

Sussex Direct: Security Incident Reporting Log

Making Changes to the Incident Report

If you would like to make any changes to a **submitted** report, contact the Administrator who has the facility to do so. For example, you may receive more accurate details on the time/date of the incident.

Managing the Security Incident Report (for Administrators)

The Administrator manages submitted Incident Reports.

Security Incident Reports			Report Safety Incident	Report Sec	urity Incident) Help [- 5
		Include closed reports					
	No.d. Dates - Causes	Rub-Causo	Titlo	Ropertod P.S. 🛧	Wonatod To	RESMAN	ngez omh
ſ	#358 19-Maÿ-2008 Anti-social behaviour/Harrass	Verbal ment Harrassmen	:Rintous picnic :	Sanjo Wheeley	11	SUBMITTED	
	#357 ; 19-May-2008 Alarm (Other))	Intruder ;	Saved with Submit'	Helen: Moore		SUBMITTED	
ŗ	#356 19-May-2008 Building Insecurity	j Residence "	:Saved with 'Save'	Helen Moore		DRAFT	

Once the Incident Report has been **submitted**, the Administrator will be able to manage it. This means that they will be able to allocate the report to a member of staff, change the details and status of the report, and enter an Admin Corbroetethtbutteeh5720165(t)-4.0165(h)-8.0486(a).7750)-16.840(r)-0305(e)-8.033(p)4.7

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Edit Security Incident R	teport #358		Ca	ancel Save	Help
Date From:	rom: 19-May-2008 Date To: 19-May-2008				
Time From:	ime From: 15:35 Time To: 16:10				
Cause:	Anti-social behaviour/Harrassment	Sub-Cause: Ve	rbal Harrassment		
Incident Title:	Riotaos picnic				
Describe Incident:	Many loud, anti-social remark	s were directed at staff and	students		
Building:		Room:			
inter Example 17	1			e de las sus-	p = 10.9
Addah	ciaŭ By:		Reported By:	Sanio Whee	doy
	Type: Sthit	Pamei Crystal Barabus	Involved Person 1:	ester Whate	55
	Contad Details: ARS A	rn (5.94	Agel	43	
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and other states of	e Been Section				:
Constants - Done	shek fideo addin				Admin
r Comments: T hav	e contacted the Police Th	e offenders are known	A.		Adviso
×					

Help 🖵 🗕	Incident Status History						
Action Description	Date	Status	Allocated To	Responded	Response Text		
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81/05/2009	SOSMUTTED						

The Administrator can carry on adding comments for the Security Officer to respond to until the incident has been completed. Once the incident has been completed, the Administrator can close it. It will appear on the Security Officer's '**Incident Status History**' table as being closed. The Administrator is the only person who can close the incident.

Safety Incidents

The Safety Incident Reporting Log ...

- enables users to report and submit Health and Safety incidents
- enables the Health and Safety Administrator to allocate incidents to a Health and Safety Advisor (HSA) for action and comment
- enables users to record a log of correspondence between the HSA and the Health and Safety Administrator

Reporting the Incident

1. From the Admin tab, click on Incident Reports

Sussex Direct (Admin) > My Incident Reports: Michele Saliman	
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 The Current Incident Reports table shows all incident reports which you have made (saved and allocated to yourself) or those allocated to you by the Health and Safety Administrator. The Former Incident Reports table shows incidents, which you have reported, but which have been allocated to someone else, or incidents which have been closed.

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3. Click the Report Safety Incident button to start recording a safety incident.



- 4. Complete the Incident Report form
 - a. The **Cause** and **Incident Title** fields are mandatory
 - b. It is important that you record the Age and Contact Details [address and contact number] and the Line Manager's name if a staff related incident.
 - c. Flag if First Aid was given or wy

6. Health and Safety Advisors or nominated staff responsible for overseeing all health and safety



5. Once the HSA has saved their response then a tick will appear in the 'Advisor Responded'