

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.10.21	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 12/06/99	<b>New Effective Date:</b> 03/22/21
	<b>Supersedes:</b> 500.10.21	<b>Dated:</b> 002/16/18
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Medical Emergency Response Plan		

**POLICY**

All Division of Adult Institution facilities shall ensure that all health care staff are prepared to effectively respond during emergencies.

**REFERENCES**

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-D-07 Emergency Services and Response Plan  
DAI Emergency Operations Plan – Section 7.1 – Medical Services (Facility specific)

**DEFINITIONS, ACRONYMS AND FORMS**

Critique – Review and evaluation of drills or actual events to document activities including response time, names and titles of health staff and the roles and responses of all participants. The critique contains observations of appropriate and inappropriate staff responses to the drill.

Health Staff – Includes all staff who work in HSU.

Mass Disaster Drill – A simulated emergency involving multiple casualties that requires triage by health staff. It frequently involves a natural disaster or an internal disaster.

Man Down Drill – A simulated emergency affecting one individual who needs immediate medical intervention. It involves life-threatening situations commonly experienced in correctional settings.

Responsible Health Authority (RHA) – Responsible for the facility's health care services, arranges for all levels of health care and assures quality, accessible and timely health services for patients.

Tabletop exercises – Discussions about health staff's projected response to emergencies.

**PROCEDURES****I. General Guidelines**

- A. The health aspects of the emergency response plan are approved by the RHA and facility Warden/Superintendent/designee and include at a minimum:
  1. Responsibilities of health staff.
  2. Procedures for triage.
  3. Predetermination of the site for care.

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4. Telephone numbers and procedures for calling health staff and the community emergency response system (e.g., hospitals, ambulances).
  5. Procedures for evacuating patients and movement of the health care record.
  6. Alternate backups for each of the plan's elements.
  7. Time frames for response.
- B. Security representatives shall participate with health staff in planning and implementing mass disaster and man down drills. Community response agencies should be invited to participate in the drills.
- C. At least one mass disaster drill shall be conducted annually in the facility so that over a three year period each shift has participated. Tabletop exercises and discussions about health staff's projected response to emergencies may be helpful but are not a substitute for the practice drill.
- D. The health emergency man down drill is practiced once a year on each shift where health staff is regularly assigned. Staff members who are not present during a drill shall have evidence they reviewed the notes and critiques of the drill.
- E. Both the mass disaster and man-down drills are critiqued and the results shared with all health staff, and recommendations for health staff are acted upon.
- F. If full-time health staff is not assigned to a particular shift, that shift is exempt from drills. If there are no full time health staff, drills are not required.

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Michael Rivers, Director of Administration

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Vacant, MD, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Sarah Cooper, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Medical Emergency Response Plan		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other