

Incident Reports

An incident is a major event that impacts the health and safety of a member, staff or guest. Incidents include but are not limited to when:

- 911 or other emergency services are called.
- A member, staff or guest is injured on property.
- A member, staff or guest attempts or succeeds at harming themselves or others and/or threatens harm to themselves or others.
- Illegal activity or suspected illegal activity takes place.
- There are issues with alcohol or substance abuse.
- There is a medical emergency, such as alcohol poisoning or a heart attack.

In the event of an incident, you should contact your Coordinator of Housing at IHQ immediately via text or cell phone. If you are able during the incident, take notes. Within 24 hours of the incident, you should submit a highly detailed **Incident Report**, which can be found in the Appendix, to your Coordinator of Housing at IHQ. Include photos, copies of police reports and any other materials relevant to the incident with the report that will help fully document the incident. An electronic copy of this form can be obtained from IHQ.

Incident Report

Background Information

| | |
|------------------------|--|
| Chapter | |
| Your Full Name | |
| Your Position/Title | |
| Your Phone Number | |
| Your Email Address | |
| Date Incident Occurred | |
| Time of Incident | |
| Location of Incident | |

Involved Parties

Please list the individuals involved including yourself if you were also involved. Please complete as many of the listed fields as you can provide. For "Role", please put alleged, complainant, responder, victim or witness. For "Status", please put alumnae, initiated member, new member or non-member.

| Name | Role | Status |
|------|------|--------|
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Description/Narrative

Please provide a detailed description of the incident/concern using specific concise, objective language.

Additional Questions:

1. Did local police, campus security, fire and/or EMS respond?

- No
- Yes, Local Police Department
- Yes, Campus Security
- Yes, Fire Department
- Yes, EMS
- Yes, all

2. Was alcohol or substance use a contributing factor in this incident?

- No
- Yes, Alcohol
- Yes, Substance Abuse

3. Who is aware of the incident?

4. Who (if anyone) has followed-up on the incident, and how have they done that?

Supporting Documentation

Photos, videos, emails and other supporting documentation may be attached to email sent to the Coordinator of Housing at IHQ.