

AFTER-HOURS EMERGENCY PROCEDURE

ACTIONS	Provider	Individual Receiving Services	Agency Nurse	Program Manager	Comments
To report critical incidents or obtain assistance in emergencies: 1. Call necessary medical and/or emergency personnel	X	X			
2. Call MSS Emergency Program Coordinator, Agency Nurse and/or Director	X	X			
3. Address issue in regard to: A. Person who called; B. Subject of call; C. Resulting actions; D. Any follow-up action needed			X		
4. Relay information to appropriate MSS staff the next working day			X		
5. Complete incident report based upon above information	X		X If Prog. Mng. Not available	X	