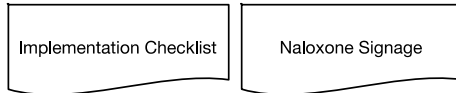


Facility Overdose Response Box Program Implementation Checklist



Target Audience: Managers/Supervisors at participating sites.

You will need these documents for Step 4: Implementation.



These documents are available to facilitate implementation of the Facility Overdose Response Box Program at your site.

No documents need to be submitted by FAX to the BC Harm Reduction Program when completed

Please complete the following activities.

- Confirm the contents of your Facility Overdose Response Box. You can fill the blue outreach kits if you wish. Suggested contents: 3 ampoules of naloxone (including plastic ampoule breakers), 3 Vanishpoint® syringes, 2 pairs gloves, 1 breathing mask. Note: appropriate supply levels for outreach kits may vary by setting, discuss with your local Harm Reduction Coordinator if you have questions.
- Store your Facility Overdose Response Box where it is easily accessible to staff. If the box will be stored in a cupboard or room, it may be helpful to have signage to direct staff to the location of the box. Signs to indicate where the naloxone is stored are available for your use in both [landscape](#) and [portrait](#) orientations.
- Consider keeping all program forms, including the [naloxone administration information form](#), your Critical Incident Form, a shift change checklist (see [example](#)), a naloxone inventory log (see [example](#)) and your organization's Policy in a binder, and communicate the existence of the binder to staff. A sample [Binder Table of Contents](#) is available in MS Word format, so it can be customized to fit your site's needs.
- Communicate the presence of the Facility Overdose Response Box and start date of the program to staff and clients.

Next Steps.

- Review the [Ongoing Activities Checklist](#) to ensure compliance with Facility Overdose Response Box Program requirements.