

Annex A: Emergency Notification of Administrator/Director Policy

This document can be customized to your own facility/agency needs

Purpose: To identify the actions to notify the facility administrator/director of an incident

Procedure: In the following situations, the administrator/director is to be notified immediately, if possible, on a 24-hour basis:

- Death involving unusual circumstances or family dispute
- Emergency requiring immediate services or repair authorization
- Fire of any size or nature
- Missing resident
- Formal Division of Health Inspection or Annual Survey
- Urgent resident/family problems
- Any situation involving violence by staff or resident

The Business Office Manager during normal business hours, or the Charge Nurse at any other time shall notify the Administrator.

Absence of administrator/director

In the absence of the administrator/director there shall be a designated person in charge (this is often the Director of Nursing or the Clinical Nurse Supervisor).

In the absence of the administrator/director from the facility/agency, the Director of Nursing shall be the designated "Person-in-Charge."

If the Administrator cannot be reached, board members shall be contacted in the following order:

1. President of the Board of Directors
2. Vice President
3. Secretary
4. Any one of the other board members

See Appendix C.1 for additional information on communications