

Incident Reporting Form (Instructors)

Division of Continuing Education and Workforce Development

Sandhills Community College

Sometimes the extraordinary happens!

If you encounter an **emergency – call 911 or ask someone to do so** – this will alert and activate our campus police department and EMS public services. Campus police and public safety personnel are staffed on campus during weekdays, evenings, and weekends.

security phone: 910.690.2762

REPORTING AN INCIDENT or CONCERN

NON-EMERGENCY INCIDENTS: If you encounter an unusual incident with a student or any other person on campus, or witness anything that concerns you, please report the incident online by going to www.sandhills.edu, click on “my SCC” and “report a concern.” This reporting tool ensures that all incidents are reported, and the appropriate personnel notified. Such incidents may not be limited to accident, injury, crime, or a security matter involving campus police. Please provide your program director with the same information as soon as possible; you can use the report template below.

INDIVIDUAL CONCERNS: Any person that you encounter who wishes to formally notify the college of an incident or concern(s) can do so by going to the website area: www.sandhills.edu, click on “my SCC” and “report a concern.” Any concern or incident brought forward through this reporting link will be addressed and followed-up by a college official and the appropriate department.

CONTACTING YOUR PROGRAM DIRECTOR OF INCIDENTS: Please contact your program director by phone and email as soon as you are able following any incident and when class has dismissed (emergency/non-emergency). Please use the template below to document details and to guide communication via telephone, email, or complete and give this to your program director as soon as possible.

Term:	Year:	Class Title:	Instructor:	Incident Date:	Incident Time:

COMPLETE THIS INFORMATION TO THE BEST OF YOUR ABILITY:

Location of Incident: _____

Name of student(s) or individual(s) involved in the incident: _____

Description of Incident/emergency: _____

Action Taken: _____

INSTRUCTOR SIGNATURE: _____

Contact the Continuing Education office for any assistance at 695.3980. (Please use back if needed.)