

# Northwest Community College

## Risk Management – Reporting an Incident

5331 McConnell Avenue  
Terrace, BC V8G 4X2  
(P) 250-638-5418. (F) 250-638-5461

Procedure:	Risk Management- Reporting an Incident	Procedure Holder:	Cathay Sousa VP, Finance & Administration
		Amendment Date:	March 17, 2011

**Serious incidents must be reported immediately by phone to the President and Vice President, Finance & Administration day or night. An Incident Report Form must be filled in and faxed to the VP Finance & Administration office at 250 635-5461 within 24 hours for report to Risk Management.**

**This information will then be forwarded to the College and Institute Protection Program by the VP's office.**

**No incident correspondence is to be sent on behalf of the College without prior authorization from the President or designate.**

### **ALL incidents must be reported and documented that involve:**

- Bodily injury to others (students, visitors, volunteers) and especially if medical/first-aid attention is administered by the facility practitioner or outside medical personnel, or an ambulance is called;
- A student suffers loss of class time due to an injury sustained on campus or during a sponsored event;
- Loss or damage to property of others occurs in excess of Five Hundred Dollars (\$500.00);
- There is any indication that a claim may be made or compensation is requested from the institution;
- There is a motor vehicle accident involving injuries.

### **Documentation must include:**

- What happened,
- What has been done,
- What is the present status,
- Who is the administrator on site taking the lead, i.e. Principal, Dean
- When will the incident be followed and by whom.

Complete an **Incident Report Form** and attach a description, from each person noted on the form, outlining the facts. Send to the office of the Vice President, Finance & Administration. The College is required to provide prompt notice to the University, College and Institute Protection Program of any event/incident likely to give rise to a claim. Each Campus has incident forms, or, online forms can be found at:

<http://142.28.12.7/sites/nwcc/global/College%20Forms/Incident%20Report%20Form.pdf>

**These are the steps:**

- **CONTROL** the situation: Call the Police or Fire Department if assistance is required, secure the area, protect life and limb.
- **REPORT** the incident.
- **ADVISE** the appropriate individuals: Suzanne LeBlanc if an HR incident, appropriate Dean and immediate supervisor if a student incident.
- **EVALUATE** and review the incident and actions.
- **FOLLOW UP** (for instance, are there any safety measures necessary?)

**NOTE:**

**Serious incidents must be reported immediately by phone to the President and Vice President, Finance & Administration day or night. An Incident Report Form must be filled in and faxed to the VP Finance & Administration office at 250 635-5461 within 24 hours for report to Risk Management.**

**This information will then be forwarded to the College and Institute Protection Program by the VP's office.**

**No incident correspondence is to be sent on behalf of the College without prior authorization from the President or designate.**