Incident Reports

Do you know how to fill out an incident report, or when a report is necessary?

Reports are required for the following types of incidents:

- Staff & Consumer Injuries
- Evacuations
- Communicable Diseases
- Violence/Aggression/Threatening Behavior
- Facility Equipment Issues
- Medical Emergencies
- Medication Errors/Issues
- Abuse & Neglect
- Vehicle Accidents/Issues
- Any other incidents or issues

1) Make sure the scene is safe, provide CPR or First Aid if necessary. If serious or life-threatening call 911 immediately.

2) If 911 has to be called, notify your supervisor immediately for further instruction. If the incident does not require a call to 911, notify your supervisor within an hour of the incident for instructions.

3) All staff, contracted providers, and any witness that provides services for FNA to consumers, need to fill out an incident report. The first 2 pages are to be filled out by those involved with the incident. This is where you will describe what happened, when, where, and who was involved.

4) Page 3 of the incident report is for the Supervisor or Director to fill out, as well as a signature on page 4.

5) Page 4 is for the program’s Health & Safety Representative to fill out and then forwarded to the Health & Safety Coordinator with all 4 pages attached. From here the incident will be documented and signed off by the Executive Director.

Questions or concerns? Contact HR at (907) 452-1648 or the Health & Safety Coordinator at (907) 452-1648 ext. 6236