

**SECTION - EMERGENCIES
ADMINISTRATIVE DIRECTIVE NO. 342
(Replaces A.D. No. 342 dated 3/8/07)**

Effective Date: July 12, 2007

SUBJECT: FIRST AID & EMERGENCY SERVICES PLAN—FOR VISITORS & STAFF

I. PURPOSE

To furnish specific guidelines to staff for providing emergency services and first aid to visitors and staff.

II. AUTHORITY

Department of Mental Health Special Order 102 and State Administrative Manual (SAM) 2582.1.

III. POLICY

- A. Coalinga State Hospital provides first aid care for injuries and illnesses.
- B. "First Aid" is defined in SAM as utilization of those measures needed to support and sustain the condition of the Individual (that are not life-threatening emergencies).
- C. Emergency Services within the Secure Treatment Area and on hospital grounds outside secure perimeter will be provided as needed to meet the nature of the emergency.

IV. METHOD

A. Treatment Location:

Employees who are ill or injured in the secure area shall be assessed, and then transported to urgent care or out of the facility for further evaluation if necessary. Employees or visitors who are ill or injured in the administration building or parking areas shall be transported to the Occupational Health Clinic in the administration building.

B. Unit or Area Personnel within the Secure Treatment Area:

- 1. One or more employee(s) institute first aid or Emergency care.
Note: If an employee is on scene alone, activate the red light system by using the personal alarm device. Once the responding DPS officer is on scene, the DPS officer will provide two-way communication to the dispatcher by radio.

2. Available employee shall call emergency phone notification extension 7119. The person calling needs to remain calm and provide clear and accurate information. Specifically: nature of the emergency, exact location of injured person or persons, extent of injuries. Other employee shall immediately institute life support techniques until additional responding emergency medical or fire personnel arrive.
3. After calling extension 7119, all action and attention is directed toward care for the person until the arrival of other medical, nursing, and fire personnel.
4. The Medical Officer on Call (MOC) shall be notified of emergency as soon as possible after 7119 is called. Medical, nursing, or fire personnel will assess the person's condition and provide appropriate emergency care. Determine the level of response necessary to address the situation or immediately transport to the Urgent Care Room for treatment.
5. Responsibility for the Urgent Care Room (UCR) is as follows:
 - a. RN assigned to UCR;
 - b. RN assigned to Admission Suite (R&R);
 - c. RN assigned to MA-02;
 - d. RN assigned to Medical Clinic; and
 - e. Nursing Officer of the Day (NOD) RN.

Note: During the evening, weekends and holidays, NOD nurses are responsible for immediate notification to the MOC of all medical emergencies.

6. The determination of an ambulance, car, etc. will be determined by the examination in the UCR. Calls for an ambulance or other transportation will be provided through the Comm. Center. (Note: If an employee/visitor is determined to be unable to walk through the hospital to the sallyport, either an ambulance will be called, or a Department of Police Services (DPS) vehicle will be requested to transport the person from the UCR/R&R suite to the front of the hospital for transportation via car. No personal vehicles will be allowed into the R&R sallyport unless authorized by the Executive Director/designee.)
- C. Outside the Secure Treatment Area:

Emergencies that occur within a building outside the secure area, Utilize hospital phone system and call 7119 to activate an emergency response. The person calling needs to remain calm and provide clear and accurate information. Specifically: nature of the emergency, exact location of injured person or persons, extent of injuries.

1. If the emergency occurs on the grounds where there is no hospital phone available, immediately shout out for help and assistance. Any available person shall use pay or cell phone and call 911. Institute first aid or life support techniques until responding medical or emergency personnel arrive.
2. The person calling needs to remain calm and provide clear and accurate information. Specifically: nature of the emergency, exact location of injured person or persons, extent of injuries. Other employee shall continue to provide first aid or institute life support techniques until additional responding emergency medical or fire personnel arrive.
3. It is the responsibility of the DPS and the hospital Fire Department personnel to respond to an emergency on grounds during normal working hours. During the evening hours, weekends, and holidays, DPS will respond along with the Fire Department from Pleasant Valley State Prison (PVSP, who are notified via the Comm. Center. (Note: DPS patrol vehicles will be furnished with an emergency kit they will take to the site.)
4. During normal working hours employees from the Occupational Health Clinic will respond to the site. The (MOC) will respond when notified.
5. The NOD will be notified and respond as necessary.
6. A determination will be made by medical staff or fire personnel on site regarding the need for an ambulance, the person to be driven home, further treatment needed, etc.

D. Comm. Center

1. The Comm. Center is the primary responsible party for receiving and requesting emergency information, and contacting needed services. CSH Fire Services, PVSP Fire Department, Ambulance.
2. Receive incoming 7119 call.
3. Maintain radio contact with the officer for additional help.
4. Between 1630 and 0800, weekends and holidays, the dispatcher will page the required personnel.

E. Fire Department Staff will:

1. Receives information from the Comm. Center and responds to the area.
2. Provides first aid.
3. Assists on-scene personnel.

4. Communicates with PVSP Fire Department, DPS, and Comm. Center.
5. During normal business hours (M-F), while on grounds, Fire Services will respond to all medical aids as notified.

F. Local Hospitals, General Contact Numbers – provided by Comm. Center.

1. Coalinga Regional Medical Center (559) 935-6400
2. Hanford Medical Center (559) 582-9000



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

- A.D. No. 346 Medical Care of Coalinga State Hospital Individuals in Community Facilities
- A.D. No. 550 Medical Officer on Call (MOC) & Psychiatric Medical Officer on Call (PMOC)

Attachment A – Emergency Medical Response Procedures

EMERGENCY MEDICAL RESPONSE PROCEDURES

LIFE THREATENING/SERIOUS INJURY RESPONSE INSIDE SECURITY (INDIVIDUALS AND EMPLOYEES)

