

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/zt466n11xyrq3/>
- c. The incident report form can be completed by any Recreational Sports staff member.
- d. This incident form is to report any altercations, thefts, sneak-ins, misconduct, near miss/close call, etc. Basically, anything that is non-injury related.
- e. 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 a Recreational Sports staff member.
- 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 your area supervisor or a professional staff member.