

Chapter: Emergency Health Care	Effective Date: 4/15/17
Title: Sample Procedures for Emergency Plan	Page: 1 of 1
	Replaces: HHS.40.10a, 7/15/11

SAMPLE PROCEDURES FOR EMERGENCY PLAN

In all emergencies, it is important to remain calm.

MEDICAL EMERGENCY

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

- (1) **CHECK** – Assess the situation for safety and stay with the youth; determine the need to call 911.
- (2) **CALL** – Direct another staff member to call 911 and bring the AED to the scene if needed.
- (3) **CARE** – Administer first aid and/or CPR for the specific emergency until medical help arrives.
- (4) Direct another staff member to contact the institution infirmary or on-call nurse so that the Utilization Review Department can be notified.
- (5) Transport youth to the local emergency room or accompany the youth in the ambulance. Items to take with the youth to the hospital if possible:
 - (A) the [Halfway House Emergency Room Information Summary, HLS-112a](#); and
 - (B) a letter regarding financial responsibility ([Emergency Room Billing Instructions, HLS-112b](#)).
- (6) Upon return to facility, contact the health services administrator (HSA) or on-call nurse with a summary of the visit.

DENTAL EMERGENCY

If a tooth is missing due to injury, the following procedures should be followed:

- (1) Youth should replace the tooth immediately at the site of injury.
- (2) If contaminated with foreign debris, instruct the youth to plug the sink and gently rinse the tooth under tap water. **DO NOT SCRUB!**
- (3) If unable to replant the tooth, the youth should hold it 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 the facility mental health professional (MHP) or call 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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