

Purpose of this document

- **Educate the campus community in understanding who and where to report incidents (which reporting party they must report to)**
- **To provide information on incident reporting/procedures for reporting parties (defined on Page 2), which can be shared with their teams and division**
- **To assist in defining the timeframe of when to report an incident (after an incident is known/discovered)**

Internal Reporting/Procedures:

- Any Reporting Officer or Employee of the College who becomes aware of any domestic or international incident (injury, abuse, property, etc.) that could potentially rise to the level of a claim/lawsuit (or a situation is of concern) is responsible to report to the areas below:
 - Sexual abuse incidents, including minors (anyone under the age of 18 years of age): Report immediately to the [Title IX Office](#)
 - All other incidents must **always** be reported to the Director of Risk Management and Office of Public Safety in a timely manner
 - In addition to the above, and depending on the “type” of incident, the below reporting avenues may also be appropriate (guidance will be provided by Risk Management):
 - Campus Departments (General Counsel, Residential Life, Human Resources, etc.)
 - Responsible Director, Supervisor, VP or President, where appropriate
 - Ethics Hotline ([EthicsPoint - Ithaca College](#))
 - For a more comprehensive table for reporting, please refer to Pages 3&4.
- Reporting needs to be made in a timely manner with timely defined as immediate to no more than a few days depending on the circumstances. Note: Rule of thumb is to report as soon as known.
 - Besides our duty/responsibility of reporting an incident as quickly as possible, there is also benefits available to the College through its insurance carrier for crisis situations. For benefit to potentially apply, a consult with Risk Management must occur ASAP.

Reporting Requirements by Policy Definition:

- Pollution Policy: Has a deadline to report within 7 days for environmental incidents. This includes incidents such as fungi/mold; asbestos and or lead-based paint; water intrusion; communicable disease, infectious or contagious disease; gas spill; bodily injury or property damage as a result of a pollutant or contaminant.
- All other Policies: Language is generic and is commonly stated as “claim should be reported in timely manner” or “claims should be reported in a timely manner with timely defined as immediate to no more than a few days depending on the circumstances.”
- IC stance is to not wait, but rather to report as soon as possible (within hours if possible).

Internal Reporting/Procedures: Details by type (not exhaustive)

Incident	Reporting Party	Who to Report To	Comments/Examples
Sexual abuse	Campus Community	Title IX Office	
Slip and Falls, Vehicle Accidents/Damage, Physical Disputes, Break Ins, Any Other Types of Injuries, etc.	Campus community to call Public Safety; Public Safety to report	Risk Management	Vehicle incidents involving damage and/or bodily injury, including any and all property damage (ex. vehicle struck a building, guard rail, etc.). This applies to College owned/leased vehicles or personal vehicles operated for College-related business, including any third-party involved, such as a second vehicle involved in an accident.
Property Damage	Office of Facilities	Risk Management	Ex. Building, student property, laptop loss/damage
Harassment or other HR/employment-related	Office of Human Resources	Risk Management/General Counsel	
Ethics	EthicsPoint - Ithaca College	General Counsel	
Cyber	Information Security	Risk Management	Ex. data breach, ransomware, phishing
Environmental	Environmental Health and Safety	Risk Management	Examples of incidents on previous slide
Financial	Campus community report to CFO and Information Security	Risk Management /Public Safety	Theft of funds, forgery of payment cards, funds transfer fraud, social engineering
Incidents abroad, not at the London Center	International Programs & Public Safety	Risk Management	Any and all incidents
London Center	London Center Director/ International Programs	Risk Management	Any and all incidents
Social Media	College Communications	Risk Management	
Intercollegiate Athletics	Head Athletic Trainer	Risk Management	Monthly reports, except for serious injuries that must be reported immediately (requires medical attention/raises concern)
Recreational Sports Incidents	Associate Director of Recreational Sports	Risk Management	Monthly reports, except for serious injuries that must be reported immediately (requires medical attention/raises concern)
Los Angeles	Los Angeles Program Director	Risk Management	Any and all incidents

>For most incidents above, and as explicitly mentioned in bullet 2 on page 1, Public Safety should be called and should log the incident
 >If you are unclear if you are responsible to report, please take the conservative approach and report to the Office of Risk Management ASAP