

Incident Process

1. Incident report filled out and sent to Administrator.
2. Administrator would pass on to the Incident Committee that would consist of:
President, Vice President and age director that the incident pertains to.
3. The Committee would review the Incident Report, gather further information if required, and then record and inform person/persons of course of action taken.
(This process should take no longer than 7 days after incident report was received).
4. The Committee would then inform the board of incident.

