

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Who to Contact in an Emergency

Chapter:**Effective Date:**

7/1/1992

Revision Date:

11/25/2008

Policy Number:

Executive Director

SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

INTRODUCTION:

1. A system is in place for residential staff on duty to contact and consult with on-call program coordinators and administrators in the event of an emergency. This system uses pagers or cell phones to contact on-call personnel for crisis situations.
2. These emergency services should be utilized for consultations and reporting of all incidents classified as Unusual i.e. (reportable). Which include:
 - Incident of abuse or suspected abuse
 - Hospitalization for trauma, illness, injury
 - Suicide attempt
 - Death of a resident
 - Violation or allegation of violation of resident rights
 - Person who is missing for a period of time that exceeds their written plan for unsupervised time
 - Outbreak of serious communicable disease; outbreak is two (2) or more persons from the same home
 - Use of fire or law enforcement services
 - Any situation requiring evacuation and re-location of a home
 - Physical restraint which exceeds 20 minutes in duration
 - Traffic accident involving an facility vehicle

3. These services should also be utilized to reports any serious issue such as:

- Theft
- Personnel issues
- Crisis Management
- Any hazard which puts people at risk of injury

DISCUSSION: