

## Navigating the NEW Incident Reporting Webpage

In an effort to provide more ease and accuracy in reporting incidents, a team of leads for each reporting area developed content for a webpage. The team also worked closely with several departments across the college.

This web page will provide a one-stop shop for your reporting needs and will help the college collect data to inform staffing, resource, training, and programming needs.

Below, you will find instructions and key highlights in navigating the new site.

Go to [www.skagit.edu](http://www.skagit.edu) and scroll to the bottom of the page.

Under the "NEED TO KNOW", click on "Submit Campus Incident Report"



Figure 1 List with "Submit Campus Incident Report" circled in yellow

You are now on the new Incident Reporting page for SVC:

<https://www.skagit.edu/about/incident-reporting/>

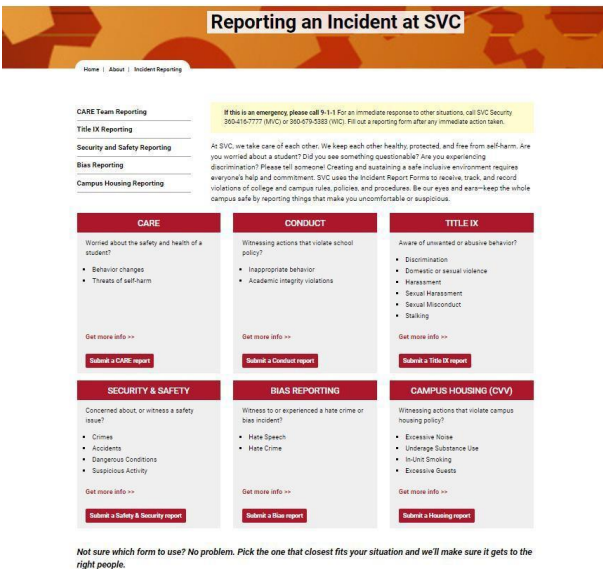


Figure 2 Graphic of main reporting page

# Navigating the NEW Incident Reporting Webpage

## Navigating the Main Incident Reporting page

- CARE Team Reporting
- Title IX Reporting
- Security and Safety Reporting
- Bias Reporting
- Campus Housing Reporting

If this is an emergency, please call 9-1-1 For an immediate response to other situations, call SVC Security 360-416-7777 (MVC) or 360-679-5383 (WIC). Fill out a reporting form after any immediate action taken.

At SVC, we take care of each other. We keep each other healthy, protected, and free from self-harm. Are you worried about a student? Did you see something questionable? Are you experiencing discrimination? Please tell someone! Creating and sustaining a safe inclusive environment requires everyone's help and commitment. SVC uses the Incident Report Forms to receive, track, and record violations of college and campus rules, policies, and procedures. Be our eyes and ears—keep the whole campus safe by reporting things that make you uncomfortable or suspicious.



Click on these to navigate between reports.



When reporting, if it is an emergency, please call 911 first. Then follow-up with a call to SVC security and THEN file the appropriate report.

Each report area has important information to help you narrow down which report to submit. Each of these information areas highlighted below has a description located at the bottom of the graphic.

<p><b>CARE</b></p> <p>Worried about the safety and health of a student?</p> <ul style="list-style-type: none"><li>Behavior changes</li><li>Threats of self-harm</li></ul> <p>Get more info &gt;&gt;</p> <p>Submit a CARE report</p>	<p><b>CONDUCT</b></p> <p>Witnessing actions that violate school policy?</p> <ul style="list-style-type: none"><li>Inappropriate behavior</li><li>Academic integrity violations</li></ul> <p>Get more info &gt;&gt;</p> <p>Submit a Conduct report</p>	<p><b>TITLE IX</b></p> <p>Aware of unwanted or abusive behavior?</p> <ul style="list-style-type: none"><li>Discrimination</li><li>Domestic or sexual violence</li><li>Harassment</li><li>Sexual Harassment</li><li>Sexual Misconduct</li><li>Stalking</li></ul> <p>Get more info &gt;&gt;</p> <p>Submit a Title IX report</p>
<p><b>SECURITY &amp; SAFETY</b></p> <p>Concerned about, or witness a safety issue?</p> <ul style="list-style-type: none"><li>Crimes</li><li>Accidents</li><li>Dangerous Conditions</li><li>Suspicious Activity</li></ul> <p>Get more info &gt;&gt;</p> <p>Submit a Safety &amp; Security report</p>	<p><b>BIAS REPORTING</b></p> <p>Witness to or experienced a hate crime or bias incident?</p> <ul style="list-style-type: none"><li>Hate Speech</li><li>Hate Crime</li></ul> <p>Get more info &gt;&gt;</p> <p>Submit a Bias report</p>	<p><b>CAMPUS HOUSING (CVV)</b></p> <p>Witnessing actions that violate campus housing policy?</p> <ul style="list-style-type: none"><li>Excessive Noise</li><li>Underage Substance Use</li><li>In-Unit Smoking</li><li>Excessive Guests</li></ul> <p>Get more info &gt;&gt;</p> <p>Submit a Housing report</p>

## Navigating the NEW Incident Reporting Webpage

Each report area is titled, has a question and bulleted information to help you in determining if it is the appropriate report for the incident you need to submit.

If you click on “Get more info>>”, you will be redirected to the landing page for that report area. There you will find more information in determining if it is the right report. You will also find contact information for each report area lead as well as resources and process flows.

Clicking the red “Submit a \_\_\_\_\_ report” button will take you to the actual incident report for that area. We will be following up with training on completing incident reports. In the meantime, if you need assistance in completing the report, please do not hesitate to reach out to any of the reporting leads team.

*\*If you are still not sure which form to use, pick the one that closest fits your situation and our team will make sure it gets to the right people.*

### If You Need Immediate Assistance

- **Immediate Medical Concerns:** Call 911 and SVC Security & Safety at **360.416.7777** and/or **360.679.5383** (WIC).
- **Police:** In an emergency, call 911. To report non-emergencies call:
  - Skagit County: **360.428.3211**
  - Island County: **360.679.9567**
- **SVC Security & Safety**
  - **360.416.7777** and/or **360.679.5383** (WIC)
- **SVC Counseling**
  - **360.416.7654**
- **National Suicide Prevention Lifeline**
  - **1.800.273.8255**
- **Veterans Crisis Line**
  - **1.800.273.8255**



Here you can find important contact information to various college and community resource departments/agencies.

### Related Pages

- [SVC Code of Student Conduct](#)
- [SVC Counseling and Advising](#)
- [Title IX](#)
- [BIAS](#)
- [CVV Housing](#)
- [SVC Security & Safety](#)
- [Skagit Domestic Violence & Sexual Assault Services](#)
- [Island County \(CADA\) – Citizens Against Domestic & Sexual Abuse](#)
- [National Suicide Prevention Line](#)

## Specific Incident Report Landing Pages

**CARE Team Reporting Page** (*show cased as an example of all report landing pages*):

The example below has areas highlighted and has a description located at the bottom of the graphic.

## Navigating the NEW Incident Reporting Webpage

The screenshot shows the Incident Reporting Home Page with a sidebar on the left and a main content area on the right. The sidebar contains several sections: 'Ready to Report?' (circled in red), 'Resources' (circled in blue), and 'Additional Resources' (circled in green). The main content area features a title 'What is the CARE Team?' followed by a definition of CARE and a list of four links: 'What is the CARE Process?', 'The Life of a CARE Report', 'How Do I Make a Report?', and 'Who Is On the CARE TEAM?'. A yellow rounded rectangle highlights the main content area.

Incident Reporting Home Page

CARE Team Reporting

Title IX Reporting

Security and Safety Reporting

Bias Reporting

Campus Housing Reporting

**Ready to Report?**

Review reporting options

**Resources**

- Counseling
- SVC Wellness Center & Food Pantry Facebook
- Student Life
- Employee Assistance Program (EAP)
- Disability Access Services (DAS)
- SVC Library
- Instructional Support (Tutoring)

**Additional Resources**

- Information for Students
- Information for Faculty and Staff
- Skagit Domestic Violence and Sexual Assault Services (DVSAS)
- Citizens Against Domestic & Sexual Abuse (CADA)

### What is the CARE Team?

CARE stands for **C**onsultation, **A**ssessment, **R**esource, and **E**ducation.

The SVC CARE Team works directly with students to find solutions to academic, social, and personal issues that may impact a student's potential for success. Congruently, SVC seeks to foster a climate of safety that requires the involvement of all college community members. Faculty, staff, students, and other community members are encouraged to report observed behavior that warrants concerns for the safety and well-being of the community, or the safety of an individual.

- ▶ What is the CARE Process?
- ▶ The Life of a CARE Report
- ▶ How Do I Make a Report?
- ▶ Who Is On the CARE TEAM?

**Ready to report?:** This area (link) will take you to the main incident report page.

**Resources:** These links typically direct you to an in-house (SVC) resource.

**Additional Resources:** These links typically direct you to outside resources or additional internal documents and helpful information. May also direct you to SVC policies. Internal documents or information can provide helpful examples for you to use in making more informed decisions, providing examples of faculty/staff email communications with students, providing students with information on specific reports and why they are being contacted.

**Main and dropdown accordion areas:** This area describes the type of report in more detail, what the process is, contact information of lead in the specific reporting area, and how to make/submit a report.

## Navigating the NEW Incident Reporting Webpage

Please take time to review the new incident reporting webpages. If you have questions about the site or reporting, please contact any of the reporting team:

Report	Lead	Contact Information
<b>CARE</b>	Sandy Jordan- <i>Title IX Coordinator</i>	<a href="mailto:sandy.jordan@skagit.edu">sandy.jordan@skagit.edu</a> 360.416.7923
<b>CONDUCT</b>	Brooke Writer- <i>Student Conduct Administrator</i>  Brian Murphy- <i>Director of Student Life</i>  Leah Eberle- <i>Assistant Director, Student Life</i>	<a href="mailto:brooke.writer@skagit.edu">brooke.writer@skagit.edu</a> 360.416.7686  <a href="mailto:brian.murphy@skagit.edu">brian.murphy@skagit.edu</a> 360.416.7690  <a href="mailto:leah.eberle@skagit.edu">leah.eberle@skagit.edu</a> 360.679.5303
<b>TITLE IX</b>	Sandy Jordan- <i>Title IX Coordinator</i>  Carolyn Tucker- <i>Vice President of Human Resources and Title IX/EEO</i>	<a href="mailto:sandy.jordan@skagit.edu">sandy.jordan@skagit.edu</a> 360.416.7923  <a href="mailto:carolyn.tucker@skagit.edu">carolyn.tucker@skagit.edu</a> 360.416.7679
<b>SAFETY &amp; SECURITY</b>	Scott Snider- <i>Director of Security and Emergency Management</i>	<a href="mailto:scott.snider@skagit.edu">scott.snider@skagit.edu</a> 360.416.7776
<b>BIAS</b>	Yadira Rosales- <i>Associate Vice President of Equity &amp; Inclusion</i>	<a href="mailto:yadira.rosales@skagit.edu">yadira.rosales@skagit.edu</a> 360.416.7930
<b>CAMPUS HOUSING (CVV)</b>	Griffin Uchida- <i>Director of Residence Life</i>	<a href="mailto:griffin.uchida@skagit.edu">griffin.uchida@skagit.edu</a> 360.416.7967

This webpage is in ongoing development. As you navigate through the site and you see anything that needs updated or is missing please reach out to Sandy Jordan at [sandy.jordan@skagit.edu](mailto:sandy.jordan@skagit.edu).

If you or your team would like to have a short presentation about this website and how to report, please contact Sandy Jordan at [sandy.jordan@skagit.edu](mailto:sandy.jordan@skagit.edu).