

INCIDENT REPORTING POLICY

Purpose: Policies and procedures for reporting incidents that occur within the Department of Recreational Sports

Scope: This policy applies to all UGA Recreational Sports employees including student staff

Policy:

- I. INCIDENT REPORT FORM
 - a. The Department of Recreational Sports requires that anytime an incident (non-injury) occurs within the Ramsey Student Center, Recreational Sports Complex, Club Sports Complex, and any Outdoor Recreation trip that an incident form be filled out by the responding staff members.
 - b. Incident Report Forms are web-based and are found by following this link:
<https://ugacampuslife.wufoo.com/forms/zi466n11rxyrq3/>
 - c. The incident report form should only be completed by one of the following staff members: Facility Operations Program Assistants, Facility Managers, and/or Outdoor Complex Manager.
 - d. Incidents (non-injury) that occur in Aquatics, Competitive Sports, Fitness & Wellness, and Outdoor Recreation programs and facilities should be reported to Facility Operations staff so that an incident report can be documented and submitted.
 - e. This incident form is to report any altercations, thefts, sneak-ins, misconduct, near miss/close call, etc. Basically, anything that is non-injury related.
 - f. Based on the selection made in the web-based form, completed forms go directly to the area supervisors for review.

Procedure:

- I. COMPLETING INCIDENT REPORT FORM
 - a. The incident reporting form must be completed by one of the following staff members: Facility Managers, Senior Managers, Aquatic Managers, Site Supervisor, Trip Leader, Complex Manager, Club Safety Officer, and Manager on Duty (Pound Hall).
 - b. Input basic information according to the fields listed on the form.
 - c. Describe the incident including any witness contact info. Be as specific as possible about the location of the incident. Be sure to include witness names, phone numbers, and email addresses.

- d. If there is a question about any portion of the form, please see a Facility Operations professional staff member.