

Implementing Procedure:	Community Engagement Plan – Ohio specific	
Creation Date:	3.17.2016	Author: LK
Revision #	Revision Date:	Author:

Policy:

Rite of Passage coordinates and plans for emergency response preparedness through procedures, employee training and internal communication via staff meetings as they pertain to residential facilities licensed by the Ohio Department of Job and Family Services. Rite of Passage operates one group home known as Hillcrest Academy.

Procedure:

1. Hillcrest Academy will provide a community engagement plan which includes procedures for the community to express concerns or request information about Hillcrest Academy.
2. The community engagement plan, along with the Hillcrest phone number will be posted on the Hillcrest Academy website.
3. Hillcrest Academy shall provide a copy of these procedures, or other pertinent information, to individuals within the community upon request.
4. The Program Director and management team will assess any individual concerns received from the community and address the concerns within 30 working days of receiving request.
5. Hillcrest Academy will provide a letter to first responders and county officials with a description of the agency’s policies on emergency preparedness, medical emergencies and emergency/disaster evacuation plan. The plan also will include the following contact information:

Program Director, Dan Aning
Office: (513) 552-1201
Cell: (513) 835-6114
Mr. Aning also is available in person at Hillcrest Academy.

6. Staff will receive training on the Community Engagement Plan during Orientation. Staff who already have completed Orientation will receive training within 60 days.