

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-026

SUBJECT: Staff Accountability for Residential Support

EFFECTIVE DATE: July 1987

Policy:

Consumers residing in 24-hour supervised group homes may not be left unattended, either alone or with other residents, unless they have demonstrated self-preservation skills and emergency phone skills.

Procedures:

1. Emergency phone numbers will be posted by all telephones.
2. Consumers will be instructed in emergency procedures with emphasis given to phone use.
3. Staff may not leave without permission from the Residential Coordinator or Residential On-Call Manager for any reason other than fulfilling their routine job responsibilities. During these situations, consumers who have not demonstrated self-preservation skills will accompany the staff. **Consult the Special Considerations section of the Consumer ID sheet or the Consumer Profile in the residential notebook.**
4. In the event the consumer does not wish to accompany staff, other arrangements will be made so that the individual's safety is assured.
5. Consumers will never be left unattended in a vehicle unless **ALL** of the following conditions can be met:
 - a) The errand is essential and must be carried out at that time.
 - b) Consumers have been asked to go but have declined.
 - c) The errand is 10 minutes or less. Don't underestimate how long it will take.
 - d) Weather conditions are mild. Make no assumptions here-age, health conditions, and medications can all impact a person's ability to withstand weather conditions. Err on the side of safety.
 - e) Keys are not left in ignition. Engine is not running.
 - f) Windows must be open throughout the vehicle if the weather is warm.
 - g) Vehicle is safely parked. No danger is present.
 - h) Child safety locks are **NOT** engaged.
 - i) Consumers are verbal and able to evacuate the vehicle without assistance.