

Severity	Topic	Escalation steps	Who/what office	How reported	When to report
High	Allegation of child abuse/neglect/misconduct	1	DHS (1-855-503-7233) or law enforcement	Call	Immediately
		2	EOA via Maxient	Online form	As soon as possible
		3	Triage/Response Team	EOA initiates	n/a - Maxient
High	Threat of serious harm to self or others (e.g., missing child, intruder, dangerous person on premises, etc.)	1	9-1-1 (if emergency) or local law enforcement	Call	Immediately
		2	Dean/VP* + YSC	Call/email/in-person	As soon as possible
		3	Public Incident Report	Online form	within 24 hours
High	Injuries/illness/damage resulting from unsafe conditions, hazards or staff action/inaction	1	9-1-1 (if emergency) or local medical response	Call	Immediately
		2	Dean/VP* + YSC	Call/email/in-person	As soon as possible
		3	Public Incident Report	Online form	within 24 hours
High	Reasonable concern of discrimination, harassment, bullying, or retaliation in an OSU program	1	EOA via Maxient	Online form	As soon as possible
		2	Triage/Response Team	EOA initiates	n/a - Maxient
Moderate	Near misses - no damage or injury, but potential for greater impact with a slight shift in time or position	1	Unit-level	Internal incident report	As soon as possible
		2	Public Incident Report	Online form	within 24 hours
Low	Minor injury (bump/bruise/scrape) <u>not</u> resulting from unsafe conditions, hazards or staff action/inaction	1	Unit-level	Internal incident report	As soon as possible
Low	Non-communicable illness that results in a youth needing to sit out or be sent home for the day	1	Unit-level	Internal incident report	As soon as possible
Low	Behavioral issues or verbal conflicts b/w youth	1	Unit-level	Internal incident report	As soon as possible
Low	Parent grievances or complaints with no reasonable concern of discrimination/harassment	1	Unit-level	Internal incident report	As soon as possible

\* Dean/VP or Dir. of Youth Safety to engage General Counsel and upper administration, as appropriate