**Outreach Emergency Policy**

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| **POLICY** | The dispatcher should be informed of emergency situations affecting outreach work. |
| **PURPOSE** | To ensure the outreach team has the support needed from the dispatcher and other sources to address the emergency. |
| **PROCEDURE** | In case of an emergency, do the following:   1. Call 911. 2. Radio the dispatcher with the nature and location of the problem. 3. The dispatcher will notify other teams of emergency and request assistance from other teams if needed. 4. The team should notify the dispatcher when emergency personnel have arrived. 5. The team should notify the dispatcher when the emergency situation is over. 6. The team must fill out an incident report form (located in the clipboard or at the Outreach Coordinating Entity or OCE and turn it into the OCE. 7. Other teams should suspend calls to the dispatcher until the team notifies the dispatcher when help arrives. 8. The dispatcher will radio “all clear” or approve limited communication pending assistance. |