

## Sussex Direct: Security Incident Reporting Log

### The Security Incident Reporting Log ...

- enables users to report and submit **Security** and **Health and Safety** (see pages 5 - 8 below) incidents
- enables users to view and/or create a log of actions/correspondence between you and the Administrator
- enables the Administrator to allocate incidents to a Security Officer for response or action

### Reporting a Security Incident

1. From the **Admin** tab, click on **Incident Reports**.

Sussex Direct (Admin) > My Incident Reports: Helen Moore

Admin >>	Searches >	Research >	Library >	Personal >	Help >	Logout
Procurement >	Incident Reports: Helen Moore					
Budgets	Current Incident Reports   Former Incident Reports					
Building Maintenance	Health and Safety					
Degree Results						
Incident Reports						
Student Support						

2. The **Current Incident Reports** table lists all incident reports, both Health & Safety and Security, that have been made by any Security Officer, so that Security staff have a continuous log of all events throughout the day and night. The **Former Incident Reports** table lists all incidents which have been closed or cancelled.

Current Incident Reports										Report Safety Incident	Report Security Incident	Help	☐	—
No.▲	Category	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Resp- onded					
No records found														

Former Incident Reports										Help	☐	—
No.▲	Category	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Resp- onded			
No records found												

3. Click the **Report Security Incident** button to start recording a security incident.
4. Complete the Incident Report form. The **Cause**, **Sub-Cause**, and **Incident Title** fields are mandatory. It is important that you record the **Age** and **Contact Details** [address and contact number].

**Create Security Incident Report** Cancel **Submit** Save Help

**Date From:** 19-May-2008 **Date To:** 19-May-2008

**Time From:** 15:35 **Time To:** 16:10

**Cause:** Anti-social behaviour/Harrasment **Sub-Cause:** Verbal Harrasment

**Incident Title:** ~~Riotous~~ picnic

**Describe Incident:** Many loud, anti-social remarks were directed at staff and students

**Building:** None **Room:**

**Location Description:** On the grass outside Bramber House

**Reported By:** Sanjo Wheeley **Attended By:** -- Select --

**Involved Person 1:** Role: Witness Type: Staff Name: Crystal Barabus  
Age: 43 Contact Details: Arts A rm 1234

**Involved Person 2:** Role: Witness Type: Student Name: Joseph Cucumber

**First Aid Given:**  **Rescue Team Called:**  **CCTV Check:**

**Ambulance Called:**  **Fire Service Called:**  **Police Called:**

**Initial Comments / Witness Statements:** ~~A group of local revellers had descended~~ upon the campus for a picnic, playing loud music, and upsetting passers-by

**Remedial Action Taken:** Rescue Team called

5. You should now either **Save** or **Submit** the incident report. Saving the report gives it a status of DRAFT and allows you to make changes for example if you do not have adequate information at the time of writing the report. The Administrator will not take any actions until you click 'Submit'. Reports created or any subsequent actions or changes to status will appear in the 'Incident Status History' below the created report, as shown below.

**Security Incident Report #358 [Created]** Help

**Title:** *Riotous picnic* **Status:** SUBMITTED

**Date From:** 19-May-2008 **Date To:** 19-May-2008

**Time From:** 15:35 **Time To:** 16:10

**Cause:** Anti-social behaviour/Harrasment **Sub-Cause:** Verbal Harrasment

**Incident Title:** ~~Riotous~~ picnic

**Describe Incident:** Many loud, anti-social remarks were directed at staff and students

**Building:** **Room:**

**Location Description:** On the grass outside Bramber House

**Reported By:** Sanjo Wheeley **Attended By:**

**Involved Person 1:** Role: Witness Type: Staff Name: Crystal Barabus  
Age: 43 Contact Details: Arts A rm 1234

**Involved Person 2:** Role: Witness Type: Student Name: Joseph Cucumber

**First Aid Given:**  **Rescue Team Called:**  **CCTV Check:**

**Ambulance Called:**  **Fire Service Called:**  **Police Called:**

**Initial Comments / Witness Statements:** ~~A group of local revellers had descended~~ upon the campus for a picnic, playing loud music, and upsetting passers-by

**Remedial Action Taken:** Rescue Team called

**Admin Comments:**

**Advisor Comments:**

**Incident Status History** Help

Date	Status	Allocated To	Responded	Response Text	Action Description
19/05/2008 15:58	SUBMITTED				

## 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.

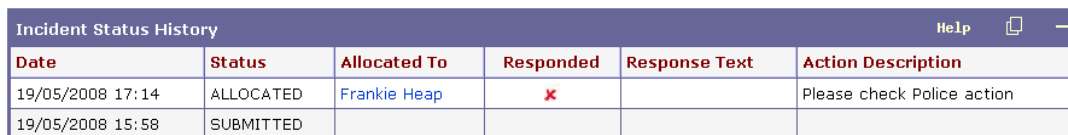


The screenshot shows a web interface titled "Security Incident Reports". At the top, there are two buttons: "Report Safety Incident" and "Report Security Incident", along with a "Help" link and a minus sign. Below the buttons is a green bar with a button labeled "Include closed reports". The main content is a table with the following columns: No., Date, Cause, Sub Cause, Title, Reported By, Allocated To, Status, and Responded. The table contains three rows of data:

No.	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Responded
#358	19-May-2008	Anti-social behaviour/Harrassment	Verbal Harrassment	Robb's picnic	Sanjo Wheeley		SUBMITTED	
#357	19-May-2008	Alarm (Other)	Intruder	Saved with 'Submit'	Helen Moore		SUBMITTED	
#356	19-May-2008	Building Insecurity	Residence	Saved with 'Save'	Helen Moore		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 Comment that the person to whom the report has been allocated will need to respond to.

When the Administrator enters a comment, this will appear under 'Action Description' in the log. The Security Officer will need to respond to the Administrator's comments. Until the Officer has responded, a cross will appear in the 'Responded' column. In the screen shot below the Administrator has asked the Security Officer Frankie Heap to 'Please check Police action'. Once Frankie Heap has logged in and responded, the cross in the 'Responded' column will turn into a tick.



The screenshot shows a web interface titled "Incident Status History". At the top right, there is a "Help" link and a minus sign. The main content is a table with the following columns: Date, Status, Allocated To, Responded, Response Text, and Action Description. The table contains two rows of data:

Date	Status	Allocated To	Responded	Response Text	Action Description
19/05/2008 17:14	ALLOCATED	Frankie Heap	✘		Please check Police action
19/05/2008 15:58	SUBMITTED				

In the screen shot below, Frankie Heap responds to the Administrator's comment.

**Edit Security Incident Report #358** Cancel  Help

**Date From:** 19-May-2008 **Date To:** 19-May-2008  
**Time From:** 15:35 **Time To:** 16:10

**Cause:** Anti-social behaviour/Harrasment **Sub-Cause:** Verbal Harrasment

**Incident Title:** Rites picnic

**Describe Incident:** Many loud, anti-social remarks were directed at staff and students

**Building:** **Room:**

**Location Description:** On the grass outside Bramber House

**Reported By:** Sanjo Wheeley **Attended By:**

**Involved Person 1:** Role: Witness Type: Staff Name: Crystal Barabus  
 Age: 43 Contact Details: Arts A rm 1234

**Involved Person 2:** Role: Witness Type: Student Name: Joseph Cucumber

**First Aid Given:**  **Rescue Team Called:**  **CCTV Check:**   
**Ambulance Called:**  **Fire Service Called:**  **Police Called:**

**Initial Comments / Witness Statements:** A group of local residents had descended upon the campus for a picnic, playing loud music, and upsetting passers-by

**Remedial Action Taken:** Rescue Team called

**Admin Comments:** Please check Police action

**Advisor Comments:**

Incident Status History						Help
Date	Status	Allocated To	Responded	Response Text	Action Description	
21/05/2008 11:23	ALLOCATED	Frankie Heap	✓	I have contacted the Police. The offenders are known criminals	Please check Police action	
21/05/2008 11:21	SUBMITTED					

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.

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## 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 Health and Safety Administrator

### Reporting the Incident


1. From the **Admin** tab, click on **Incident Reports**

Sussex Direct (Admin) > My Incident Reports: Michele Saliman

Admin » Searches » Research » Teaching » Library » Personal » Help » Logout

Procurement »  
Budgets »  
Building Maintenance »  
Incident Reports  
Degree Results »

Incident Reports: Michele Saliman  
[Current Incident Reports](#) | [Former Incident Reports](#)  
[Health and Safety](#)



2. The **Current Incident Reports** table shows all incident reports which you have made (saved and allocated to yourself) or those allocated to you by the Health and Safety Administrator. The **Former Incident Reports** table shows incidents, which you have reported, but which have been allocated to someone else, or incidents which have been closed.

SUSSEX Direct TEST SYSTEM


Email | My Accounts | Weather Management Reports


Michele Saliman, last login 21/02/08 15.06

Sussex Direct (Admin) > My Incident Reports: Michele Saliman


Admin » Searches » Research » Teaching » Library » Personal » Help » Logout

My Incident Reports: Michele Saliman  
Page Contents: [Current Incident Reports](#) | [Former Incident Reports](#)  
External Links: [Health and Safety](#)



**Current Incident Reports** [Report Safety Incident](#) [Help](#) 

No.	Category	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Responded
No records found									

**Former Incident Reports** [Help](#) 

No.	Category	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Responded
No records found									

3. Click the  button to start recording a safety incident.

Create Safety Incident Report

Page Contents: [Incident Report](#)  
 External Links: [Health and Safety](#)



**Create Safety Incident Report**
Cancel **Submit** Save Help

**Incident Date:** 21-Feb-2008  **Incident Time:** 15:35

**\* Cause:** Incident (Personal Injury) **Sub-Cause:** falls on level

**\* Incident Title:** Tripped on Pavement

**Describe Incident:** Injured person tripped on uneven paving stone and sprained ankle.

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**Building:** Falmer House **Room:**

**Location Description:** Outside in front of main doors

**Reported By:** Michele Saliman

**Involved Person 1:** Role: Injured Person Type: Student Name: Anne Smith  
 Contact Details: Line Manager: Age:

**Involved Person 2:** Role: Witness Type: Staff Name: Beryl Jones

**First Aid Given:**  **Ceased Work:**

**Initial Comments / Witness Statements:** Injured person was given first aid and security were called.

**Remedial Action Taken:** Contacted security about re-paving area

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 whether the injured party needed to **Cease Work**

5. Click the 'Submit' button in the table header. The **Status** will appear as SUBMITTED.

**Safety Incident Report # 41**
Allocate to Self Help

Title: *Tripped on Pavement* Status: **SUBMITTED**

**Incident Date:** 21-Feb-2008 **Incident Time:** 15:35

**Cause:** Incident (Personal Injury) **Sub-Cause:** falls on level

**Incident Title:** Tripped on Pavement

**Describe Incident:** Injured person tripped on uneven paving stone and sprained ankle.

**Building:** **Room:**

**Location Description:** Outside in front of main doors

**Reported By:** Michele Saliman

**Involved Person 1:** Role: Injured Person Type: Student Name: Anne Smith  
 Contact Details: Line Manager: Age:

**Involved Person 2:** Role: Witness Type: Staff Name: Beryl Jones

**First Aid Given:**  **Ceased Work:**

**Initial Comments / Witness Statements:** Injured person was given first aid and security were called.

**Remedial Action Taken:** Contacted security about re-paving area

**Admin Comments:**  
**Advisor Comments:**

Incident Status History <span style="float: right;">Help</span>					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

6. Health and Safety Advisors or nominated staff responsible for overseeing all health and safety

incidents in their area will have the option to **Allocate to Self**. You should click on this button if the incident falls within the Unit/School that you are responsible for. If you do not see this button or the incident happens outside your building, the Administrator will allocate the incident to the appropriate staff member.

### Managing the Safety Incident Report (for Administrators)

Safety Incident Reports  
 Page Contents: [Safety Incident Reports](#)  
 External Links: [Health and Safety](#)



Safety Incident Reports								
Include closed reports								
No.	Date	Cause	Sub Cause	Title	Reported By	Allocated To	Status	Responded
#41	21-Feb-2008	Incident (Personal Injury)	falls on level	Tripped on Pavement	Michele Saliman		SUBMITTED	
#30	20-Feb-2008	Incident (Personal Injury)	Animals	Saved with Submit	John Williams		SUBMITTED	
#29	20-Feb-2008	Incident (Other)	Animals	Saved with Save	John Williams		DRAFT	

1. After the Incident Report has been **saved**, the Health and Safety Administrator (HS Administrator) will be able to access the Incident Report. If the report has only been saved, it will be given a status of DRAFT and they will be able to view and edit details of the report. If it has been **Submitted**, they will be able to **manage** the report and add an admin comment to the report.
2. At the point of submission the HS Administrator will have the option of allocating the incident to another HSA, even if the HSA has allocated the incident to themselves. The HSA who has been allocated an incident will receive an email to notify them.
3. HS Administrator can enter comments against the report to ask the HSA to carry out other tasks.

Incident Status History					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
22/02/2008 09:44	ALLOCATED	Michele Saliman	✘		Ask Security to check paving around campus
21/02/2008 16:18	ALLOCATED	Michele Saliman			
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

4. When the HS Administrator has saved these comments this will appear on the HSA's log as an action they need to carry out. The HSA will need to respond to the HS Administrator's comments.

**Safety Incident Report #41**

Page Contents: [Incident Report](#) | [Incident Status History](#)

External Links: [Health and Safety](#)



Edit Safety Incident Report # 41
Cancel Save Help

Incident Date:	21-Feb-2008	Incident Time:	15:35
Cause:	Incident (Personal Injury)	Sub-Cause:	falls on level
Incident Title:	Tripped on Pavement		
Describe Incident:	Injured person tripped on uneven paving stone and sprained ankle.		
Building:	Room:		
Location Description:	Outside in front of main doors		
Reported By:	Michele Saliman		
Involved Person 1:	Role: Injured Person	Type: Student	Name: Anne Smith
	Contact Details:	Line Manager:	Age:
Involved Person 2:	Role: Witness	Type: Staff	Name: Beryl Jones
First Aid Given:	✓ <span style="float: right;">Ceased Work: ✗</span>		
Initial Comments / Witness Statements:	Injured person was given first aid and security were called.		
Remedial Action Taken:	Contacted security about re-paving area		
Admin Comments:	Ask Security to check paving around campus		
Advisor Comments:	I have contacted porter for area and contacted security to action this.		

Incident Status History <span style="float: right;">Help</span>					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
22/02/2008 09:44	ALLOCATED	<a href="#">Michele Saliman</a>	✗		Ask Security to check paving around campus
21/02/2008 16:18	ALLOCATED	<a href="#">Michele Saliman</a>			
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

5. Once the HSA has saved their response then a tick will appear in the 'Advisor Responded' column to show that a response has been made:

Incident Status History <span style="float: right;">Help</span>					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
22/02/2008 09:44	ALLOCATED	<a href="#">Michele Saliman</a>	✓	I have contacted porter for area and contacted security to action this.	Ask Security to check paving around campus
21/02/2008 16:18	ALLOCATED	<a href="#">Michele Saliman</a>			
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				

6. The HS Administrator can carry on adding comments for the HSA to respond to until the incident has been completed.

7. Once the incident has been completed then the HS Administrator can close it. It will appear on the HSA's 'Incident Status History' table (see below) as being closed. The HS Administrator is the only person who can close the incident.

Incident Status History <span style="float: right;">Help</span>					
Date	Status	Allocated To	Advisor Responded?	Advisor Comments	Admin Comments
22/02/2008 10:24	CLOSED	<a href="#">Michele Saliman</a>			Ask Security to check paving around campus
22/02/2008 09:44	ALLOCATED	<a href="#">Michele Saliman</a>	✓	I have contacted porter for area and contacted security to action this.	Ask Security to check paving around campus
21/02/2008 16:18	ALLOCATED	<a href="#">Michele Saliman</a>			
21/02/2008 15:42	SUBMITTED				
21/02/2008 15:41	DRAFT				