

## State Operated Community Program SOCP Policy Memorandum

<b>Topic:</b>	<b>Emergency Reporting Procedure</b>	<b>Issue date:</b>	12/15/10
<b>Related policy:</b>	2.014 On-Call, 2.007 Abuse, 3.001 Behavior Support, 5.001 Safety, 5.003 IRs Emergency Notification and 5.006 Individual Summary Sheets		
<p><b>Policy Memorandums</b> - considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or administrative rules, changes in existing policy or administrative rules, policy/<b>procedure clarifications</b> and manual updates.</p>			

**Applies to:**  
(check all that apply)

- All employees includes:
- Nurses
  - Cent. Office staff
  - HR

- Prog. Managers
- BVS1s
- Group home staff
- Other:

- Site Managers
- BVS2s
- Trainers

**Implementation date:** 12/15/10

**FROM:** Deanna Bathke, SOCP Director

**SUBJECT:** Updated Emergency Reporting Procedure (12/15/10)

The attached “**Emergency Reporting Procedure**” outlines the notification process for various situations.

Please post and update the corresponding policies: **2.014 On-Call**, 2.007 Abuse, 3.001 Behavior Support, 5.001 Safety, 5.003 IRs Emergency Notification and 5.006 Individual Summary Sheets.

**Attachments:** Emergency Reporting Procedure (12/15/10)

**If you have questions about this information, contact:**

<b>Contact(s):</b>	Deanna Bathke	Brad Heath
<b>Phone:</b>	503 378-5952 ext. 241	503 378-5952 ext. 244
<b>Email:</b>	Deanna.Bathke@state.or.us	Brad.J.Health@state.or.us

# SOCP Emergency Reporting Procedure

Situation	Staff report to Site Manager	Site Manager, reports to Prog. Manager, Service Coordinator / Guardian	Prog. Manager reports to Director	Program Manager reports to OIT
Death	→	→	→	→
Abuse / neglect	→	→	→	→
*AWOL	→	→	→	
*Suicide attempts serious	→	→	→ Serious	
*Emergency Restraints / Psych Med.	→	→		
*911 Fire/Medical/Police	→	→	→	
ER Visits	→	→	→ Admits	
*Hospitals / Jail	→	→	→ Admits	
Neighbor or Community complaints	→	→	→ Serious	
Incidents involving the Public	→	→	→ Serious	
Serious staffing issues (inlement weather, etc.)	→	→	→	
Vehicle Accidents	→	→	If injures	

\*Contact Clinical Services Manager (jail, 911, Serious suicide attempt, AWOL and supine or prone PPI).

Cross over policies: 2.007 Abuse, 3.001 Behavioral Support, 5.001 Safety Committee & Program, 5.003 Emergency Plan, 5.005 IRs & Emergency Notification, 5.006 Individual Summary Sheets