

Comprehensive Risk Management Review

<u>Identified Risk</u>	<u>Action Plan/ 1st Response</u>
1. Counselor/client gets injured on premises through non-aggression	Assess the situation- your safety first- call 911 if emergency response is necessary; Contact Program Director at <u>PHONE NUMBER</u>
2. Death of client on premises**	Call 911 immediately and file a report with local Police Department; Contact Program Director immediately at <u>PHONE NUMBER</u>
3. Counselor/client is assaulted by another client	Assess the situation- your safety comes first- call 911 emergency for Police assistance immediately- remove yourself from situation that is volatile; Contact Program Director immediately at <u>PHONE NUMBER</u>
4. Client comes to group visibly intoxicated and/or admits use of alcohol and/or drugs prior to group	Ask that the client submit a breathalyzer and/or UA sample. If client admits use and desires to leave the premises, advise the client to remain in the lobby so that they can get some additional support; also be sure to request the client's car keys if applicable so that he/she doesn't decide to drink and drive; let the client know that you will contact the police if the client decides to drive away intoxicated as this poses a danger to self and others; Contact Program Director immediately at <u>PHONE NUMBER</u> to come in for assistance if there is only one counselor/ staff member on the premises; otherwise have another

5. Sexually inappropriate behavior and/or harassment reported between clients

employee assist the situation by assisting the client to remain calm and to come up with an appropriate plan to address the issues presented

Clients are not permitted to have sexual relations outside of the group. This Agency does not condone this behavior as it would not be therapeutically appropriate while others in the group are attempting to remain clean and sober; this is grounds for discharge for both clients as each incident is handled on a case by case basis

6. Allegations of abuse, neglect, or exploitation of a client by a staff member or another client**

KAAP ethics prohibit sexual relations between staff and client of any kind. Allegations of such are taken very seriously and everyone is responsible to report this behavior to the immediate supervisor so that this can be communicated directly to AAPS/SRS within the 72 hour required time frame

7. Damage to the facility that causes an interruption in the delivery of services

Destruction of property of any kind is not tolerated. Any client that is discovered or implicated for such behavior will be investigated by both the agency and law enforcement. Staff will contact Program Director immediately at PHONE NUMBER to address the issue in which time the decision will be made to contact 911 for further action

8. Acts or omissions that do not meet KAAP's standards of care and ethics**

All behavior that is deemed inappropriate according to Counselor Standards will be reported to AAPS/SRS within 72 hours of the incident. Those incidents that are not considered of "critical" importance per AAPS designation will be dealt with in-house through the Program Director as they may surface

***** denotes the following incidents are to be reported by telephone, facsimile, mail, or hand delivery to the Department of Social and Rehabilitation Services within 72 hours from the date of the incident***