

VIRGINIA STATE UNIVERSITY

Section: Board of Visitors

Policy Number: 106

Policy Name: Serious Incident Reporting Policy

Applicability: University Administration

Effective Date: January 7, 2000

Review Date: January 7, 2002

I. Purpose

The purpose of this policy is to address the September 10, 1999 directive from the Virginia State University Board of Visitors that it receives a serious incident report within forty-eight (48) hours of the incident's occurrence.

II. Policy

It is the policy of the Virginia State University Board of Visitors that the University administration provides notice to the Board within forty-eight (48) hours of the occurrence of any serious incident on campus or off campus involving faculty, staff or students which may result in that incident being reported to local, state, or federal authorities.

III. Definition

Serious incidents are defined as (1) potential felonies and acts of nature involving persons or property; (2) property damage estimated in excess of \$10,000; (3) acts which result in substantial bodily harm requiring medical attention or death; (4) acts involving the use of deadly force involving a firearm, explosive or other instrument considered being a dangerous weapon; (5) and occurrences which, in the judgment of University officials, may result in the immediate attention of local print and/or voice media.

IV. Procedure

A. Notification

Serious incidents will be reported by the Chief of Staff to the Rector. Notice will be made to all Board members by either e-mail, regular mail, or facsimiles.

The appropriate Vice President is responsible for coordinating the resolution of said incident and reporting its disposition to the Chief of Staff.

B. Incident Descriptions

The serious incident notice to the Board of Visitors will include a description of the serious incident, date and time of its occurrence, the extent of involvement of authorities and/or law enforcement agencies, and its disposition.

C. Disposition of Serious Incidents

The Chief of Staff will notify the Board of Visitors of the resolution of all reported serious incidents. A report on unresolved serious incidents will be made by the Chief of Staff at the next regularly scheduled Board of Visitors' Meeting.

APPROVED BY: (Ronald C. Johnson)
Dr. Ronald C. Johnson, Rector

DATE: (January 7, 2000)