

Incident Report Guidelines

If there is an emergency call 911 immediately and notify the guard at extension 6965 for Goldsmith campus.

What to do when you need assistance?

If you need assistance please contact Human Resources at (310) 846-2597. We will give you directions on next steps. Once we have responded to your immediate needs, we ask you to complete an incident report form.

The Incident Report Form should be completed if you are a victim or a witness to the following situations:

Assault,
Harassment,
Injury,
Theft,
Property Damage,
Car damage / Vandalism, or other.

Where can I obtain an incident report form?

The Incident Report Form is available online by clicking the following link:
http://www.otis.edu/life_otis/staff_life/human_resources/incident_injury_report.html
http://www.otis.edu/life_otis/student_life/student_affairs/campus_safety.html.at is located on filled out as completely as possible, including any action taken as a result of the accident or incident.

- The Incident Report form, found on-line, should be filled out within 24 hours of the occurrence. Copies will automatically be sent to Facilities, Human Resources and Student Affairs when applicable. If the incident or accident is life threatening, please call 911 then contact Human Resources at (310) 846-2597.

What will happen once the incident report has been filed?

- All incidents will be investigated by the designated department head as appropriate (i.e. Student Affairs, Human Resources, or Facilities) and resolved within 30 days of occurrence.
- A follow-up with the victim will be completed to document anything that needs to be corrected
- Any steps taken to assist or resolve the incident.

- The on-line follow-up form will automatically be sent to designated departments when the form is submitted.