



**MONTANA STATE HOSPITAL
MENTAL HEALTH GROUP HOME
POLICY AND PROCEDURE**

**EMERGENCY CONTACTS FOR
MONTANA STATE HOSPITAL MENTAL HEALTH GROUP HOMES**

Effective Date: March 26, 2019

Policy: MSH MHGH-02

Page 1 of 2

- I. PURPOSE:** To ensure the appropriate notification in cases of emergency for the Montana State Hospital (MSH) Mental Health Group Homes (MHGH).
- II. POLICY:** In the event of an emergency situation, MSH MHGH staff will first request assistance from on duty staff as needed to provide for immediate safety of residents; and then notify appropriate administrative staff.
- III. DEFINITIONS:** None.
- IV. RESPONSIBILITIES:**
 - A. **MSH MHGH Staff:** will request emergency response by dialing 7440 for fire or other emergencies to include patient intervention, medical emergency, emergency maintenance needs such as heating, electrical, water or plumbing issues or unauthorized leave. The Front Desk (from 6 a.m. to 12:00 midnight) or E Wing staff (from 12:00 midnight to 6 a.m.) will notify appropriate personnel of emergency situations and activate the Public Address System when necessary. Wireless phones and 2-way radio are available for use by MSH MHGH staff.
 - B. **Emergency Responders:** will follow appropriate protocol in addressing identified emergencies.
 - C. **Nurse Manager, House Supervisor, or Unit Nurse:** will provide administrative support, clinical supervision; and will notify the MSH MHGH Program Manager, Director of Nursing, Medical Director, and Hospital Administrator.
 - D. **MSH MHGH Program Manager:** To review processes and continuously seek improvement.
 - E. **Maintenance Supervisor:** will assign support staff to address emergency maintenance needs as appropriate.
- V. PROCEDURES:**
 - A. MSH MHGH staff will request assistance in emergency situations by calling 7440 or

Montana State Hospital Mental Health Group Home Policy and Procedure

EMERGENCY CONTACTS FOR THE MSH MHGHs

Page 2 of 2

using 2-way radios to contact security. The MSH MHGH Program Manager, and/or House Supervisor will be notified as soon as possible and apprised of the situation.

- VI. REFERENCES:** Administrative Rules of Montana for Mental Health Center: Emergency Procedures 37.106.1927.
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Clinical Services; Director of Nursing, Safety Officer, and Program Manager of the Montana State Hospital Mental Health Group Homes.
- VIII. RESCISSIONS:** MHGH-02, *Emergency Contacts* dated December 9, 2015; TCU-02, *Emergency Contacts* dated November 20, 2013; TCU-02, *Emergency Contacts* dated November 7, 2011; TCU-02, *Emergency Contacts* dated January 28, 2009; TCU-02, *Emergency Contacts* dated January 18, 2006; TCU-02, *Emergency Contacts* dated January 10, 2003; Policy TCU-02-99-R, *Emergency Contacts* dated February 25, 2000; H.O.P.P. TCU-02-99-N, *Emergency Contacts* dated June 15, 1999.
- IX. DISTRIBUTION:** MSH Electronic Policy and Procedure Manual and MSH Website <https://dphhs.mt.gov/amdd/MSH>.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Program Manager of the Montana State Hospital Mental Health Group Homes.
- XII. ATTACHMENTS:** None.

Signatures:

Kyle Fouts
Interim Hospital Administrator

Thomas Gray, MD
Medical Director