

INCIDENT RESPONSE AND REPORTING



1. ASSESS THE SITUATION

- IDENTIFY THE NATURE, LOCATION & SEVERITY OF THE INCIDENT

2. MAINTAIN A SAFE ENVIRONMENT

- IF SAFE TO DO SO, IMMEDIATELY INTERVENE
- RECORD THE FOLLOWING DETAILS FROM ALL PERSONS INVOLVED:
 - DIRECT CONTACT INFORMATION
 - STUDENT ID OR EMPLOYEE BADGE NUMBER

3. ALERT AND NOTIFY

- IMMEDIATELY ALERT CAMPUS SECURITY
- REPORT TO THE MANAGEMENT STAFF ON DUTY FOR SUPPORT

4. CONTAIN AND CONTROL

- SUPPORT TEAM WITH CRISIS MANAGEMENT & CROWD CONTROL

5. HAZARD CONTROLS

- UNDER THE GUIDANCE OF MANAGEMENT STAFF, SET UP & MAINTAIN HAZARD CONTROLS TO PREVENT ADDITIONAL INJURIES

6. INCIDENT REPORTING

- NOTIFY CAMPUS SAFETY TEAM
- COMPLETE THE INCIDENT REPORT FORM
- SUBMIT INCIDENT REPORT FORM TO CAMPUS SAFETY TEAM WITHIN 24 HOURS OF OCCURANCE