

UIW Brooks City Base
Incident Reporting Protocol

Revised June 1, 2021

LIFE-THREATENING INCIDENT REPORTING (LT) -

*Any time a **LIFE THREATENING** Incident occurs and an incident Report must be completed, follow the procedures below for LT incident:

1. **CALL 911.**

** A LIFE THREATENING EMERGENCY is anyone or at any time when a life is being threatened.*

2. **NOTIFY UIW DISPATCH** - Have all details (Who, When, What, Where, Why and How) available.

Notification MUST be a **Phone Call. Document the time and name of Dispatch personnel you notified on DAR*.*

3. **NOTIFY UIW STAFF**- Dean/Director of Ops only

Notification MUST be a **Phone Call. Document the time you notified Dean/Dir. of Ops on DAR. If she does not respond, leave a voicemail and document that a voicemail was communicated.**

4. **WRITE COMPLETE DETAILED INCIDENT REPORTS.**

** Have all details - Who, When, What, Where; Why and How*

5. **SEND REPORTS VIA EMAIL TO ALL PERTINENT UIW AND WATCHMEN PERSONNEL:**

***EMAIL RECIPIENTS -**

- Dean (Dr Pham)
- Director of Ops (Rachel Bingham)
- Chief (Jessica Serbantes)
- Lt Edward Prado
- Eloy Hinojosa (Watchmen)
- Chris Garcia (Watchmen)

UIW-Brooks City Base
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Revised, May 28, 2021

NON LIFE-THREATENING INCIDENT REPORTING (NLT) ·

*Any time an Incident Report must be completed, follow the procedures below for NLT incident:

1. **NOTIFY UIW DISPATCH-** Have all details (Who, When, What, Where, Why and How) available.

Notification MUST be a **Phone Call - 210-829-6030*

**Document the time and name of Dispatch personnel you notified on DAR.*

2. **NOTIFY UIW STAFF** - Dean/Director of Ops only

Notification MUST be a **Phone Call. Document the time you notified Dean, Director of Ops on DAR. If she does not respond, leave a voicemail and document that a voicemail was communicated.**

3. **WRITE COMPLETE DETAILED INCIDENT REPORTS.**

Have all details - Who, When, What, Where, Why and How

4. **SEND REPORTS VIA EMAIL TO ALL PERTINENT UIW AND WATCHMEN PERSONNEL:**

*EMAIL RECIPIENTS-

- Dean (Dr Pham)
- Director of Ops (Rachel Bingham)
- Chief (Jessica Serbantes)
- Lt Edward Prado
- Eloy Hinojosa (Watchmen)
- Chris Garcia (Watchmen)