



## POLICY

Emergency Response - Incident Reporting

Once the appropriate persons/agency has been summoned (see chart below), **an Incident Report Form must be completed** by the College community member who encounters the incident and forwarded to the Secretary to the Board of Governors. As well, staff members **shall immediately report any incident to their supervisor**. This information is necessary to assess what action(s) may be required in response to an incident or incidents.

## BOARD GOVERNING POLICIES

General Executive Constraint - “The President shall not allow any practice.....in violation of commonly accepted business and professional ethics....”

## GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

College Act  
OH+S Act

## PROCEDURES

<u>Type of Incident</u>	<u>Contact</u>	<u>Who Completes Report</u>
Immediate Safety Hazard	Sprv Facilities	Whoever notices
Injury/Illness	9-911/First Aid Attendant	Immediate Supervisor*
Threatening Behaviour/Perceived Threat	9-911/Immediate Spvr	Person Threatened
Theft, Vandalism or Property Damage	Dir Admin Services	Whoever notices
**Copyright Infringement	Dean, Professional Studies	Whoever notices

\*In cases where a First Aid Attendant is called, he/she will complete the Incident Report

**\*\*DRAFT RECOMMENDATION UNTILL APPROVED**

**Note: In all cases this report must be sent to the Secretary, President’s Office**

1. Reporter completes incident report (available on Yukon College Website secure Forms page <http://www1.yukoncollege.yk.ca/forms/index.php>)
2. E-mail/hand-deliver the completed form to Secretary, President’s Office



3. Secretary, President's Office will:
    - record incident in master log (no names are recorded)
    - ensure that in all cases of threatening behaviour, and/or in incidents demanding immediate attention, the Director, Administrative Services is informed immediately
    - ensure Human Resources are aware of an incident involving a staff member or Student Services are aware of an incident involving a student
    - table Log at the next regular OH&S Committee meetings.
  
  4. Incidents that fall under the OH&S Committee's mandate will be reviewed at the next meeting.
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#### AUTHORIZATION

Approved by President \_\_\_\_\_ (signature)

On \_\_\_\_\_ (date).

#### B. FORM

Website: <http://www1.yukoncollege.yk.ca/forms/index.php>  
or any Divisional Admin Officer