

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 an OPTIONS supported persons or employee arises, the following procedure will be followed:

- 2.1 The safety of all supported persons under the supervision of OPTIONS staff must be considered at all times. The situation of any individual supported person will not be allowed to compromise the safety of other supported persons.
- 2.2 OPTIONS employees, present in situations where the health and safety of supported persons or other employees are threatened, will take immediate steps to evaluate and control 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
 - 2.3.2 Fire Department
 - 2.3.3 Paramedics

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, hemorrhage, 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 supported person represents a danger to himself or others, on-call staff are to be notified immediately.

3 Notification

- 3.1 Anytime an emergency procedure is implemented, the OPTIONS employee implementing the procedure is responsible for notification of administrative staff as soon as the conditions are stabilized. The following persons will be notified in order of priority:
 - 3.1.1 On-Call Staff
 - 3.1.2 Program Manager
 - 3.1.3 Chief Operating Officer
 - 3.1.4 Chief Executive Officer
- 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.

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