

# 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.

Security Incident Reports					Report Sa	fety Incid	lent	Report S	ecurity	Inciden	t Help	0 -		
							Include clos	ed reports						
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•	#358	19-Maÿ-	200			Verbal nt Harrassment	: Ridtour	picnic		Sanjo Wheeley			SUBMITTE	D.
÷	#357	19-May-	-200	Alarm (O	(ther)	Intruder :	Saved	with Subr	nit'	Helen: Moore	:	1	SUBMITTE	D
	#356	19-Maÿ-	2008	Building I	Insegurity	.) Residence "	:Saved	with 'Save	1	Helen Moore	9		DRAFT	

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 Corbroetethtbutteeh5720165(t)-4.0165(h)-8.0486(a).7750)-16.840(r)-0305(e)-8.033(p)4.7

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Edit Security Incident R	teport #358			ancel Save	Help	
Date From:	19-May-2008	Date To: 19	-May-2008			
Time From:	15:35	5:35 Time To: 16:10				
Cause:	Anti-social behaviour/Harrassment	Sub-Cause: Ve	rbal Harrassment			
Incident Title:	Riotaos picnic					
Describe Incident:	Many loud, anti-social remark	s were directed at staff and	students			
Building:		Room:				
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Addah	ciaŭ By:		Reported By:	Sanjo Whee	aley	
	Type: Sanif	Pamai <mark>Crystal</mark> Parabus	Involved Person 1:	ester Where	55	
	Contad Details: Arts A	rn 1094	Age:	43		
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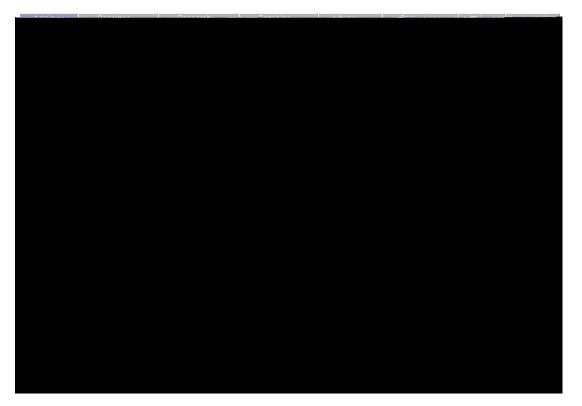
	Help 🗋 —	Incident Status History						
	Action Description	Date	Status	Allocated To	Responded	Response Text		
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The Administrator can carry on adding comments for the Security Officer to respond to until the incident has been completed. Once the incident 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 bealth and tAfAt



- 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'