

## **MEDICAL EMERGENCIES PROCEDURES:**

### **In the event of a Medical Emergency, the person who discovered the emergency should:**

1. Remain Calm & do not move the victim unless absolutely necessary.
2. Delegate Staff to:
  - Call 911 if a life threatening situation occurs
  - Call 651 365-3745 to invoke LCCP if necessary.
  - If suicide threat, contact the Mental Health Crisis Intervention Team for assistance first if appropriate (dial, text or chat 988), see suicide threat section below.
  - 1 staff will attend to the person and provide assistance; trained staff will provide first aid & CPR as needed or directed by the 911 dispatcher until relieved by another staff or EMS.
  - 1 staff will wait for the police and ambulance to arrive at the front entrance and direct them to the emergency. Locate person's medical profile and any protocols, DNI/DNR orders if applicable.
3. All other staff should assist people served away from the area to another location or part of the room to ensure their safety and protect the privacy of the person served.
4. Whenever possible, a Lifeworks staff person will accompany the person to the hospital and remain there until the guardian, family or residential staff arrives.
5. If a person's legal representative or emergency contact is unable to be reached, the senior vice president of services or her designee is the authorized representative to act in a medical emergency.
6. Call 651 365-3745 to invoke LCCP.

### **If a person threatens suicide, the person who identified the situation should:**

1. Remain calm and do not leave the person alone.
2. Follow Medical Emergency procedure & page immediately, also:
  - Contact the Mental Health Crisis Intervention Team for assistance (dial, text or chat 988) unless the threat of harm is imminent to self, call 911 immediately & ensure procedure is followed.
  - If the threat of harm is imminent to others, call 911 immediately & if necessary and follow the Violent or Other Threatening Situations Emergency Procedure.
- Listen to the person; do not act shocked, judgmental or debate. Accept their feelings as they are, be understanding, remind them help is available and things will get better.
- Ask direct questions like "Are you thinking of hurting yourself?", "What are you thinking of doing?", "Do you have a plan?" etc.
- Remember that suicide is a permanent solution to a temporary problem, suicide is about stopping the pain and not about death.

**If a drug overdose is discovered or suspected, the person who discovered the emergency should:**

1. If the person is unconscious, having convulsions, or is not breathing, follow the Medical emergencies procedure above immediately.
2. If the person who took the drug is not having symptoms, do not wait to see if symptoms develop; call the poison control center 1-800-222-1222 immediately.
3. Answer the poison control center's questions and follow their recommendations.

**FIRE/EVACUATION PROCEDURES:**

**In Case of a Fire:**

- Remain Calm & **REACT**:
- **R**- Remove those in immediate danger.
- **E**- Ensure that the room door is closed.
- **A**- Activate the Fire Alarm or paging system (if not already done).
- **C**- Call 911 & 651 365-3745 to invoke LCCP.
- **T**- Try to extinguish fire is safe to do so, use PASS (if there is a fire extinguisher):
  - **P**- Pull the Pin in the handle.
  - **A**- Aim the nozzle at the base of the fire.
  - **S**- Squeeze the lever (trigger) slowly.
  - **S**- Sweep from side to side.
- All staff should assist in any way necessary any person in the building to evacuate.
- Meet at designated emergency meeting location.
- The designated staff in charge will bring the day's visitors/volunteer sign in and there will always be someone from HR to access the emergency contacts for each employee.
- Each department manager is responsible to clear and check their areas to ensure everyone is out of the building, and to take attendance of their staff at the emergency shelter.
- The designated staff will take attendance from each Dept. Manager to account for all persons.
- Do not re-enter the building until authorized by fire/police/designee.
- Lifeworks facilities are equipped with fire doors that are magnetic and close automatically when alarm is triggered.

**Unable to Evacuate:**

- Call 911 giving your location.
- Close door & place a towel or another type of cloth/object under the door to assist in preventing smoke from entering.

- If smoke enters room, stay low as heat and gases tend to rise.

**If you are on Fire:**

**STOP** where you are, **DROP** to the floor or ground and **ROLL** your body to smother the fire.