to the escape plan if possible or through a window if not possible, and then assemble at the mail box in the front yard where there will be a head count by the Teaching Parent or Alternate to insure that all members of the household are safely outside. The Teaching-Parents or Teaching-Parent alternate will carry the cellular phone and will call 911 from outside. No one will return to the house until it has been determined that it is safe to do. Monthly fire drills are held to ensure that all household members understand and are able to carry out the escape plan. Smoke alarms and fire extinguishers on each floor of the house and are checked with regularity and noted on the fire drill log.

Tornado Plan- In the event of a tornado (local sirens) warning all household members will move to the basement. The Teaching Parents or Alternate will take a head count to ensure that all household members are accounted for. Shelter will be taken in the middle of the rec room, under the steel I Beam supporting the floor. The Teaching Parents will be responsible for phones, radios and flashlights during the warning. Tornado drills are held to ensure that household members are able to follow the emergency plan.

Wolfe Group Home

Shelter in Place Location – 1st floor bathroom & laundry room

Fire Escape Plan- In case of fire, the fire escape plan posted in the home in the downstairs laundry room and upstairs hallway should be followed. Each youth will be given instructions regarding this plan through monthly fire drills. The plan involves exiting through the closest outside door and gathering by the barn. If a fire alarm is sounded, the occupants have been instructed to remain calm and quickly make their way to the proper outdoor exit. There are four possible exits on the first floor. If they are in an upstairs room, they are instructed to feel the door before attempting to open it. If it is hot, or if the stairway is blocked, they are told to crawl out their window onto the porch roof and meet at the corner nearest the driveway. If they exit through their door and from any other part of the house, they have been instructed to assemble at the end of the driveway by the road. At the assembly point, two independent head counts will be made by the Teaching Parent or Alternate to ensure that all members of the household are safely outside a Teaching-Parent or Alternate will also be responsible for any family pets. The Teaching-Parents or Teaching-Parent alternate will carry the cellular phone and will call 911 from outside. No one will return to the house until it has been determined that it is safe to do so. Monthly fire drills are held and documented. The fire alarm system is tested each time it is used to sound the alarm for a drill.

Tornado Plan- In case of a tornado warning, shelter should be taken in the basement. A head count will be taken to ensure that everyone is present. Teaching Parents will be responsible for the cell phone, flashlights, battery-operated radio and any family pets. Everyone will remain in the area until an adult has determined that it is safe to return to the rest of the house



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Medical Emergency Plan – Revised 6/20/18

Purpose: All group homes and CTH facilities will develop and implement a set of written procedures for staff and residents to follow in medical emergencies and to promote safety.

Procedure:

Medical Emergency Plan: Emergency phone numbers will be posted in each group home listing the nearest hospital, emergency service, fire, poison control and police. For medical emergencies that require emergency medical professionals, 911 will be called; the location of the emergency will be identified, as well as the callers ID and the condition of the patient. Every effort will be made to keep the patient comfortable until medial help arrives. Only staff trained in first aide or CPR should intervene prior to the arrival of medical help. Teaching Parents and Alternate Teaching Parents will be responsible for supervision of the children at or involved in the emergency.

Each group home shall have a written medical emergency plan, a copy submitted to the CTH administrative office and accessible to staff at all times which includes:

1. Posted current emergency telephone numbers for fire, rescue squad, police, and poison control for the group homes is as follows; CTH does not have security services, uses police services for any issues that would be related to security.

	Police/Fire	Emergency Squad	Poison	Security
Office	911	911	800-222-1222	Guardian 800-782-9688
Douglass	Perrysburg 419-237-3250	Bowling Green 419-354-8900	800-222-1222	NA
Harvey	Sandusky 419-334-6251	Bellevue (Clyde) 419-547-0074	800-222-1222	NA
Roberts	Fulton 419-335-4010	Fulton 419-335-2015	800-222-1222	Guardian 800-782-9688
Stuber	Lucas 419-213-4735	Lucas 419-893-5911	800-222-1222	NA
Wolfe	Fulton 419-335-4010	Fulton 419-335-2015	800-222-1222	Habitec 888-422-4832

2. First -aid supplies are located in a designated area of each group home, stored in locked, containers always accessible to staff and in each vehicle used to transport children.
3. Medical emergencies will be handled by calling 911, identifying the location of the emergency, the caller and the condition of the patient. Every effort will be made to keep the patient comfortable until medial help arrives. Only staff trained in first aide or CPR should intervene prior to the arrival of medical help. Teaching Parents and Alternate Teaching Parents will be responsible for supervision of the children at or involved in the emergency. Teaching parents or the Teaching parent Alternates will accompany youth to the hospital if needed, ensuring supervision of other youth in the home by one of those staff members.
4. General instructions in case of illness of a youth such as colds, sore throats, diarrhea, severe coughing, fever, upset stomach, vomiting will include but is not limited to:
 - Children may receive medication (as aspirin) for minor illnesses only by Teaching-Parents or Alternates.



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- Bed rest will be mandatory for any child with a fever.
- Use of ice packs or cold compresses for minor sprains or swelling due to minor injury.
- Children should remain in their room in the event of a communicable disease, as flu and be provided with liquids to prevent dehydration and food that is soothing as soup or jello.
- Providing clear liquids or gargle for sore throats, and coughing.
- Encourage clear liquids for diarrhea or vomiting to prevent dehydration
- Promptly addressing requests for band aids, splinter removal, cleaning minor cuts, or blisters.
- Documentation of the use of non-prescription on a regular basis for relief of minor pain for such illness as headaches, upset stomach or persistent heartburn.
- Prompt response to child's complaint of illness which may include noting the child's temperature, food/liquid intake and symptoms and monitor child every 15 minutes.
- Teaching –Parent or Alternate contacting the child's physician if minor illness symptoms do not diminish or youth requests medical care by the physician.
- Follow instructions of or take to the physician as required to support the child's recovery.
- Children will not be required to attend school, counseling or activities when ill.
- Teaching Parents will arrange for supervision of ill children if they are required to leave the home.

Infection Control, Universal Precautions

All CTH staff will support the infection control plan as defined as follows using universal precautions to prevent the spread of communicable disease:

- Universal Precautions To prevent infectious disease transmission in the workplace, the following recommendations apply to all employees and contractors:
- Always take precautions when handling cloth, paper or surfaces that have been soiled with blood, urine, feces, and vomit, saliva or semen/vaginal fluids.
- When there is a risk of exposure to blood or other body fluids, disposable gloves should be worn. Hands should be washed thoroughly and immediately if they become contaminated with blood/body fluids no matter what the service environment.
- Any person who is exposed to blood/other bodily fluids by puncture, wound, cut or a splash into a mucus membrane, should be referred to a physician for further evaluation. If this incident involves the need for non-routine medical care for a CTH placed youth or client receiving services in the CTHBH facility, a critical incident report (will be completed by staff and submitted to the CTH Administrator.
- Any CTHBH staff member who has an open wound or lesion on their hands should not touch clients or any kind of health care equipment until the condition is resolved.
- Any surfaces contaminated with blood or other bodily fluids should be washed with detergent and disinfected with a freshly prepared 1:10 solution of common household bleach.
- When possible, if mouth-to-mouth resuscitation is needed, the use of airway equipment and /or ventilation devices should be used.
- Cover bleeding or oozing wounds whenever possible. Gauze or Band-Aids are sufficient.
- Dispose of materials soiled with body secretions carefully and promptly in a leak proof, sealed bag.
- Sharp items should be handled with extreme care.

Pets or other animals in or on the premises of the group home shall be kept in a safe and sanitary manner in accordance with state and local laws.

The location of the first aid supplies for each group home are as follows:

Agency Office: in the cleaning closet in the bathroom hallway. Keys to the closet will be maintained by employees or contractors. Additional kit is located on the bookshelf in the main room for minor injuries.



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Douglass Group Home: First aid kits will be kept in the laundry room neighboring the kitchen area; keys to the kit will be held by the Teaching-Parents and the Teaching Parent Alternates. Additional kit located in the basement bathroom for such minor injuries. A first aid kit will be kept in each vehicle used to transport clients.

Harvey Group Home: in the office neighboring the kitchen area; keys to the kit will be held by only the Teaching-Parents and the Teaching Parent Alternates. Additional kit located in the downstairs bathroom on the main floor for such minor injuries. A first aid kit will be kept in each vehicle used to transport clients.

Roberts Group Home: in a locked storage closet in the front hall; keys will be held only by the Teaching-Parents and the Teaching Parent Alternate. A first aid kit will be kept in each vehicle used to transport clients.

Stuber Group Home: in a locked storage in the master bedroom; keys will be held only by the Teaching-Parents and the Teaching Parent Alternate. A first aid kit will be kept in each vehicle used to transport clients and in the downstairs bathroom for minor injuries.

Wolfe Group Home: in a locked storage closet in the attached garage; keys will be held only by the Teaching-Parents and the Teaching Parent Alternate. A first aid kit will be kept in each vehicle used to transport clients.