
Sample Procedures for Emergency Plan

Medical Emergency

In case of a medical emergency, the following procedures should be followed:

- (1) In all emergencies, it is important to remain calm.
- (2) Assess the situation – stay with the youth.
- (3) Check-Call-Care – Analyze the situation to determine the need to call 911.
- (4) Administer first aid for specific emergency until medical help arrives.
- (5) Direct another staff to contact Nurse On-Call so that Utilization Review can be notified.
- (6) Transport youth to local emergency room unless ambulance has been called then staff must accompany youth. Items to take with youth to hospital if possible:
 - (A) Off-Campus Consultation Form
 - (B) A list of any special medical problems or current treatments, medications, allergies, etc.
- (7) Upon return to facility, contact the Health Services Administrator (HSA) or Nurse On-Call with summary of visit.

Dental Emergency

If a tooth is missing due to injury:

- (1) Youth should replace the tooth immediately at the site of injury.
- (2) If contaminated with foreign debris, instruct to plug the sink and gently rinse under tap water. **DO NOT SCRUB!**
- (3) If unable to replant, youth should hold the tooth between the gums and cheek or under the tongue and be transported to the local emergency room.
- (4) If youth is unable to help, staff should place the tooth in a cup of water for transport to the local emergency room.
- (5) Notify the HSA.

Mental Health Emergency

In case of a mental health emergency, the following procedures should be followed:

- (1) Contact facility mental health professional (MHP) or 911 as indicated.
 - (2) If staff cannot contact the MHP and the youth presents imminent harm to self or others, call 911.
 - (3) Attempt to keep youth calm.
 - (4) Pending the results of the mental health assessment, youth may be transferred to a mental health facility.
 - (5) Notify the HSA.
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