

Policy on Emergency Situations

- 1. If an emergency occurs while you are working with the client, that in return affects your ability to work with the client:**
 - a. Contact the parent and/or the parent's emergency contacts
 - b. Contact Endless Options by calling your supervisor or Joe Lindemon at 443-801-9501
 - c. If an incident occurs where workers compensation may need to be involved please contact Joe Lindemon for instructions

- 2. If a medical emergency occurs to your client:**
 - a. Call 911 and get assistance, if needed
 - b. If you are preoccupied with your client's needs, in a loud and controlled voice ask someone around you to call 911 and help you if they can
 - c. Contact their parent and/or the parent's emergency contacts
 - d. Contact Endless Options by calling your supervisor or Joe Lindemon at 443-801-9501

- 3. An Incident Report must be filed with Endless Options within 24 hours of the Emergency Situation. The form can be found in the at home binder or on our website endlessoptions-md.net on the employee page.**

- 4. Some clients may have specific emergency protocols already set in place; these will be gone over with you during in-home training and or through supervision. A copy of the protocols will also be located in the in-home binder and can be accessed through the office or your family consultant.**