

# OREGON STATE HOSPITAL

## POLICY ATTACHMENT

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**PROCEDURES A:** Incident Reporting Exceptions **POLICY: 1.003**

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**POINT PERSON:** Director of Quality Management

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**APPROVED:** Interim Superintendent **DATE: APRIL 23, 2024**

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**SELECT ONE:**

<input type="radio"/> New policy attachment	<input checked="" type="radio"/> Minor/technical revision of existing policy attachment
<input type="radio"/> Reaffirmation of existing policy attachment	<input type="radio"/> Major revision of existing policy attachment

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### I. EXCEPTIONS

- A. As an exception, the following reportable incidents shall be reported in the electronic OSH incident reporting system by designated persons only. Designated persons only need to create one incident report for the following reportable incidents. Designated persons are as follows:
1. Code red – reported by the Director of Safety or designee
  2. Code orange – reported by the Director of Safety or designee
  3. Code silver – reported by the Director of Security or designee
  4. Widespread mechanical system failure (i.e., sally port or door locking failure) – reported by Director of Facilities or designee
  5. Widespread technology system failure (i.e., phone or network outage) – reported by the Director of Technology Services or designee
  6. Events that require law enforcement, emergency medical services, or fire service response outside the secure perimeter only; - reported by the Director of Security or designee