

Incident Reporting Protocol

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

Definitions:

1. Major incidents are defined as the following:
 - a. Physical injury resulting in a hospital admission or physician's treatment
 - b. Injury to others resulting in a hospital admission or physician's treatment
 - c. Emergency mental health treatment
 - d. Intervention of law enforcement
 - e. Signs of child abuse or neglect (See Mandatory Reporter Protocol)
 - f. Missing Child (See Missing Child Protocol)
 - g. Death
2. Minor incidents are defined as the following:
 - a. Application of basic first aid
 - b. Bruising (includes potential to bruise)
 - c. Seizure-like activity (does not result in physical injury)
 - d. 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.
 - a. Only one Incident Report Form needs to be completed per incident.
 - b. If new information is presented on a documented incident, please email Rachael Jensen at 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 an annual conclusion data report to relevant parties
 - a. List minor and major incidents
 - b. Provide prevention measures
 - c. Incorporate best practices