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**Template Incident Reporting Policy**

[Recovery Home Name] is committed to the safety and well-being of its residents, staff, volunteers, visitors and neighbors. This Incident Reporting Policy outlines the procedures for reporting and responding to various critical incidents within the recovery home. Prompt reporting and appropriate responses are essential to maintaining a safe and supportive environment.

All individuals should follow the [Recovery Home Name] Emergency Response policy, which outlines specific actions that should be taken for a number of the incidents listed below. Emergency response, medical personnel, law enforcement, and victim services should be contacted as necessary based on the circumstances. Incident reporting should occur immediately after all individuals are safe and secure and it is safe to report the incident.

**Types of Incidents to be reported**

**Overdose:**

**Sexual Assault or Harassment:** Any type of sexual assault or harassment involving a resident or taking place on the property must be reported

**Physical Assault or Harassment:** Any type of physical assault or harassment involving a resident or taking place on the property must be reported

**Serious Resident Injury or Death**: All resident injuries or deaths need to be reported, regardless if the incident took place on the property or off.

**Serious Injury or Death of any other person on the property**: All serious injuries or death of any one, including but not limited to residents, staff, volunteers, neighbors or visitors on the property needs to be reported.

**Emergency Response Personnel Called:**Any situation that necessitates the call for emergency response personnel must be reported

**Serious Threat of Violence:** Any situation where there is a serious threat of violence towards a resident or group of residents must be reported

**Other Incidents that need to be reported**

Add appropriate information about other incidents that need to be reported.

**Incident Reporting:**

As soon as it is safe to do so, staff must report the incident to the appropriate person. If the person is not physically present, they should call the person and notify them immediately of the incident and provide details as accurately as possible including the time, date, location, individuals involved, any witnesses, and actions taken. Staff should follow the direction of the appropriate person. The appropriate person will ensure that the Emergency Contacts of any residents are informed of the incident, as appropriate.

**Documentation**:

Within 24 hours of the incident, staff will complete the Incident Reporting form and submit the form to their supervisor.

**Response and Follow-up:**

The Supervisor will review the incident report within 24 hours of it being filed by the staff member. The supervisor will note on the incident form any additional details and follow up that have taken place since the incident and attach any plans that will be taken in the future as a result of the incident.

Details of the incident will also be filed in the appropriate resident’s file.

**Policy Compliance:**

Failure to comply with this Incident Reporting Policy may result in disciplinary actions, up to and including termination of employment or eviction from the recovery home, depending on the severity of the violation and the individual's history.

Date Approved

Date Updated