

**Policy:** 500.015  
**Title:** Employee and Visitor Emergency Health Care  
**Effective Date:** 1/2/18

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**PURPOSE:** To provide procedures for emergency health care for department employees and visitors.

**APPLICABILITY:** Minnesota Department of Corrections (DOC); all department employees, contract personnel, and visitors at all facilities

**DEFINITIONS:**

Emergency care – basic first aid provided for an acute condition that may be considered life-threatening or may result in the loss of a limb or a major body function.

Incident command system (ICS) – an ongoing approach that allows department staff and mutual aid agencies to work together in the management of incidents.

**PROCEDURES:**

- A. Nursing staff, designated to respond to an incident command system (ICS) event, when on-site at a facility, must:
1. Respond to all medical ICS incidents;
  2. Assess the involved individuals;
  3. Provide emergency care; and
  4. Complete the appropriate documents, including a confidential incident report.
- B. Incident reports are retained at the facility.

**INTERNAL CONTROLS:**

- A. A confidential incident report is written by the responding health services staff, and retained at the facility.

**ACA STANDARDS:** 4-4384, and 4-4368

**REFERENCES:** Minn. Stat. § [241.01](#)  
[Policy 301.140, “Incident Command System”](#)

**REPLACES:** Policy 500.015, “Employee and Visitor Emergency Health Care,” 3/1/16.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVED BY:**

Deputy Commissioner, Facility Services  
Deputy Commissioner, Community Services  
Assistant Commissioner, Facility Services  
Assistant Commissioner, Operations Support

