

UIW-Brooks City Base
Incident Reporting Protocol
Revised, May 28, 2021

NON LIFE-THREATENING INCIDENT REPORTING (NLT)

*Any time an Incident Report must be completed, follow the procedures below for NLT incident:

1. **NOTIFY UIW DISPATCH-** Have all details (Who, When, What, Where, Why and How) available.

Notification MUST be a **Phone Call - 210-829-6030*

**Document the time and name of Dispatch personnel you notified on DAR.*

2. **NOTIFY UIW STAFF** - Dean/Director of Ops only

Notification MUST be a **Phone Call. Document the time you notified Dean, Director of Ops on DAR. If she does not respond, leave a voicemail and document that a voicemail was communicated.**

3. **WRITE COMPLETE DETAILED INCIDENT REPORTS.**

Have all details - Who, When, What, Where, Why and How

SEND REPORTS VIA EMAIL TO ALL PERTINENT UIW AND WATCHMEN PERSONNEL:

*EMAIL RECIPIENTS-

Dean (Dr. a)
Director of Ops (Rachel Bingham)
Chief (Jessica Serbantes)
Lt Edward Prado
Eloy Hino osa (Watchmen)
Chris Garcia (Watchmen)