Support Services

Updated: May 2016

Incident Reporting Protocol

**In the event of a life-threatening emergency, dial 911.**

Definitions:

1. Major incidents are defined as the following:
   1. Physical injury requiring admission to a hospital admission or physician’s treatment
   2. Injury to others resulting in a hospital admission or physician’s treatment
   3. Emergency mental health treatment
   4. Intervention of law enforcement
   5. Signs of child abuse or neglect (See Mandatory Reporter Protocol)
   6. Missing Child (See Missing Child Protocol)
   7. Death
2. Minor incidents are defined as the following:
   1. Application of basic first aid
   2. Bruising (includes potential to bruise)
   3. Seizure-like activity (does not result in physical injury)
   4. Injury to self, others, or property not resulting in a hospital admission or physician’s treatment

Protocol:

1. If 911 was called, please contact Public Safety immediately at 402.554.2911 to report the call.
2. Complete the Incident Report Form within 24 hours of the incident.
   1. Only one Incident Report Form needs to be completed per incident.
   2. If new information is presented on a documented incident, please email Rachael Jensen at [rachaeljensen@unomaha.edu](mailto:rachaeljensen@unomaha.edu) and reference the reported incident.

Follow-up (to be completed by the Youth Safety Coordinator):

1. Report major incidents to Public Safety and Risk Management
2. Provide a conclusion data report to relevant parties
   1. List minor and major incidents
   2. Provide prevention measures
   3. Incorporate best practices

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