

Pat Pitney

Interim President

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January 14, 2021

TO: Chancellors, Provosts, Vice Chancellors for Administrative Services, Vice Chancellors

[REDACTED]

University Risk Managers

FROM: Pat Pitney, Interim President

RE: Immediate Reporting of Incidents to Senior Leadership

Delay in reporting incidents to senior leadership can impair coordination, delay appropriate response, and

Immediate Reporting of Incidents to Senior Leadership

August 13, 2020

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- VP for University Relations
- General Counsel
- Risk Services
- Chief Equity and Compliance Officer (*Title IX related reports only)

Do not wait to develop all facts. *Simultaneous email to all listed individuals is preferred* but use your judgment for initial notification method on a local level when dealing with an emergent situation.

The initial notification should indicate when and where the incident occurred, what happened

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per initial reports; who was involved/affected and their University affiliation; what steps are

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