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.
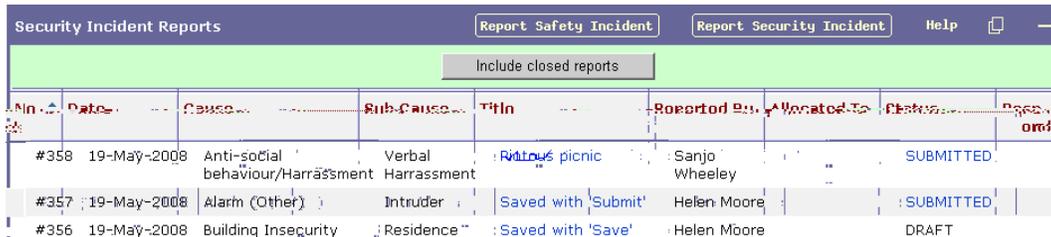
No.	Date	Cause	Sub-Cause	Title	Reported By	Allocated To	Status	Resp onsi
#358	19-May-2008	Anti-social behaviour/Harrassment	Verbal Harrassment	Ritney picnic	Sanjo Wheeley		SUBMITTED	
#357	19-May-2008	Alarm (Other)	Intruder	Saved with 'Submit'	Helen Moore		SUBMITTED	
#356	19-May-2008	Building Insecurity	Residence	Saved with 'Save'	Helen Moore		DRAFT	

Security Incident Reports — Report Safety Incident — Report Security Incident — Help

Include closed reports

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 Comment ... that the ...

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Edit Security Incident Report #358 Cancel [Save] Help

Date From:	19-May-2008	Date To: 19-May-2008
Time From:	15:35	Time To: 16:10
Cause:	Anti-social behaviour/Harrasment	Sub-Cause: Verbal Harrassment
Incident Title:	Rhotos picnic	
Describe Incident:	Many loud, anti-social remarks were directed at staff and students	
Building:		Room:

Reported By: Garrio Wheelov

Type: Staff   Crystal Peronus   Involved Person 1: Role: Witness   Age: 49

Student   Joseph   Involved Person 2: Role: Witness

Comments: I have contacted the Police. The offenders are known.

Advisc

Help 🗐 —	**Incident Status History**				
Action Description	**Date**	**Status**	**Allocated To**	**Responded**	**Response Text**
Please check Police	21/05/2008	ALLOCATED	Frankie Hann	✓	I have contacted the Police. The offend
	21/05/2008	SUBMITTED			

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**

2. 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.
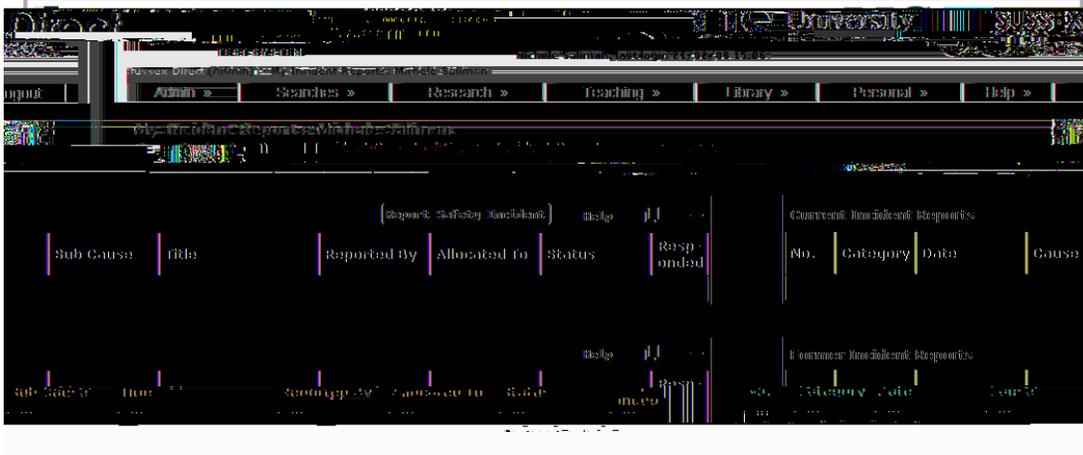
3. Click the [**Report Safety Incident**] button to start recording a safety incident.
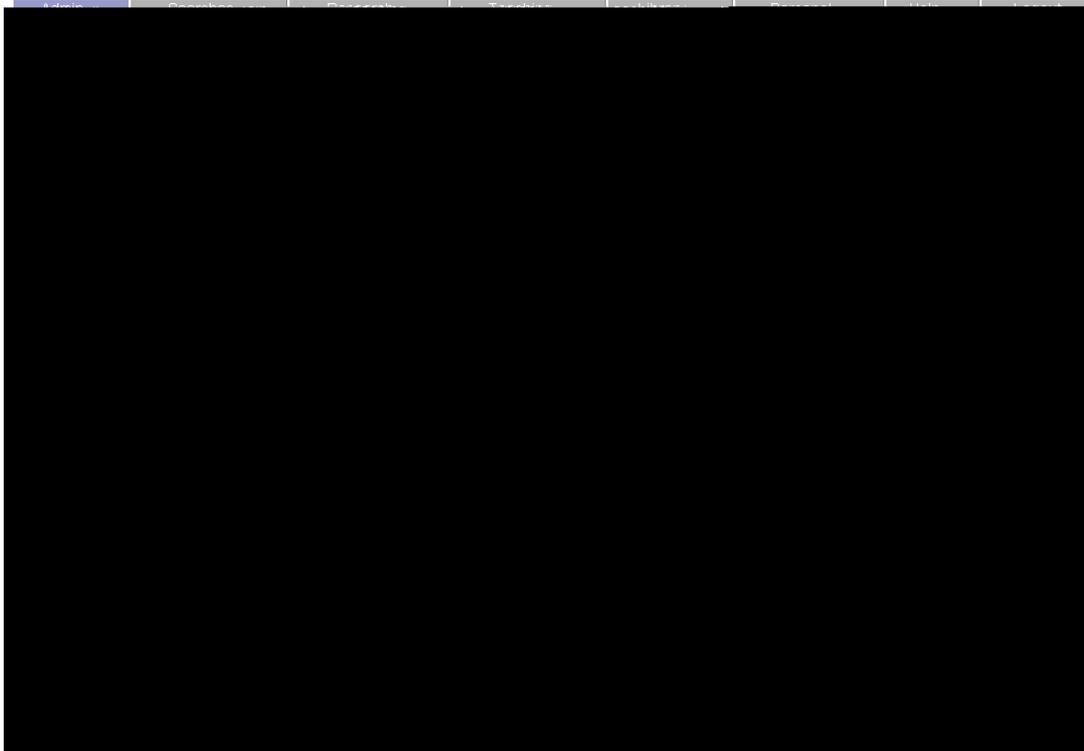
4. Complete the Incident Report form
   a. The **Cause** and **Incident Title** fields are mandatory
   b. It is important that you record the Age and Contact Details [address and contact number] and the Line Manager's name if a staff related incident.
   c. Flag if **First Aid** was given or wy

6. Health and Safety Advisors or nominated staff responsible for overseeing all health and safety
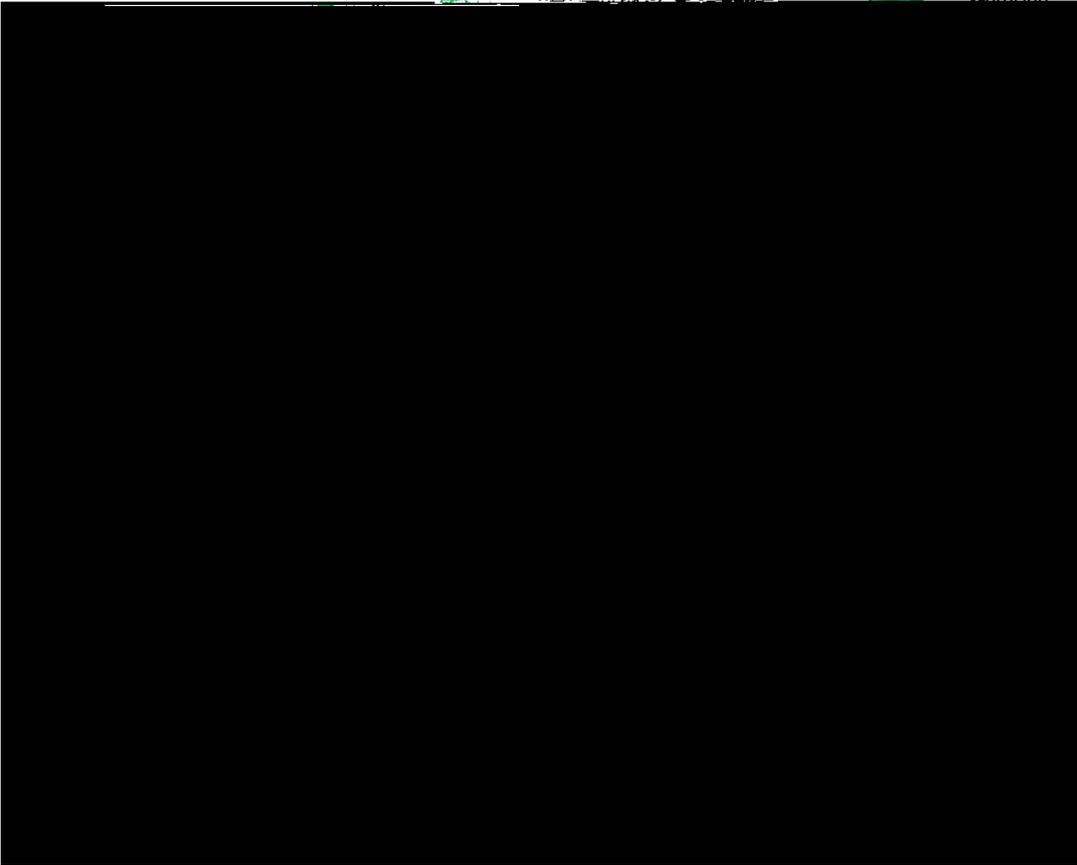
5. Once the HSA has saved their response then a tick will appear in the '**Advisor Responded**'