



Title:	Incident Reporting
Effective Date:	02/01/2023
Date of Last Revision:	02/14/2023
Review Date:	02/14/2023
Cancellation:	
Responsible Office:	Facilities & Security Management

Incident Reporting Policy

Policy

South Louisiana Community College (SLCC) is committed to the highest quality and most impactful educational experiences for all students in its member colleges. These experiences are key to Louisiana's prosperity and growth, and rely on campus environments that are safe, inclusive, and protective for the entire postsecondary education community. This policy will outline the standards for reporting incidents including any event involving criminal activity, potential hazards, safety concerns, property damage, vehicle accidents, incidents meeting the definition of power-based violence, incidents meeting the definition of Title IX, and occurrences of physical and/or emotional harm to any individual.

All criminal activity, incidents, potential hazards, or close calls must be reported to the Office of Safety and Security (OSS), or to an individual authorized by OSS to conduct incident reporting. Failure to abide by this provision may result in disciplinary action, which may include termination of employment or dismissal from the college.

Scope

This policy serves as SLCC's overarching policy regarding all types of reportable incidents. It applies to all SLCC employees and students, who are involved in an incident, affected by an incident, or witness an incident while on or near SLCC property or at affiliated instructional sites.

Definitions

Hazards	An object or condition that has the potential to cause harm to a person or property including, but not limited to physical or environmental conditions, non-emergency facility concerns, biological, chemical or radiation hazards, suspicious human behavior, and air quality concerns.
Incident	Any unplanned event, behavior, or crime which has the potential to result in or results in an injury (physical or emotional), illness or damage to property.
Near Miss	A lapse in safety that narrowly avoids injury/damage.
Injury	An incident resulting in physical harm, hurt or damage to an individual.

Conduct Incident	An event involving intentional or unintentional behavior suspected of being in violation of any SLCC Code of Conduct policy, federal, state, or municipal laws.
Loss Time Incident	An injury incident (including fatalities) which results in time lost from work.
Occupational Illness	An illness caused by exposure to a health hazard at work. It affects the function of the body and changes the health of the individual.
Property damage	Physical destruction or damage to tangible property.
Title IX Incident	Defined by Title IX Policy SLCC-SS-218.
Power Based Violence Incident	Defined by Power-Based Violence/ Sexual Misconduct Policy SLCC-SS-217.
Behavioral Intervention Incident	Concerning behavior exhibited by a student.
Faculty/ Staff Complaint	Refers to non-academic and non-financial complaints of students against employees of South Louisiana Community College. It does not include grade appeals, academic status appeals, admission appeals, student discipline by the institution, financial aid appeals, refund appeals, and all other matters that are within the jurisdiction of other committees of the institution.

Attachments

SLCC Incident Reporting Procedures

Reference:

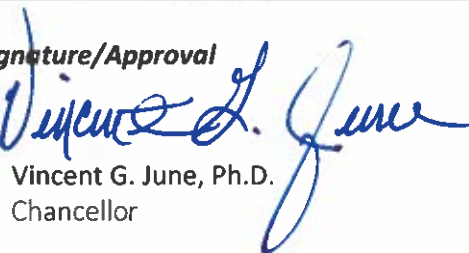
[State of Louisiana Office of Risk Management, Loss Prevention Manual: Procedures for Incident/Accident Investigation](#)

Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Initial: 01/17/2023 Rev 1: 02/14/2023		
Committee for Institutional Policy Review	Initial: 01/17/2023 Rev 1: 02/14/2023	Rev 1: 02/14/2023	
Executive Leadership Team	Rev 1 02/16/2023	Rev 1 02/16/2023	02/01/2023

Chancellor's Signature/Approval

SIGNATURE:


Vincent G. June, Ph.D.
Chancellor

DATE:

2/16/23

Final Distribution:

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review