



Houston Community College RISK MANAGEMENT

Reporting Incident

An incident is any situation or action, which causes or could cause property damage or injury. An accident is a form of an incident where injury and/or property damage is present. To ensure proper attention and appropriate action when an incident occurs, you should follow these procedures:

- Report the incident to your supervisor; manager or other authorized person immediately.
- Fill out an Employee Report of Incident form immediately.
- Contact the HCCS Police Department at 713-718-8888 to report the incident.
- In case of a severe **EMERGENCY**, call **911** first and then call **HCCS Police Department**. (**EXAMPLE** of severe emergency: Heart attack, stroke, stop breathing, person choking, person collapse, etc.).

An incident report must be completed by the supervisor and signed by the involved employee and any witnesses as soon as possible following the incident. Do not try to determine the seriousness of the incident. A report should be made no matter how insignificant the incident appears.

This **policy** is important for the safety and well-being of all our employee. The **incident** reports are helpful for us to provide a continued safe and successful **workplace**.

