

## Health and Safety

- 1 It is the philosophy of OPTIONS to provide a safe and secure environment at all times. In addition to the policies in this section, the following other policies address safety issues:

### Administrative Policy

- 200.5.1 Incident Reports
- 200.5.2 Abuse Reporting
- 200.5.3 Management of Inappropriate Behavior
- 200.5.4 Elopement
- 200.5.8 Suicide Intervention Protocol

- 2 When a situation that threatens the safety of a person served or employee arises, the following procedure will be followed:
  - 2.1 The safety of all persons under the supervision of OPTIONS staff must be considered at all times. The safety of an individual person will not be allowed to compromise the safety of others.
  - 2.2 OPTIONS employees present in situations where the health and safety of persons served or other employees are threatened will take immediate steps to evaluate and remedy the situation.
  - 2.3 Appropriate emergency personnel will be summoned as the situation dictates. Such persons may include, but are not limited to:
    - 2.3.1 Police/Sheriff Department
    - 2.3.2 Fire Department
    - 2.3.3 Paramedics
    - 2.3.4 Crisis Support Services/Mental Health

**CALL 911 TO SUMMON EMERGENCY PERSONNEL**

  - 2.4 In the event of an injury requiring immediate medical attention, call 911 and request assistance. If injuries occur that require immediate medical attention, such as profuse bleeding or unconsciousness, administer first aid immediately while awaiting the paramedics.
  - 2.5 For emergency medical situations that are not imminently life-threatening, transport the sick or injured person to the nearest medical facility.
  - 2.6 First Aid kits are located at each of OPTIONS sites and in every OPTIONS' owned and operated vehicle.
  - 2.7 If a person represents a danger to himself or others, the program supervisor, manager or after hours on-call administrator will be notified

immediately.

3 Notification

- 3.1 Any time an emergency procedure is implemented, the OPTIONS employee implementing the procedure is responsible for notification of the Program Supervisor, Manager or on-call administrator if after business hours, as soon as the conditions are stabilized. The Program Supervisor, Manager or on-call administrator will contact the Program Director, Chief Operating Officer, RN and/or Chief Executive Officer as warranted by the situation.
- 3.2 Once a situation requiring emergency intervention has been addressed and stabilized, the OPTIONS employee implementing the procedure is responsible for completing an incident report according to procedures outlined in Administrative Policy No. 200.5.1.
- 3.3 Appropriate documentation will be completed whenever any OPTIONS safety-related policy is implemented.

POLICY DATE: February 1996  
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