

**BY ORDER OF THE COMMANDER
439 AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
44-101**



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Medical

EMERGENCY SERVICES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 44-1, *Medical Operations*. It establishes procedures relating to the provision of services to members experiencing a medical or psychiatric emergency (i.e., suicidal, homicidal). It delineates the scope of services available and assigns responsibilities associated with the provision of medical or mental health services. It applies to all military and civilian members assigned or attached to Westover ARB including tenant organizations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 AMDS, 390 Walker Avenue, Box 36, Westover Air Reserve Base, MA 01022-1534.

SUMMARY OF CHANGES

This revision changes the Psychiatric Emergency paragraph by changing the receiving medical facility to Mercy Hospital, Springfield, MA, or the closest available emergency department.

1. Responsibilities. The 439th Aerospace Medicine Squadron Commander (439 AMDS/CC) acts in a consultant capacity to the 439th Airlift Wing Commander (439 AW/CC) concerning medical emergencies. All personnel assigned to the 439 AW should be familiar with procedures related to medical and psychiatric emergencies. The 439 AMDS is not a medical treatment

facility and, therefore, is limited to an advising and tracking role in the event of a psychiatric emergency.

2. Procedures.

2.1. Emergency Medical Services.

2.1.1. When an injury or serious illness occurs and emergency medical assistance is required, notify the Fire Department (439 MSG/CEF) at extension 911 and provide the dispatcher with the following information:

2.1.1.1. Type of assistance required.

2.1.1.2. Location of injured or seriously ill.

2.1.1.3. Callers name and the phone number from which this call is being placed.

2.1.2. 439 MSG/CEF will:

2.1.2.1. Notify ambulance service, when required.

2.1.2.2. Notify 439th Security Forces Squadron (439 SFS) to dispatch a patrol car to the appropriate base gate to escort the ambulance to the location of the injured or seriously ill.

2.2. Psychiatric Emergency.

2.2.1. Whether the situation arises during or after normal duty hours, the first responding element to be notified is 439 MSG/CEF at extension 911.

2.2.2. 439 MSG/CEF will:

2.2.2.1. Notify 439 SFS to dispatch a patrol vehicle immediately to the designated location.

2.2.2.2. Notify the Massachusetts State Police, if required.

2.2.3. 439 SFS and State Police determine if protective use of restraints may be necessary for a member who is acutely agitated or severely disturbed and may harm themselves or others.

2.2.4. 439 MSG/CEF determines if there are acute medical needs, in which case, an ambulance is alerted.

2.2.5. Any situation in which danger to self or others is suspected should result in transportation, (designated by social worker/medical representative) of the member to Mercy Hospital, Springfield, MA, or the closest available emergency department.

2.2.6. The 439 AW/CC and 439 AMDS/CC must be notified within 24 hours of any psychiatric emergency.

2.2.7. If a member is transported for psychiatric evaluation, 439 SFS should initiate steps to notify the member's group commander within 24 hours. If a member is active duty, the unit should be notified. If the member is admitted to a psychiatric facility, the 66th Medical Group's Mental Health Office, Hanscom AFB, MA is notified by 439 AMDS within 24 hours to determine future transfer or disposition of member.

2.3. Injured Personnel Not Requiring Ambulance Service.

2.3.1. During normal duty hours, injured personnel are transported to the contract medical facility by shop personnel.

2.3.2. After duty hours, the supervisor calls 439 MSG/CEF to dispatch emergency medical assistance to the scene. If additional medical treatment is required and ambulance services are not required, the supervisor, or preferably the supervisor's designee, provides transportation to a civilian physician or hospital.

Steven D. Vautrain, Col, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN33-363; *Management of Record*, 1Mar 2008

Forms Adopted

AF Form 847, *Recommendation to change for Publication*, 22 Sep 2009