

Behavioral Health Emergency Plan

While patient is in the clinic:

1. KEEP THE PATIENT CALM AND SAFE

- Attempt to supportively calm the patient while accompanying them to a safe and secure space. A staff member must always remain with the patient; this includes any trips to the bathroom. A minimum of two staff members must always remain in the clinic during the emergency. If a staff member must leave for any reason, a Clinical Manager will travel to the clinic to replace them.

2. INFORM ALL ONSITE CLINIC STAFF

3. NOTIFY PARENT/GUARDIAN

- If unable to reach the parent/guardian, attempt to notify the patient's identified emergency contact. Regardless of patient's age, pregnant/parenting or emancipation status, please still attempt to notify their emergency contact. If the parent/emergency contact has not returned the call by clinic closing time, contact a Clinical Manager to coordinate additional follow-up with the parent/guardian.

4. NOTIFY THE SCHOOL

Front office: _____

Other relevant contacts: _____

5. NOTIFY A CLINICAL MANAGER

6. COMPLETE ATTACHED FORM TO PROVIDE HOSPITAL WITH EVENT DESCRIPTION

- Make a copy to be scanned into the patient's electronic medical record (EMR).

7. CALL 911

- See Emergency Transport section for additional information.

8. PRINT FACESHEET

- This should be provided to Emergency Medical Services (EMS).

After the patient has safely left the clinic:

9. COMPLETE PROGRESS NOTE

- Include the completed Columbia Suicide Severity Rating (CSSR).

10. EMAIL MANAGEMENT AN OUTCOME SUMMARY

- Include all Clinical Managers and Sally Lemke.

11. COMPLETE TRIPPS RISK MANAGEMENT SAFETY EVENT WITHIN 24 HOURS

Emergency Transportation Plan

ADULT PATIENTS

- ***Did the patient arrive to the clinic from an official Chicago Public Schools-related activity?***
 - **Yes.**
 - Per CPS policy, a student must be transported with either 1) a parent/guardian; 2) school principal/designee; or 3) a police officer. Additionally, if a parent/guardian is not present, the school principal/designee is to remain at the facility with the student until either the parent/guardian arrives, or the student is admitted.
 - **No.**
 - EMS can transport without a second adult present.

MINOR PATIENTS

- ***Did the patient arrive to the clinic from an official Chicago Public Schools-related activity?***
 - **Yes.**
 - Per CPS policy, a student must be transported with either 1) a parent/guardian; 2) school principal/designee; or 3) a police officer. Additionally, if a parent/guardian is not present, the school principal/designee is to remain at the facility with the student until either the parent/guardian arrives, or the student is admitted.
 - **No.**
 - EMS will not transport without an adult present. As the patient did not come from a CPS-related activity, the school principal/designee is not responsible for accompanying the patient. If the patient's parent/guardian is present, they may accompany the patient. If not, a police officer can accompany the patient.

Rush School Based Health Centers

- | | | | | |
|---|--|---|--|--|
| <input type="checkbox"/> Crane HS
2245 W Jackson
Chicago, IL
60612
P: (773) 534-7582 | <input type="checkbox"/> Dunbar HS
3000 S King Dr
Chicago, IL
60616
P: (773) 534-0904 | <input type="checkbox"/> Orr HS
730 N. Pulaski
Chicago, IL
60624
P: (773) 534-8924 | <input type="checkbox"/> Phillips HS
244 E Pershing
Chicago, IL
60653
P: (773) 534-1837 | <input type="checkbox"/> Simpson HS
1321 S. Paulina
Chicago, IL
60612
P: (773) 534-7202 |
|---|--|---|--|--|

Date:	Time:
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Patient Name	Patient DOB
Parent/Guardian	Contact Number

Brief description of suicidal ideation/behavior/plan:

Additional notes/concerns:

Clinician Name	Title	Contact Number