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**

Revised: 02-03-2023
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

<table>
<thead>
<tr>
<th>Option</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Contact 1</th>
<th>Contact 2</th>
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<tbody>
<tr>
<td>Crane HS</td>
<td>2245 W Jackson</td>
<td>Chicago, IL 60612</td>
<td>P: (773) 534-7582</td>
<td></td>
</tr>
<tr>
<td>Dunbar HS</td>
<td>3000 S King Dr</td>
<td>Chicago, IL 60616</td>
<td>P: (773) 534-0904</td>
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<tr>
<td>Orr HS</td>
<td>730 N. Pulaski</td>
<td>Chicago, IL 60624</td>
<td>P: (773) 534-8924</td>
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<tr>
<td>Phillips HS</td>
<td>244 E Pershing</td>
<td>Chicago, IL 60653</td>
<td>P: (773) 534-1837</td>
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<tr>
<td>Simpson HS</td>
<td>1321 S. Paulina</td>
<td>Chicago, IL 60612</td>
<td>P: (773) 534-7202</td>
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<th>Date:</th>
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<table>
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<tr>
<th>Patient Name</th>
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<th>Parent/Guardian</th>
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**Brief description of suicidal ideation/behavior/plan:**

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**Additional notes/concerns:**

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<thead>
<tr>
<th>Clinician Name</th>
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