

# EMERGENCY CONTROL PROCEDURE

---

ACTIONS	Provider	Individual Receiving Services	Director	Program Manager	Comments
1. Provide training in behavior intervention techniques to appropriate providers			X	X	
2. <b>Immediately:</b> Complete GER “Incident Report” (include the following) after the use of an emergency behavior control procedure: A. Describe (including start and end times) the procedure used; B. Explain why the procedure was judged necessary; and, C. State chances of behavior repeating	X			X	
3. <b>Within 24 hours:</b> Verbally notify NMCS Resource Coordinator			X	X	
4. Notify the guardian or authorized representative, if applicable within 24 hours			X	X	
5. <b>Within 1 business day:</b> Send a copy of the written incident report to NMCS				X	
6. <b>Within 14 days:</b> Determine, in consultation, whether or not to convene the Interdisciplinary Team (IDT)	X		X	X	
7. <b>Within 21 days:</b> Hold IDT meeting, if deemed necessary in step 5 and 6	X	X	X	X	
8. <b>Follow up:</b> Maintain documentation that the Human Rights Committee reviews the use of the emergency control procedure per NMCS process			X	X	