



ASUN Operating Procedure – Campus Incident Reporting

Operating Procedure Synopsis

Title: Incident Reporting

Approval Date:

Revised: n/a

Responsible Officer:

Responsible Operating Procedure Manager: Jeff Bookout

Responsible Department: Strategic Initiatives

A. Purpose

The purpose of this procedure is to outline how incidents at ASUN that may constitute a crime, student code of conduct violation, physical injury or emergency, including threats, harassment or family violence, should be documented.

B. Definitions

None

C. Scope

ASUN employees, students, and visitors are expected to know and adhere to the outlined operating procedure.

D. Statement of Authority

The responsibility for development and enforcement of this operating procedure is the Vice Chancellor for Strategic Initiatives, and are reviewed by the Chancellor and Cabinet.

E. Procedures

ASUN requires that employees, students and visitors report any incidents on campus that may constitute a crime, student code of conduct violation, physical injury or an emergency, including threats, harassment or family violence, so they may be documented and dealt with in a timely and consistent manner. Crimes should also be reported to ASUN Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the ASUN community, when appropriate.

To report in-progress crimes, fires, or medical emergencies, please dial 870-512-7866 or 9-911 from a campus phone or 911 from a mobile phone and then complete ASUN's incident report located on the Campus Police page within 24 hours.

Faculty, staff, or student employee falls or injuries are Workers Comp related. Those injuries should be reported to ASUN Campus Police which will in turn be directed to Human Resources and Department of

Safety. The ASUN Incident Report form should be utilized and if necessary the Company Nurse Injury Hotline at 1-855-339-1893.

F. Responsible Officer

The Vice Chancellor for Strategic Initiatives is responsible for oversight of this operating procedure.

G. Related Information

<http://www.asun.edu/sites/default/files/IncidentReport.pdf>