EMERGENCY PROCEDURES:

When an emergency arises your first action is to:

REMAIN CALM

FIRST:

- Locate each person served and ensure each is safe and comfortable.
- Assess the situation.
- Locate the emergency procedure for the crisis
- Get the portable phone

NEXT:

- Contact emergency medical service if needed (i.e., Police/Fire/Ambulance)
- Contact Home Supervisor
- Contact the County Director of Services

EMERGENCY PLAN CONTENTS:

- **EMERGENCY PHONE NUMBERS**
- **PROGRAM PARTICIPANT INFORMATION**
- **TRANSPORTATION OF PERSONS SERVED**
- **ROAD EMERGENCY AND ACCIDENTS**
- **MEDICAL EMERGENCY WHILE IN TRANSIT**
- **BEHAVIORAL EMERGENCY WHILE IN TRANSIT**
- **ALARM SYSTEM OPERATION AND CARE**
- **FIRE EVACUATION PLAN**
- **FIRE EXTINGUISHMENT**
- **TORNADO PLAN**
- **TORNADOES**
- **THUNDERSTORMS AND LIGHTING**
- **HEAVY SNOW OR BLIZZARD**
- **WATER SHORTAGE**
- **WATER LEAK**
- **POWER OUTAGE**
- **BOMB THREAT**
- **NATURAL GAS OR PROPANE LEAK**
- **CARBON MONOXIDE**
- **HEATING FAILURE**
- **FLOOD**
- **POISONING**
- **ALTERNATE HOUSING PLAN**
- **VIOLENT SITUATION/WORKPLACE VIOLENCE**
- **OTHER THREATENING SITUATION**
- **ULOA PLAN**
- **BEHAVIORAL EMERGENCY**
- **MEDICAL EMERGENCY**
- **PROCEDURE FOR EMPLOYEE INJURIES**

ADDITIONAL HOME SPECIFIC PLANS/PROCEDURES (alarms systems, etc.):

ADAPT, INC

Click or tap here to enter
STREET
CITY, STATE ZIP

Click or tap here to DIRECTIONS TO LOCATION.

EMERGENCY PHONE NUMBERS:

Fire Dept.	911
Police Dept.	911
Ambulance SERVICE	911
Prompt Care	
NAME Hospital	
ELECTRICAL COMPANY	
Gas Company	
Poison Control	1-800-222-1222

In the event of a MAINTENANCE-RELATED problem with power/electrical, plumbing, heating/cooling, boiler problem, fire alarm, or security alarm, FIRST refer to the emergency procedures and follow procedure. After you follow the emergency procedure, you need to call program supervisor then follow chain of command:

NECESSARY PERSONNEL:

Maintenance
Adapt Executive Director
County Director
CLS Program Supervisor

In the event of a CONSUMER problem, FIRST refer to the emergency procedures and follow. After you follow the emergency procedure, you need to call personnel in the following order. If you do not reach the first person, moved down the list in the order written:

NECESSARY PERSONNEL:

County Director
Adapt Executive Director

CLS Program Supervisor

Program participant information on a separate page

TRANSPORTATION OF PERSONS SERVED

These Guidelines and policies apply to all vehicles in which participants of ADAPT are transported.

- **Requirements for Drivers:** It is the policy of ADAPT that the employees and drivers of the ADAPT'S vehicles, or when using their own vehicles to conduct business for ADAPT, shall have a valid operator's license, be insurable under the employer's insurance policy, or when using their own vehicles, have proper and adequate automobile insurance, and meet other criteria described below.
- **Employee** is defined to mean any individual who may be required to transport a person served in an employer's vehicle, including emergency situations, or who use their own vehicle to conduct business for ADAPT. Employees and Drivers agree to advise ADAPT of any traffic tickets or other citations involving an automobile in which an employee or driver are found to be responsible, at fault, or guilty. ADAPT also will conduct periodic checks with the Department of Motor Vehicles for moving violations. An employee who becomes incompetent to drive or is inflicted with a mental or physical infirmity will not be permitted to drive ADAPT'S vehicles, provided such disability constitutes a threat to public safety. Evaluation of competency or ability will be determined by appropriate medical opinion. ADAPT reserves the right to deny employment or to terminate employees whose driving record or driving ability is believed to pose a threat to the safety of individuals, or limits individual's participation in activities.
- **Seat belts:** The driver of each vehicle is responsible for the safety of his or her passengers. Therefore, it shall be the policy of ADAPT that all occupants in any vehicle must be properly restrained; using restraint systems, any time a vehicle is in motion.
- **Smoking:** Due to the safety hazard and out of consideration for non-smokers, smoking while in an ADAPT vehicle shall be prohibited.
- **Assistance to Individuals:** It shall be the responsibility of the driver to assist individuals in need with entry and exit from the vehicles. Assistance shall be given to those individuals who are susceptible to injury due to age, physical condition, or adverse weather conditions.
- **Vehicle Speed and Parking:** In order to ensure the safety of all persons, all ADAPT vehicles travel at or below the posted speed limits. Each ADAPT building shall have designated parking areas. ADAPT employees, whether transporting individuals or not, are expected to comply with neighborhood speed limits and parking regulations. Defensive driving must be always practiced.
- **Accidents:** All accidents and/or incidents involving ADAPT vehicles shall be immediately reported to the police and/or the ADAPT office. Failure to do so may subject driver to disciplinary action. A written **Van Incident Report form** must be completed.
- **Road Emergency/Mechanical Failures:** In case of a mechanical breakdown, ensure hazard lights are activated and the vehicle is out of harm's way. One employee may use their own phone to contact the program/home supervisor to ask for assistance and further directions. In the event of an employee not having their own cell phone, then the employee will dial 911 using Adapt's vehicle cell phone. The driver will ensure safety of all individuals and maintain a calm atmosphere using skills from training.
    - If anyone has been injured, locate first aid kit, use appropriate first aid skills, and seek emergency help immediately.
- **Van Condition and Operation:** The driver shall be responsible for reporting a mechanical or structural problems encountered. Basic interior cleanliness of the vehicle shall be the responsibility of the driver. Litter should not be allowed to accumulate on the floor and clipboards and reports shall be maintained and stored properly.

- **Vehicle Environment:** ADAPT strongly encourages individuals to talk and enjoy themselves. The vehicle driver is an important part of this and should seek to establish a warm and positive relationship with and among the people served. This involves greeting the individuals, active and sincere discussion with them while in the vehicle, allowing their input with regards to radio station selection, climate control, etc. Individuals shall always be treated with courtesy and respect. However, the driver is also in charge of discipline while in the van and shall maintain an orderly safe ride.
- During Transporting, the Safety of ADAPT's individuals' rests in the hands of the vehicle drivers. The above guidelines and policies are intended not only for the protection of the individuals but also for the driver. Responsibility for enforcement of the above guidelines shall rest with the vehicle drivers.
- **Cell Phone Use**: Cell phones are not to be used by drivers while the vehicle is in motion. In an emergency, other employees in the vehicle should make any necessary phone calls, or the driver should pull to safety at the side of the road or in a parking area before placing a call. Use of cell phones for personal business is not permitted. Cell phones are available in ADAPT vehicles for emergency use only. All phones can call 911.
- **General Procedure for all Community Outings/Activities**: Employees will ensure all participants will have knowledge about emergency procedures that are applicable to the event, while in a community setting. Whenever possible, employees will discuss this information while transporting individuals to the desired location, ie. baseball games, library, movie theater, etc.

Road Emergency and Accidents

- All the accidents and /or incidents involving ADAPT vehicles shall be immediately reported to the police and /or the ADAPT office. Failure to do so may involve disciplinary action to the driver. A written **Van Incident Report form** must be completed.
- In case of a mechanical breakdown, ensure hazard lights are activated and the vehicle is out of harm's way. One employee may use their own phone to contact the program/home supervisor to ask for assistance and further directions. In the event of an employee not having their own cell phone, then the employee will dial 911 using Adapt's vehicle cell phone. The driver will ensure safety of all individuals and maintain a calm atmosphere using skills from training.
  - If anyone has been injured, locate the first aid kit, use appropriate first aid skills, and seek emergency help immediately.

Medical Emergency Response While in Transit

1. Pull off or to the side of the road
2. Remain calm
3. Assess the situation
4. If appropriate transport recipient to hospital
5. If necessary, call 911 using the emergency phone provided
6. Implement any necessary first aid procedures as trained (follow infection control guidelines). *First Aid kit is in all Adapt Vehicles. Personal first aid kits are available with In-Home Supports supervisors and given to all employees upon hire.*
7. Provide the EMT with all relevant information, including the info we have written up and keep in the emergency bag
8. If there is more than one employee, have an employee go with recipient in the ambulance
9. As soon as it is practical contact Supervisor or other management personnel

Behavioral Emergency Response While in Transit

1. Pull off or on to the side of the road

2. Remain calm
3. Assess the situation
4. If necessary, get others out of the vehicle
5. Utilize skills obtained through training and experience to try and bring things under control
6. If the situation is severe enough and people are being placed at risk, call 911 using the emergency phone provided
7. As soon as practical contact Supervisor or other management personnel

ALARM SYSTEM OPERATION AND CARE

Anytime the alarm is activated, an **evacuation** of all
all personnel and persons served **must** take place no matter what!!!
The alarm system is comprised of three major components:
1) The back up lights, which are in the hallway, dining area, & living room
2) The smoke detectors, which are in the hallway near the bedrooms and kitchen.
3) The carbon monoxide detector in the dining room.

Smoke, fire, excess heat, power outage, and/or malfunction activate the alarm.
Once an evacuation is completed and the home is determined to be free of smoke, fire, and hazards, the smoke detector should be reset, and the "all clear" signal given.
There are battery-operated detectors located throughout the house. The batteries should be replaced in April and October and/or if there is a constant light beeping (which indicates the batteries are low and need replaced).
The back-up lights should be unplugged once a year (for 5-6 hours) to let the batteries run down, so they do not overcharge.
There are four fire extinguishers located in the van, garage, kitchen, and basement. They are checked every month on the preventative maintenance form and are retagged yearly by Midwest Fire Protection.
*** Personnel should **NEVER** use a fire extinguisher unless it is used as a rescue tool to forge a path for someone to get out of the house.
The carbon monoxide detector is not connected with the alarm system. If it sounds, an evacuation **must** take place and the Gas Company contacted.
The heat sensors and smoke detectors should be cleaned with a ***dry cloth only*** when needed.
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Destinations:

All persons served and employees should meet at the

FIRE EVACUATION PLAN

FIRE EXTINGUISHING

No attempt should be made to fight except: to create an **ESCAPE** route if you are trapped or to **RESCUE** someone else who is trapped.

How to use a fire extinguisher: remember ***PASS***

P- Pull the pin. This will allow you to discharge the extinguisher.

A- Aim at the base of the fire.
If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.

S- Squeeze the top handle or lever. This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

S- Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

Fires can re-ignite. **GET OUT!**

TORNADO PLAN

When a severe weather ***watch*** is issued, the NOAA weather radio will sound an alarm. An employee should respond by obtaining the emergency radio, flashlights, blankets, and the emergency kit and placing them in the exercise/classroom. The employee(s) will tune the radio to one of the local stations to listen for further weather information.

When a tornado ***watch*** is issued or weather conditions are such that a tornado may occur, all individuals and employees will stay inside the building.

When a tornado ***warning*** is issued, the people served, and employees will move to the safest interior room as designated. Stay away from the windows!!!

After it is clear, or the radio says that the threat of a tornado has passed, seek medical attention as needed and/or alternate housing if necessary. Contact necessary personnel at first opportunity.
Remember, your priority is the safety of the individuals and other employees.

TORNADOS

Tornadoes have a familiar funnel shape, but you may not see one before you end up in danger.

- When a tornado WARNING has been issued, go to your safe area IMMEDIATELY! Follow your group home's Tornado Emergency Procedure.
- Do not stop to close or open windows. Do not bother to close or open doors unless they are near your safe area closing that door might prevent flying glass from the room.
- The biggest danger is flying glass. Stay away from windows or glass doors. Go to the lowest level of the house, to an INTERIOR area. If you are in a vehicle, seek shelter in a large building. If there is none close, lie down in a ditch or ravine. Do not try to outrun a tornado!

REMEMBER: many of the people we serve may not cooperate in lying down in a ditch in a bad storm. Plan ahead to avoid being caught in such a vulnerable condition.

Severe Thunderstorms and Tornadoes

WATCH means there could be severe weather because conditions are right. Stay tuned to TV or radio weather reports!

WARNING means that a severe weather condition is actually happening in your area. FIND SHELTER IMMEDIATELY!!

- Know how you're program will be notified if a WATCH or WARNING has been issued.
- Know your home's specific procedure for severe thunderstorms and tornadoes.

THUNDERSTORMS AND LIGHTNING

Avoiding the dangers of severe thunderstorms and lightning requires planning ahead and knowing what to do if caught in a dangerous situation.

- Know where the safe area is in your group home, and go there if a WARNING has been issued OR if you feel the thunderstorm is serious, even if a warning has not been issued.
- When planning outdoor activities, check the latest weather forecast and keep an eye on the sky.
- If you see darkening clouds, heavy gray or green sky, or increasing wind, turn on the radio and head for the nearest shelter. When thunderstorms or lighting threaten, get inside a large building or house.
- To avoid getting hit by lighting, avoid isolated tall structures, open water, metal equipment, wires, tall trees, telephone poles, or being on a hilltop or other high places. They act as lighting rods.
- If you are in a group and outside in the open, keep several yards apart.
- If you are caught on a level field and feel your hair stand on end or a tingling sensation, lighting may be about to strike. Drop to your knees and bend forward. Put your hands on your knees. Do not lie flat on the ground.

Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge maybe safely handled. Immediate medical treatment is extremely important.

Heavy Snow and/or Blizzard

- If you can see that snow is building up on the roads, be careful. Do not go out unless necessary.
- Stay indoors unless otherwise directed.
- Know where the emergency food and water supplies are located.

WATER SHORTAGE

- If there is no water, call your supervisor for instructions.
- Locate the program's emergency bottled water supply.
- Once the water comes back on, get instructions about whether water is safe to drink or cook with, and whether there are other safety steps that must be taken..

Water Leak

In the event of uncontrollable water leaking from a source, notify the Home Supervisor immediately and/or County Director.

For homes in the county, with a well pump, identify the water pump breaker in the main breaker panel and flip the designated breaker to off. This will disconnect the power which in turn stops the water from flowing to the leak.

For home in the city:

1. Locate the main shut off valve in the basement, garage, crawl space or an external wall where the main water line enters the house.
2. Turn the valve clockwise until it stops or turn the ball valve to opposite to pipe (looks like a T). This will cut off the water supply to the whole house.
3. Be prepared to call the city utilities to assist shutoff

POWER OUTAGE PLAN

When there is a power outage, an employee will obtain the emergency flashlights and check each individual's location and ensure each is comfortable. Contact the Power Company to report the outage and to inquire as to when it will be restored.
Unless the conditions become too cool to withstand, the person served indicates they are uncomfortable, or the power will not be restored within a reasonable amount of time, try to make the best of the situation.

If the building is equipped with an alarm system, the alarm system will activate when the power goes out, and the backup lights throughout the building will come on. It **cannot** be reset until the power is restored. In this instance, one employee should silence the alarm at the control panel.

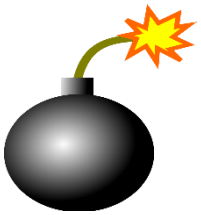
Once the power is restored employees should do the following:

1. Flush all toilets at least once
2. Return the flashlights to their emergency location
3. Replenish the batteries as needed.

- Brief outages can be waited out in most of the programs. Know how long your supervisor wants you to wait for the power to be returned before you take additional steps (this will vary from building to building).
- The Phone will probably not be working, so you may have to make a decision to go to the nearest place where you can find a working phone or someone with a cellular phone.
- **NOTE:** some homes are on the Priority List with the power company to restore power quickly because individuals are dependent on devices that need electricity; Know if that applies to your home, so you can remind the power company of that when you call.
- Be aware that a power outage may mean there are downed power lines in the area. Stay indoors, if at all possible, and if you must go outdoors or drive, be careful to avoid these lines – whether they look "alive" or not!

BOMB THREAT PLAN

In the event of a bomb threat, all employees will **Immediately** evacuate all persons served from the home. The individuals and employees should be transported to the designated alternate housing location. An alternative option is to stand outside away from the building. While enroute, the police should be notified by a cellular phone (if more than one employee is available) ***or*** contact them when you reach the designated alternate housing location.



- The employee that received the message about the bomb threat needs to record all details:
  - Phone number listed on caller ID
  - Details that the caller said
  - Any other details that may have been heard/noticed
- Do not look around for suspicious packages, do not use the phone, do not turn on lights, do not grab your belonging, ect. **GET OUT!**
- Go someplace else (alternate housing) to call 911 to tell them exactly what happened, including that you are with the people who live there outside the house.
- Call your supervisor
- Stay with everyone from the home until the police tell you it is safe to return.

Natural or Propane Gas Leak

- If you smell gas, get everyone out and away from the program as quickly as possible, possible using the Alternative Housing Plan.
- An alternative option is to stand outside away from the building.
- DO NOT turn on or off any lights, the TV or other appliances (a spark could ignite the gas!)
- DO NOT use the phone.
- Call your supervisor from someplace away from the home.

Carbon Monoxide Emergency Plan

If the carbon Monoxide Alarm goes off, take the following actions:

- Evacuate the premises IMMEDIATELY.
    - **Specific to your site**

- Contact the gas company's emergency number.
- Contact supervisor and/or emergency contacts.

Heating Failure

- Call Maintenance Supervisor (number posted on Emergency Contact List).
- Call your supervisor for instructions, if unavailable follow chain of command.
- Keep everyone dressed in layers of warm clothing; keep people in one area of the building, closing off rooms to conserve heat for the main area of the building.
- NEVER, EVER turn on the oven or stove burners to attempt to provide additional heat.

Flood

- If flood waters approach, call your supervisor for instructions.
- Do not use the building's water (it may be contaminated). Locate the home's emergency bottled water supply.
- Stay indoors unless directed otherwise.
- If driving when you encounter water over the road: Stop, do not go through water if you cannot see the road. The car could stall and you could be stranded in rising water!

Poisoning

- Know if any person in the home has a history of ingesting harmful substances.
- Know where the Poison Control number is located or call 1-800-222-1222.
- Know when to call Poison Control: if you know someone has ingested a foreign substance or if you THINK someone has done so.
- Call Poison Control and follow their instruction. DO NOT take any actions unless Poison Control has told you to do so. Some actions (like inducing vomiting) can actually make a poison emergency worse!
- Call your supervisor after doing what Poison Control has told you to do.
- Know the location on the SDS Manual.

ALTERNATE HOUSING PLAN

When a condition exists in the home that prevents the individuals served from being able to remain there, the Home Supervisor or Shift Leader will decide for alternate housing. If it is a short-term relocation (a few hours), employees will be instructed to choose the best fitted option below, ***per home supervisor:***

1. Make plans to go to the Adapt Day Program, when possible.
2. Arrange for overnight stay at a hotel/motel ***with*** the county director's approval. This option must fit the needs of the residents (i.e., handicap, bottom floor, etc.) and should be cost effective. If a resident can go home with a parent, and is willing, then arrangements shall be made.
3. When option one (1) and two (2) are not available, the home supervisor must seek a solution with the county director.

Violent Situation (Workplace Violence)

The risk for violence varies from program to program. Although personnel cannot anticipate or plan for every type of threat, there are some basic actions employees can follow to help prevent workplace violence. First, be aware of the workplace violence policy in the Personnel Policies, which primarily addresses interactions between co-workers. Weapons are not allowed in any of the Adapt homes or programs.

The following items are basic actions all employees can take to help promote a safe working/living environment:

- Be aware of your surroundings while in the homes/programs and in the community.
- Pay attention to people who seem out of place, suspicious, or paying extra attention to employees and/or person served.
- Report concerns regarding co-worker's behaviors and/or that of spouse, significant other, etc., to your supervisor.
- If a person served reports a concern, investigate it and report it to your supervisor.
- Report threats made against Adapt employees or individuals by co-workers, former co-workers, acquaintances, etc., to your supervisor.
- When a threat is made or perceived, lock the doors of the home/building, and contact your supervisor. If you feel there is an immediate danger, call 911.
- After dark, ensure all doors are locked and curtains/blinds are closed.
- Do not let strangers into the home without verifying their identity. Ask for picture ID and verify with the shift leader/supervisor the visitor is appropriate.
- Employees should not have spouses, significant others, or other acquaintances in the home/program without prior approval from the program supervisor.
- If you perceive a danger to the welfare of the persons served and employees, ensure all individuals and employees are accounted for and doors are locked while another employee calls 911. If you are the only employee working, grab the portable phone or use your cell phone to call 911 while checking on all individuals.

Other Threatening Situations

(Biochemical, Terrorist Threat)

The risk of a biochemical or terrorist threat to any of the homes or programs appears extremely low, as well as the risk to the surrounding community in the rural counties of Branch and St. Joseph. Employees should be aware of their surroundings while out in the community as well as the behavior of fellow community members.

If you see something suspicious in the community, remain calm, remove individuals and employees from the immediate area, and report it to local law enforcement. While working in the homes and programs, employees should periodically check the news (TV or local Radio – AM 1590 in Coldwater and FM 99.3 in Sturgis). Follow the instructions of local authorities if a threatening situation or crisis has been identified. If you must evacuate the home/program, follow the evacuation procedure for your program.

ULOA PLAN
(Unauthorized Leave Of Absence)

When an employee discovers that a individual is missing,
Implement the search plan:

1. Check the home and grounds. The grounds will include up and down the driveway, a distance of 50-100 yards. An employee will also check the surrounding grounds for a short distance of 50-100 yards. (The police have indicated that searching beyond the 50-100 yards would hamper their search when using dogs.) Do NOT search beyond this unless you are certain that you can stop the person and return him/her home.
2. If there are two employees on duty, one employee will do the grounds search, while the other employee searches the home, ensures the safety of the other individuals, and starts making phone calls.
3. If there is only one employee on duty and there are other residents in the home, the employee should stay with the individuals and contact the police and/or home supervisor and/or other emergency contact numbers
4. If the individual is not found after the search, (no longer than five minutes) call the local law enforcement agency. Tell them your location and give the officer a description of the person served, and what clothes they were last seen wearing.
5. Contact the Home Supervisor and/or other ADAPT emergency contact numbers.
6. Notify the legally responsible person for the person served (i.e., guardian/parent).
7. Keep a record of persons contacted, with the date and time of contact.
8. After the individual is located, check for any possible injuries, and seek medical attention as needed. Re-contact all persons who were notified and keep a record as noted above.
9. An unusual incident report (UIR) is to be filed within 24 hours of the incident explaining the situation, actions taken, and remedial action to prevent future situations.

Contact Program Manager xxx-xxx-xxxx and County Director of services, Name, XXX-XXX-XXXX You must also contact Executive Director XXX-XXX-XXXX.

Behavioral Emergency
In the event of a behavioral emergency in which a high risk of personal injury or serious property damage is present. Employees will intervene in the least restrictive manner necessary to remove the risk. If necessary to intervene physically, employees will utilize approved techniques that were taught to use during training. Always seek advice from other employees whenever possible. If unable to gain sufficient control, phone for assistance from the emergency call list or if necessary call the police (911).

If physical intervention was used, the employees will document using an **Incident Report** and **the Emergency Use of Physical Management Form**. (Contact the county director for a copy)

MEDICAL EMERGENCY

In case of a medical emergency provide immediate first aide to the extent of your training.
Call out help. Have the employee coming assist by calling the nurse or the ambulance (911). If no assistance is available first provide first aide then call for help. Contact the home supervisor and/or other ADAPT emergency contact numbers. The following people should be notified. Guardians/ parents, case manager, CMH hotline and anyone else deemed appropriate.

- If there is more than one employee in the home at the time, one employee, if possible, should accompany the person served in the ambulance.
- Make certain that the individual's med list; allergies, and medical card are taken to the hospital. Unusual incident report should be written as soon as possible.

In the event of a Choking Emergency, staff will immediately CALL 9-1-1 and provide first aid care to the extent of their training. Once EMS has arrived and taken over and/or if the object is dislodged, it is required that the individual be observed by a medical professional and get a chest X-ray done to check for aspiration (inhaling food or liquid into the lungs), or injury that may have occurred from back blows or abdominal thrusts. If the medical professional does not initiate the ordering of a chest X-ray, the employee present and advocating for the person who choked, must request an X-ray be done. If the request is refused by the medical professional, the employee will contact their immediate supervisor and report the situation. The supervisor will intercede and attempt to obtain the X-ray order from the medical professional. If Adapt personnel are unable to obtain the X-ray order because the attending physician making the decision disagrees, the guardian (as applicable) and Community Mental Health personnel will be notified, which may include a verbal report to the Office of Recipient Rights. Adapt's Nurse will also be notified of the situation and may be enlisted to communicate with the attending medical professional.

PROCEDURE FOR EMPLOYEE INJURIES

Any employee who is injured while at work must follow the following procedures.

1. Report the injury to your on-site supervisor **immediately**.
2. You must complete **an Employee Report of Injury Form**, making sure you complete the entire front page, sign it, date it, and leave it for your supervisor to review within 24 hours.
3. If you require medical attention during normal business hours or if you are able to wait until normal business hours, you must contact the office during regular business hours. They will authorize an appointment at local Prompt Care/Urgent Care for you.
4. If you require attention after normal business hours, you are to go to the closest Hospital Emergency Room. You must bring with you and use the **Authorization for Medical Services form** that is available at all work locations.
5. Employees must contact the business office the next business day and arrange to be seen by Prompt Care.
6. Time off due to work injury will be counted towards your Family Medical Leave time.