

# Incident Reporting Study Guide

*PART I. Instructions: Using page 1 of the “Incident Reporting Reference Sheet”, mark the events that would need to be reported to the Bureau of Developmental Disabilities Services (BDDS) office.*

- While you were in the bathroom, Tom opened the front door of his apartment and wandered off. You look around the building and don't see him.
- You find stolen goods in Brady's bedroom.
- You arrive for your shift at a 24/7 home and find that the Individual is there alone. She says that the previous caregiver left 30 minutes ago.
- The electricity goes out for an hour. Quinn is never in any danger.
- The electricity goes out for an hour while Jenny is using her oxygen machine.
- Janine drinks an extra *Dr. Pepper*.
- Sarah drinks *Drain-o*.
- While administering his medication, you give Lamar two pills instead of one.
- A paper towel catches on fire near the stove and you immediately put it out.
- Julius is angry because his X-Box isn't working.
- You witness another Crewmember hitting an Individual.

*PART II. Instructions: Using page 2 of the “Incident Reporting Reference Sheet”, fill out an Incident Initial Report form (SF-018) based on the incident detailed below.*

You and the Individual are sitting in the home, doing exactly whatever you're doing right now. You begin to smell smoke. You go to check it out and realize that there is a major fire in the kitchen. You immediately evacuate yourself and the Individual and call the Fire Department from the neighbor's phone. You are both unharmed.

- ✓ Use the Individual's information to fill out pages 1 and 2 of the Initial Incident form. Get information from the Red Folder and QoL Book.
- ✓ Write “SAMPLE” in large letters at the top of the page.
- ✓ Keep the Incident Report with this Study Guide.