



## COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	<b>FPB 6.2.475 EMERGENCY MEDICAL SERVICES</b>
Effective Date:	08/01/2023 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	04/24/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitative and Enterprise Division Chief

**This facility operating requirement is referenced as PPD 4.5.2000 Emergency Medical Services in Section 3.J. Offender Management; Healthcare, in the following contracts: Alpha House, Butte Prerelease, Elkhorn, Gallatin County Reentry Program, Helena Prerelease, Nexus, Passages, and START. This facility operating requirement is also referenced in Section 2.2.9. Services; Healthcare, in the following contracts: Connections Corrections Program (CCP) East, Connections Corrections Program (CCP) West, and WATCH West.**

### I. PURPOSE

Community Corrections Facilities and Programs Bureau (FPB) contract facilities will follow established procedures to ensure emergency medical services are available to offenders.

### II. DEFINITIONS (see Glossary)

### III. REQUIREMENTS

#### A. GENERAL REQUIREMENTS

1. Emergency care may be provided without prior authorization; however, facility staff must notify Department staff by email to [cormedical\(at\)mt.gov](mailto:cormedical@mt.gov) and [correquests\(at\)mt.gov](mailto:correquests@mt.gov) as soon as possible and provide full information regarding the nature of the illness, the type of treatment to be provided, and the estimated length of treatment. The Health Services Bureau (HSB) will review each case individually.
2. All facility staff will be trained in cardiopulmonary resuscitation (CPR) and emergency medical response procedures appropriate for their position.
3. Facility administrators shall ensure that staff trained in the following are present on each shift:
  - a. CPR;
  - b. the recognition of medical emergencies;
  - c. the location of first response emergency equipment; and
  - d. procedures to obtain emergency assistance.
4. First aid supplies and equipment will be available at all times in facility. Supplies will be replenished after use, and equipment must comply with local and state standards.
5. If staff initiates resuscitation measures, they will continue to resuscitate until the offender's care is transferred to emergency personnel, or a physician makes a finding of death.

#### B. EMERGENCY RESPONSE

1. Staff will immediately respond to emergencies with appropriate equipment.
2. Trained personnel must assess the offender's health status, stabilize the offender's condition, and contact emergency medical services.
3. Qualified health care professionals (QHCPs) must respond to medical emergencies in accordance with standard operating procedures.

### C. EMERGENCY SERVICES

1. Health care staff will have a written plan for accessing emergency services that includes the following:
  - a. emergency patient transport from the facility;
  - b. use of an emergency medical vehicle;
  - c. use of one or more designated hospital emergency departments or other appropriate facilities;
  - d. security procedures for the immediate transfer of patients for emergency medical care; and
  - e. notification of the facility administrator.
2. When necessary to transport the offender to an off-site health care facility, the following guidelines will determine the appropriate mode of transportation:
  - a. an ambulance will be used if the emergency is life threatening or deemed necessary by attending staff (the Department will initially accept responsibility for an offender's ambulance transport to avoid delayed medical treatment; however, HSB will review all ambulance transports for appropriateness); or
  - b. the facility will transport or arrange transportation for ambulatory offenders in non-emergent situations.
3. Facility staff will provide, when available, written information to emergency medical technicians that includes:
  - a. history of the emergency condition;
  - b. treatment given;
  - c. present status;
  - d. allergies; and
  - e. other pertinent information.
4. Health care staff will regularly check the availability of emergency supplies.
5. Health care staff will record the date and time of the emergency response in the offender's health record, include assessment and treatment information, and sign the document.
6. Facilities will refer to *FPB 6.2.403 Incident Reporting Requirements* for specific reporting requirements.

### IV. CLOSING

Questions about this facility operational requirement should be directed to the HSB Chief or the FPB Chief or designees.

### V. REFERENCES

- A. 53-1-203, MCA
- B. *FPB 6.2.403 Incident Reporting Requirements; DOC 4.5.20 Emergency Medical Services*

### VI. FORMS (available to facility staff on request from HSB or FPB staff)

*Medical Preauthorization Request*  
*MT DOC Dental Services Request*  
*Non-Formulary Medical Request*