

DIRECT LINE: (632) 928-5107
VoIP TRUNKLINE 981-8500 LOCAL: 2583
FAX: (632) 928-5107
E-MAIL: ovcaa@ovcaa.upd.edu.ph

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-BMP 15-095

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL ACADEMIC COORDINATORS
ALL FACULTY MEMBERS

FROM : BENITO M. PACHECO, Ph.D.
Vice-Chancellor for Academic Affairs

SUBJECT : Field Incident Reporting

DATE : 1 October 2015

In the preceding Memorandums No. OVCAA-BMP 15-094 and 15-094-A, we noted that academic field activities (AFAs) form an integral part in the delivery of **specific** courses and programs.

With due diligence by all parties especially the faculty member in charge, every field activity is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the unlikely event that any untoward incident takes place during an AFA, the following serves as guide in the reporting. (Guidelines on other matters shall be circulated separately).

Major Incident: For purposes of university AFA, an incident is considered major if it cannot be addressed by the faculty member on site within approximately three (3) hours from the onset. In case of physical injury, an injury leading to hospitalization of a person or more severe incident is considered a major incident.

Minor Incident: For purposes of university AFA, an incident is considered minor if and only if it can be immediately addressed (within approximately three (3) hours from the onset of the incident) by the faculty member on site. Minor injury includes scratches and cuts, among others, that can be addressed by basic first aid on site.

In case of doubt, an incident shall be considered a major incident.

Immediate Verbal Reporting:

1. In case of major incident, the faculty member in charge of the AFA shall verbally report the incident to the parent, legal guardian or person-to-notify of each student concerned and to the higher authorities of the University, by means of a personal exchange or a phone call. An SMS message with corresponding acknowledgement by the recipient is also permissible. The chain of information shall be as follows:
 - a. The faculty member in charge of the AFA shall immediately notify the Department Chair, Division Head or Institute Director, and the parent, legal guardian or person-to-notify of each student concerned through contact details on file with the faculty for purposes of the AFA.

- b. The faculty member in charge shall also verbally inform his/her unit's specific AFA coordinator or its equivalent. For example, in case of NSTP class, the College/Unit NSTP Coordinator shall be verbally informed.
 - c. The Department Chair, Division Head or Institute Director, as applicable, shall verbally inform the Dean of the College or Director/Head of Unit.
 - d. The Dean of the College or Director/Head of Unit offering the course shall notify the Chancellor. In case of incident involving more than one College/Unit: the Dean or Director/Head of Unit offering the course shall notify as well the Dean/Director of every involved student's home College/Unit. The Dean(s) or Directors(s) of the home unit(s) in such case shall relay the information to each concerned Department Chair, Division Head or Institute Director.
2. A minor incident does not require immediate verbal reporting to higher authorities but requires written reporting.

Written Reporting

1. For every incident, major or minor, a written incident report must be prepared and furnished by the faculty member in charge within 24 hours from the onset of the incident. A major incident report requires more details than minor incident. The incident report must contain a full and objective narrative of the event, the actions taken to address the incident, and further actions that need be taken until the situation is fully addressed, if any. Each report must be promptly noted by the Department Chair, Division Head or Institute Director and promptly submitted to the Dean of the College or Director of the Unit, with copy furnished to the College/Unit's specific AFA coordinator or its equivalent if applicable. For example, in case of NSTP class the College/Unit NSTP Coordinator shall also be furnished a copy of the incident report together with the Dean/Director.
2. The Dean/Director shall promptly endorse every incident report to the Chancellor through the OVCAA. In case of NSTP class, the UPD NSTP Director shall also be furnished a copy by the Dean/Director. In case of major incident, the Dean/Director shall also furnish a copy of appropriate parts of the written report to every student's parent, legal guardian or person-to-notify through contact details on file with the faculty for purposes of the AFA.
3. In case of incident involving more than one College/Unit: the Dean of the College or Director/Head of Unit offering the course shall promptly furnish a copy of the incident written report to the Dean/Director of every involved student's home College/Unit. The Dean(s) or Directors(s) of the home unit(s) shall copy furnish the report to each concerned Department Chair, Division Head or Institute Director.

For both verbal and written reporting, there shall always be **full disclosure** of the incident details when communicating the incident **appropriately to the higher authorities of the University**. The gravity of the incident must never be downplayed.

Reports are **confidential** to the faculty member in charge and the higher authorities of the University, unless and until disclosed to other concerned parties as appropriate.

cc: *Chancellor*