UIW Brooks City Base

Incident Reporting Protocol

Revised June 1, 2021

LIFE-THREATENING INCIDENT REPORTING (LT) -

*Any time a LIFE THREATENING Incident occurs and an incident Report must be completed, follow the procedures below for LT incident:

1. CALL 911.
   * A LIFE THREATENING EMERGENCY is anyone or at any time when a life is being threatened.

   *Notification MUST be a Phone Call. Document the time and name of Dispatch personnel you notified on DAR*.

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

4. WRITE COMPLETE DETAILED INCIDENT REPORTS.
   * Have all details - Who, When, What, Where; Why and How

5. SEND REPORTS VIA EMAIL TO ALL PERTINENT UIW AND WATCHMEN PERSONNEL:
   *EMAIL RECIPIENTS -
   - Dean (Dr Pham)
   - Director of Ops (Rachel Bingham)
   - Chief (Jessica Serbantes)
   - Lt Edward Prado
   - Eloy Hinojosa (Watchmen)
   - Chris Garcia (Watchmen)
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:

   * 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*

4. **SEND REPORTS VIA EMAIL TO ALL PERTINENT UIW AND WATCHMEN PERSONNEL:**
   * EMAIL RECIPIENTS-
     - Dean (Dr Pham)
     - Director of Ops (Rachel Bingham)
     - Chief (Jessica Serbantes)
     - Lt Edward Prado
     - Eloy Hinojosa (Watchmen)
     - Chris Garcia (Watchmen)