



# EMERGENCY NOTIFICATION PROTOCOLS FOR FOSTER PARENTS

State of Oregon  
OREGON YOUTH AUTHORITY

## ▶ In case of an immediate emergency call 911.

### ▶ When is emergency notification required?

Upon the occurrence of incidents that are of a nature serious enough to have safety, programmatic, possible media interest/attention, or contractual impact.

### ▶ Examples of Emergency include, but are not limited to:

- Allegations of abuse or neglect involving a foster parent, member of the household or youth in the foster home
- Emergency medical services
- Motor vehicle accident involving OYA youth
- Disturbances or evacuation of OYA youth (house fire, gas leak, police response to a situation involving youth in foster home, etc.)
- OYA youth in custody of local law enforcement with a new law violation or significant violation of parole/probation agreement
- Reporting of OYA youth who have an unauthorized absence from placement / runs
- OYA youth injury requiring **emergency medical attention**
- Any suicidal behavior
- Death of OYA youth
- Law enforcement request to interview youth

### ▶ What is the notification process during business hours (Monday through Friday, 8 am - 5 pm)?

1. Immediately notify JPPO and your Foster Care Certifier verbally; if you are unable to reach the JPPO or Certifier, contact the JPPO supervisor.
  - a. After verbal notification, you may follow up with an email to your Foster Care Certifier. Write **“Emergency Notification”** in the email subject line.
2. Submit written Incident Reports within 24 hours of the incident to the JPPO and Certifier.

### ▶ What is the notification process after hours (evenings, weekends, and holidays)?

1. **Call MacLaren at 503-980-6890 or 503-980-6891 to notify them of the incident and ask them to notify the On-Call Field Supervisor. If you are unable to get through using either of these numbers, call MacLaren’s dispatch cell at 503-341-9764. If needed, request from MacLaren a call back from the On-Call Field Supervisor. The On-Call Field Supervisor will call you only if they need additional information.**
2. Leave a voicemail or email your Foster Care Certifier, write **“Emergency Notification”** in the email subject line.
3. Email or leave voicemail for JPPO regarding incident.
4. Submit written Incident Reports within 24 hours of the incident to the JPPO and Certifier.

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► If a youth runs after hours what do I need to do?

**Follow the after-hours notification process.** When you call MacLaren let them know the youth ran and ask them to notify the On-Call Field Supervisor. If the On-Call Field Supervisor needs, or wants, more information, they will call to speak with you. It is helpful to have the following information available when you call:

- **Youth's name and age**
- **County of original jurisdiction/commitment**
- **Youth's current location or where the youth ran from**
- **OYA Parole/Probation Officer's name**
- **Brief description of situation and time the youth ran**
- **Foster home name and phone number**

**Parole Youth:**

When Parole youth run, MacLaren will contact the On-Call Field Supervisor who will make the decision on issuing a warrant.

**Probation Youth:**

In addition to calling MacLaren you will **also contact local law enforcement to file the runaway report**, and send an email to the JPPO, JPPO's supervisor, and Certifier (in case one of them is unavailable). The JPPO will then make a decision on issuing a warrant from the Court.

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► If the youth has suicidal behavior/ideation after hours what should I do?

If a youth is exhibiting suicidal behaviors/ideation, take the youth to the local hospital and follow the after-hours notification process.

If hospital declines admitting the youth for a mental health hold, and you do not believe you can keep the youth safe:

1. Tell the hospital social worker:
  - "I cannot keep this youth safe." AND
  - "OYA is the legal guardian (not me) and they hold the authority for decision making (not me)."
2. Call MacLaren at **503-980-6890 or 503-980-6891. If you are unable to get through using either of these numbers, call MacLaren's dispatch cell at 503-341-9764.**
3. Notify MacLaren staff to have the On-Call Field Supervisor return your call immediately. If you do not hear anything within the hour, call MacLaren back.
4. Once you get the call from the On-Call Field Supervisor, notify them that you have a youth who is at the hospital for a mental health crisis, and the hospital is unwilling to admit the youth. Please have the phone number and contact name from the hospital available for the On-Call Field Supervisor.
5. Leave a voicemail or email your Foster Care Certifier and JPPO; write **"Emergency Notification"** in the email subject line.

If the hospital declines admitting the youth and you believe you can provide the support the youth needs, return the youth to your home. Notify MacLaren that the youth has returned to the home and ask that they notify the On-Call Field Supervisor. **If needed, request from MacLaren a call back from the On-Call Field Supervisor.**