

SCANNED  
6/28/20

Owakihi, Inc.

## Training Summary Form

I. Employee: Sofyatu Tajudeen Topic: INCIDENT & EMERGENCY PROCEDURES 111 Credit Hours: \_\_\_\_\_

### II. Description of Training Content

Review and instruction on protecting the health and safety of persons served including how to take appropriate action with incidents, emergencies, and other health and safety situations. Explanation of policies, procedures, and safety practices to prevent, respond to, document, report and review incident and emergency situations. Description of Owakihi, Inc.'s Continuity of Care Plan for emergency preparedness and management of disasters for people receiving services and employees. Identification of methods and resources staff can use to promote safe computer practices with service recipients. Additional training for employees working in residential sites: Review of security and alarm systems as applicable to the residential locations (i.e. Apollo, Sengistix, smoke alarm systems).

### III. Training Procedures

#### Training Format

Self Study \_\_\_\_\_  
Individualized Training \_\_\_\_\_  
Supervisory Meeting \_\_\_\_\_  
Team Meeting \_\_\_\_\_  
Owakihi In service \_\_\_\_\_  
Other: \_\_\_\_\_

#### Instructional Methods

X Written: Packet \_\_\_\_\_  
Video Tape: \_\_\_\_\_  
Oral Presentation and Dialogue \_\_\_\_\_  
Guided Observation \_\_\_\_\_  
Guided Practice \_\_\_\_\_  
Other: \_\_\_\_\_

#### Demonstrated Competency

X Knowledge Testing (Quiz) \_\_\_\_\_  
Observed Skill Assessment \_\_\_\_\_  
Other: \_\_\_\_\_

### IV. Date(s)

06/17/20  
(M/D/Y)

Trainer/Position: DC

Time(s): \_\_\_\_\_

(AM or PM)

Trainer Signature: [Signature]

*I understand the information I received and my responsibilities for implementation with this company and persons served.*

Employee Signature: [Signature]

Training Module 111 Quiz  
Incident and Emergency Procedures

Directions: Upon completion, return the quiz and attached Training Summary Form to your trainer for review and signature.

Employee Name: Sophytha Layudon Date of Quiz: \_\_\_\_\_

Complete the statements below by filling in the blanks

1. Incidents and emergency situations are defined in MN Statutes 245D.02 and described in 3 key

Owakihi policies: a. Purpose

b. Policy  
c. Procedure

2. The difference between an "incident" and an "emergency" is that incident means an occurrence that

affects the ordinary provision of services to a person, while emergency means events

that affect the ordinary daily operations of the program

3. The incident policy identifies "serious injuries" which meet the definition in the above statute. Provide 3

examples of serious injury:

a. fracture  
b. dislocations  
c. evidence of internal injury

4. For persons experiencing a mental health crisis: identify 2 potential resources for safety:

a. mental health crisis b. 911

5. Following completion of an incident or emergency report, the staff needs to conduct an assigned Coordinator to identify trends or

patterns and corrective action, if needed.

Circle the correct answer(s) below

6. Serious injury or death must be reported as soon as possible to the Department of Human Services Licensing Division (for licensed services) and the Office of the Ombudsman (all services). When making this report, there is a time period that should not be exceeded. That time period is which of the following:  
a. 48 hours  
b. determined by the staff person and supervisor  
c. 24 hours  
d. prior to 5:00 p.m. on week days  
e. none of the above

7. What is the first step to take after confirming that a service recipient is missing:

a. Call the person's family  
b. Search the immediate area  
c. Start writing the Incident Report  
d. Call 911