



**TITLE:**

**EMERGENCY PROCEDURE**

**POLICY 14.02**

**PURPOSE:**

Facility policy in the event of an emergency.

**SCOPE:**

All employees and volunteers.

**POLICY:**

In an event of an emergency, such as:

1. Falls
2. Chest pains
3. Sudden Illness
4. Head Injury

**PROCEDURE:**

1. Call 911.
2. Initiate CPR or 1ST Aid as directed unless it is indicated DNR/ NO CPR
3. Make a copy of the admission slip, located in the chart. Make a copy of the medication administration record.
4. Call the family or legal guardian.
5. Inform the physician.
6. File an incident report.

During emergencies, please call the front desk for assistance if help is needed. They can make copies, while the responder is calling 911. Stay with the resident until the Medics arrive, always let the front desk know who it is when 911 has been called, even if you don't need assistance.

**EXCEPTIONS:**

No exceptions to this policy may be granted without the prior written approval of the Director.

**SUPERCEDES:**

None