

FOOTHILLS GATEWAY, INC.

Emergency Control Procedure

POLICY:

It is the policy of Foothills Gateway Inc. that Emergency Control Procedures (ECP) will only be used to keep the person receiving services and others safe.

PROCEDURE:

An Emergency Control Procedure is the unanticipated use of a restrictive procedure or restraint in order to keep the person receiving services and others safe.

- 1) Only staff/independent contractors who have been trained in approved intervention techniques should use an Emergency Control Procedure.
- 2) Behaviors requiring Emergency Control Procedures are those which are infrequent and unpredictable.
- 3) Emergency Control Procedures will not be utilized as punishment, **or** for the convenience of staff/independent contractors, **or** as a substitute for services, supports or instruction.
- 4) Within 24 hours after use of an Emergency Control Procedure, the responsible staff/independent contractors will write and submit an incident report (follow the incident report process) which includes an embedded "Emergency Control Procedure Record".
- 5) The Emergency Control Procedure Record will contain the following information:
 - a) Description of the Emergency Control Procedure employed, including beginning and ending times.
 - b) An explanation of why the procedure was judged necessary.
 - c) An assessment of the likelihood that the behavior prompting the procedure is likely to recur.
- 6) Within three days of the use of an Emergency Control Procedure, the case manager and the parent of a minor or legal guardian or authorized representative will be notified by Foothills Gateway staff.
- 7) The Human Rights Committee (HRC) will review the incident and the Emergency Control Procedure at the next HRC meeting or whenever practicable.
- 8) If an Emergency Control Procedure is used three times within 30 days, then the IDT will meet and decide if the development of a Safety Control Procedure is warranted or if other action is needed.

5/01; ... 10/19; 10/20; 10/21