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TO: Chancellors, Provosts, Vice Chancellors for Administrative Services, Vice Chancellors for Student Services, General Counsel, Chief Title IX Officer, Risk Services, and University Risk Managers

FROM: James R. Johnsen, President 

DATE: January 31, 2018

RE: Immediate Reporting of Incidents to Senior Leadership

Delay in reporting incidents to senior leadership can impair coordination, delay appropriate response, and have serious consequences. Delay or failure to report can also significantly impact the University's insurance coverage and premiums. This memo outlines the requirement for immediate reporting of specified types of incidents and specifies who reports and who receives the reports. Please note that it is **NOT** the goal of this memo to eliminate duplicate reports or ensure that initial reports are completely accurate. Requiring that level of coordination will delay initial reporting.

Please maintain this memo as a standard operating procedure, distribute to your senior leadership teams, and ensure that it is distributed to the heads of all functional areas at your universities who are in a position to learn of and report the incidents described below.

A. Incidents and Events Requiring Immediate Reporting

When you receive information indicating that any of the following types of events have occurred:

- loss of life or threat of loss of life;
- injury to students or employees that will require significant medical care or that affects multiple people;
- alleged sexual assaults or issues implicating protection of minors;
- major loss or damage to UA property (fire, flood, earthquake);
- when press contact about a significant negative issue is occurring;
- when members of the Board are likely to be contacted about a significant negative issue; or
- when the governor's office or legislators are becoming involved in a significant negative issue

You must immediately provide initial notice to the following people:

- President
- relevant Chancellor
- VP for Academic Affairs,
- VP for University Relations
- General Counsel
- Risk Services
- Chief Title IX Officer (*Title IX related reports only)

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Do not wait to develop all facts. *Simultaneous email to all listed individuals is preferred,* but use your judgment for initial notification method on a local level when dealing with an emergent situation.

B. The initial notification should indicate: when and where the incident occurred; what happened per initial reports; who was involved/affected and their University affiliation; what steps are required/being taken to address immediate harm; and who has been notified, including whether a Clery timely warning has issued. *Avoid speculation regarding responsibility/liability.*

C. Contact Information (rev. 1-31-18)

President & Vice Presidents	Chancellors
James R. Johnsen, President Email: jrjohnsen@alaska.edu dlmilke@alaska.edu Phone: (907) 450-8009	<u>University of Alaska Fairbanks</u> Dan White, Chancellor Email: dmwhite@alaska.edu uaf.chancellor@alaska.edu Phone: (907) 474-7112
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Mary Gower, Chief Title IX Officer Email: msgower@alaska.edu Phone: (907) 450-8145	
General Counsel	Risk Services
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