

## Procedure for reporting incidents

Incident reports are used to accurately record a description of the incident, costs to repair damages from the incident, parties involved in the incident, fines applied to an individual that is responsible for the incident (if applicable), work performed to repair damages from the incident and which accounts will be used to cover damages to the college's property that resulted from the incident.

Incident reports should be completed anytime the college's property has been damaged (accidentally or intentionally), a theft has occurred on the college's property or someone has been injured on the college's property (if injured, the incident report can be completed after the injury has been treated by a medical professional).

1. All incident reports should be completed in full and then turned into the Safety and Security office.
2. The Safety and Security office will pass each report on to the supervisor of the department mentioned in/or affected by the report.
3. The department's supervisor is responsible to figure out the cost of the damage (including labor and materials) and will contact all involved parties to discuss payment options/account numbers, etc...
4. Once ALL payment options/account numbers, etc have been agreed upon between the department's supervisor and ALL involved parties, the department's supervisor will list the cost/payment options and account numbers, etc on the report and return it to the Safety and Security Office, who will then apply charges to the specified accounts.
5. The Safety and Security office will request that the Facilities Management Associate Director approve and sign the report then return it to the Safety and Security office.
6. The Safety and Security office will provide copies of approved reports to all departments involved/listed in report.
7. The Safety and Security office will then enter the completed report into the incident report database
8. The Safety and Security office will file a hard copy of the report so that they are available for viewing.
9. Every three years, the hard copies of the reports will be moved to permanent storage.

Questions or comments concerning the Procedure for reporting incidents can be directed to the Safety and Security office.