**Incident Reporting System**

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* System to assist Campus Safety and Security Services
* On campus 911 calls, slips and falls, break ins
* Hazards on campus
* Current: signing in to shift, time sheet
* Want: Incident Reporting System
* Mobile-friendly app for community to submit info re: hazards, emergency
* Multiple security levels
* Restrict who sees things based on user role
* See who has edited files
* Microsoft SQL Server (or the like) backed (not excel, access)
* One database, shared access among 3 campuses

Wanted features:

* Notepad
* GPS (location tracking system)

Panel:

* Staff panel, drag staff onto event log ; last name first name, last building, differentiate which staff are on which campus/building
* Organizations – RCMP, ambulance, etc
* Can use similar form for different work, but the mechanisms are specific to each type of work (hot work, lone worker, etc.)
* No preference re: Android or iOS. Currently, SFU prefers iOS, customer prefers all OS compatible

Roles:

* Dispatcher – uses web app
* Guard – uses mobile and a web app (same functionality)
* SFU community member – uses mobile

Mobile app:

* Data re: rooms,
* Putting in a narrative as to what happened
* Take photos, submit photos
* Can also see completed reports
* Attachments, Persons (a database of everybody), Involvements (people involved in the current activity), Organizations, Vehicles, Items
* Caller’s Name, Contact Number, Type, Other, Link, Controls
* Building, Room Number, Space Type, Department, Service Request Submitted
* Description Box,
* Executive Summary Box (option to email out)
* Request DateTime
* Activity Number
* File Number
* Create button
* This form is launched from the dispatcher interface when a guard is “dragged” onto the assignment panel (being assigned to an incident)
* Authentication – hybrid, local authentication, and cas authentication

EHRS: Environmental Health and Research Safety (handles near-misses and lab safety)