

Suspected Overdose Incident Report Guidelines for Shelter Staff

DHS Incident Report must include

1. Date of incident
2. Client Name and CARES ID
3. Specific location client was found
4. Whether client was unresponsive, or unable to wake when found
5. Whether client became responsive during the incident
6. Steps taken by staff when client was found
 - Yelled client's name
 - Said something to alert client
 - Sternal rub
7. If naloxone was administered
 - If yes, how many doses
 - If no, why not
8. What was done by Emergency Medical Services (EMS)
9. If client was taken to the hospital

