

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

NUMBER: DA1021

NAME: EMERGENCY GUIDELINES FOR AGENCY VEHICLES

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	04/20/2023	BY: Policy Committee
(LAST) REVIEW DATE:	04/21/2022	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

I. PURPOSE

To outline the process for assistance in specific situations involving an Agency vehicle.

II. APPLICATION

Populations: **ALL**

Programs: **Direct - ALL**
Contracted - ALL

III. PROCEDURE

Staff shall utilize the outlined processes in the identified situations.

A. IN THE EVENT OF AN ACCIDENT:

- a. If possible, pull off to a safe location away from traffic.
- b. First see to the safety and well-being of persons involved in the accident.
- c. Administer first aid as appropriate and **call 911** for assistance or see to it that someone else calls for medical assistance if injuries are evident or suspected.
- d. Make use of the Road Warning/Hazard Equipment in the vehicle.
- e. Make sure the police are called, then wait at the scene until they arrive. You will be asked to supply the investigating officer with pertinent information regarding the accident. Personal data regarding passengers may be given to law enforcement authorities when requested without violating confidentiality.
- f. Staff must receive a copy of the police report and provide it to the Agency.
- g. In the event of an accident, appropriate forms must be completed as required by management. This will include worker compensation forms and property damage/liability forms.
- h. Staff or a responsible adult must stay with persons served until such time that their caregiver/guardian/family member arrives.
- i. Staff are to notify their supervisor or someone in authority within the Agency as soon as possible. If staff are unable to do this themselves, they need to ask someone else to pass on this information. It is very important that the details of the situation are known as soon as possible, especially if injuries are involved.
- j. There is a road hazard kit and a basic first aid kit in each Agency vehicle that may be of some assistance.
- k. If road service is needed for an Agency vehicle, ask that Sanilac Mental Health be billed at 227 E. Sanilac, Sandusky, MI 48471. If CMH cannot be billed, you will be reimbursed for reasonable expenses with a receipt.

NOTE: Everyone in the vehicle is encouraged to seek medical attention if it is felt to be necessary. All staff are to report any injuries to HR for worker compensation coverage.

B. IN THE EVENT OF A MECHANICAL BREAKDOWN:

- a. If possible, drive to a safe location.
- b. See to the safety and comfort of passengers.
- c. Make use of the Road Warning and Hazard equipment in the vehicle.
- d. Try to determine the nature of the mechanical breakdown.
- e. Contact a supervisor if unsure how to proceed.
- f. If road-service is needed, contact Maintenance at (810) 650-2944 at the Administrative building or a local towing service. See possible phone numbers below.
- g. If you are a significant distance from local towing services, call 911 to request roadside assistance.

C. IMPORTANT PHONE NUMBERS and REFERENCE INFORMATION:

- a. **Police and Medical assistance: *** 911 *****
- b. **Poison Control:** 800-222-1222
- c. CMH Main Line: 810-648-0330
- d. Maintenance cell: (810) 650-2944
- e. **Towing and Roadside Assistance phone numbers:**
Please call towing company nearest your location of need.
Most listed below will service the entire county:

Croswell-Lexington area:

Kronner 24-hour Towing Service	810-679-2150
Croswell Tire & Towing	810-679-2700

Port Sanilac-Carsonville area:

McCarty 24-hour Towing	810-657-9475
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Sandusky area:

Thumb Towing	810-404-1976
McCarty 24-hour Towing	810-657-9475

Marlette-Brown City area:

Kraft Service Center	989-635-2236
Thumb Towing	810-404-1976

Deckerville-Forester Area:

McCarty 24-hour Towing	810-657-9475
Thumb Towing	810-404-1976

Port Huron area:

S&S Towing (St. Clair)	810-984-1593
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DO NOT REMOVE THESE PROCEDURES FROM THE VEHICLE

IV. **ATTACHMENTS**

V. **REFERENCES**