

NYC DEPARTMENT OF HOMELESS SERVICES INCIDENT REPORT

PRIORITY CODE: 1 2 3 **DIVISION:** ☐ Adults ☐ Families

Date: _____ Day of Week: _____
 Time: _____
 Facility: _____ Type of Incident: _____

PERSONS INVOLVED: V=Visitor S=Staff C=Client V=Victim W=Witness O= Other

V-S-C	V-W-O	Last Name	First Name	Sex	HA/ADC #	SSN	Age	DOB

BRIEF DESCRIPTION OF INCIDENT: (Who, what, where, when) *Attach additional sheet if necessary*

EMERGENCY RESPONDERS: (NYPD - DHSPD - EMS – FDNY) *List all that apply*

Responder	Time Called	Time Arrived	Name	Badge	Unit	Comments

INJURIES:

Name	Type of Injury	Removed to Hospital	Hospital
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

CLIENT STATUS:

Name	Suspended/Sanctioned	# of Days	Date	Transferred	To

IMMEDIATE ACTION TAKEN:

Report Prepared By/Signature: Title: Date:

Report Reviewed By/Signature: Title:
Date:

[] Security/Peace Officer Report Attached

REVIEW/RECOMMENDATION: *To be completed by Program Analyst Only*

INDICATORS: *To Be Completed by Program Analyst Only*

[] ACS [] Arrest [] Bomb [] Child [] Death [] DV
[] Drugs [] Fire
[] Firearm [] Medical [] Violence [] Sexual [] Staff [] Theft

Date:

Signature of Program Analyst

DISPOSITION/FINAL ACTION TAKEN: *To Be Completed by Program Administrator Only*

Signature of Program Administrator: \ Date:

DATE REPORT RETURNED TO FACILITY: _____

Priority One Incidents are the most serious and urgent. Priority One incidents include:

- Homicide, suicide, or death on site
- Attempted homicide, attempted suicide, assault resulting in life-threatening injury, or accident resulting in life-threatening injury (including drug overdose)
- Use of a firearm
- Rape, attempted rape, or sexual assault
- Arrest for alleged child abuse or emergency transport of child for medical treatment due to suspected child abuse
- Fire, disaster, or other environmental concern that involves a life-threatening injury or the evacuation of an entire site as directed by emergency personnel
- Riot, bomb threat, hostage taking/abduction, or missing children
- Unscheduled on-site presence of the press or elected official

Priority Two Incidents include problems that are not immediately life-threatening or dangerous, but still must be reported promptly, so that agency administrators are informed of the incident and can resolve the matter within appropriate time frames

- Fires, which result in an FDNY response that may involve injury, extensive property damage, or relocation of clients.
- Assault or threatening behavior that does not result in life-threatening injury, but has resulted in a suspension of the client (Adult System) and/or transfer of the client (Adult and Family Systems)
- Physical fights that do not result in arrest
- Allegations of: rape, attempted rape or sexual assault that do not result in arrest
- Domestic violence that results in the victim pressing charges, arrest of the assailant and/or the relocation of the victim
- Intentional fire setting or damage to facility equipment by a client
- Possession, use, or sale of drugs or alcohol on premises resulting in suspension of a client
- Arrest of a client, staff, or visitor for criminal activity occurring in the facility, including harassment, intimidation or victimization (i.e. stealing, extortion, loan sharking)

- Incidents that occur off shelter premises (including client deaths) and/or involve persons known to be current shelter clients and that would otherwise be classified as Priority One
- Child abuse that is reported and results in the removal of children by ACS, but no arrests are made
- Theft or vandalism of property valued at \$1500 or more
- Heating, water, electrical failure, or other environmental issue (i.e. asbestos, lead, radon), that is expected to last more than 4 hours
- Possession of a firearm

--

Priority Three Incidents include unusual occurrences that need to be recorded and reviewed for possible corrective action:

- On-site incidents that are not classified as Priority One or Priority Two, but occur in the shelter involving clients, staff, visitors or property, including: thefts, physical fights, personal injury, minor property damage, and/or evacuations
- Off-site incidents involving clients and/or staff that affect community quality of life, including: thefts, physical fights, personal injury, minor property damage, and/or evacuations
- Removal, via EMS, of any client for any reason other than a Priority One or Priority Two event

--

Special Cases:

- If NYPD, FDNY or EMS has been called, and is not responding within a reasonable time, immediate notification must be made to at least the Assistant Commissioner for guidance and assistance
- In confirmed or suspected cases of contagious disease (i.e. chickenpox, Hepatitis A, tuberculosis, measles, meningitis), the Assistant Commissioner should alert the Agency Medical Director immediately