

James R. Johnsen, Ed.D.

President

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UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

TO: Chancellors  
Provosts  
General Counsel  
Risk Services  
University Risk Managers

FROM: James R. Johnsen, President

A handwritten signature in black ink that reads "James R. Johnsen".

DATE: October 22, 2015

RE: Reporting of Events to the President, General Counsel, and Risk Services

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Delay in reporting incidents to senior leadership can impair coordination, delay appropriate response and have serious consequences. Delay or failure to report can also significantly impact the University's insurance coverage and premiums.

Please maintain this memo as a standard operating procedure, distribute to your senior leadership teams and ensure that it is distributed to all individuals at your universities who are in a position to report the incidents described below.

**A. Incidents and Events Requiring Immediate Reporting to the President, Chancellor, General Counsel, and Risk Services**

When you receive information indicating that any of the following events occurred, you must immediately provide initial notice using multiple modes to the President, the relevant Chancellor, General Counsel and Risk Services **without waiting to develop all facts**:

- Loss of life or threat of loss of life;
- Injury to students or employees that will require significant medical care or that affects multiple people;
- Alleged sexual assaults or issues implicating protection of minors;
- Major loss or damage to UA property (fire, flood, earthquake);
- When press contact about a significant negative issue is occurring;
- When members of the Board are likely to be contacted about a significant negative issue;
- When the governor's office or legislators are becoming involved in a significant negative issue.

## **B. Incidents and Events Requiring Immediate Notification To General Counsel & Risk Services**

In addition to the general categories listed above, the following specific incidents or events must be immediately reported to General Counsel and Risk Services:

- Incidents in A;
- Fatalities;
- Paralytic injury (paraplegia, quadriplegia);
- Major burns (25% or more of body);
- Amputation or permanent loss of sensation major extremity;
- Head or brain injuries resulting in coma, etc.;
- Loss of sight or hearing;
- Spinal injuries resulting in incontinence;
- Indicators of sexual molestation or allegations of sexual assault, rape;
- Allegations of medical malpractice by University personnel or students.

## **C. Reporting Incidents and Events is Essential to Promoting a Culture of Accountability and Safety**

Prompt reporting incidents and events as outlined above is necessary for the University of Alaska to develop and maintain a culture of accountability and safety for its students, faculty, staff, and the other users of our campuses.

- Encourage colleagues and staff to respond to and report errors or deficiencies, especially those concerned with safety;
  - Don't shoot the messenger – welcome opportunities to correct deficiencies;
  - When an employee timely self-reports a good faith error, first respond initially with appreciation for the self-report, then correct the error, then correct the employee mistake later as appropriate.
- Disclose errors in your area of responsibility at least to the next level in the organization and to the person with formal authority over the department. Fully and forthrightly describing the nature of a mistake or error to the next appropriate level of the organization allows for fact-based decision making and avoids any allegation of cover-up.
- Be proactive in addressing potential errors or deficiencies.

**D. Contact Information**

<b>President</b>	<b>Chancellors</b>
<p>James R. Johnsen, President            Email: <a href="mailto:jrjohnsen@alaska.edu">jrjohnsen@alaska.edu</a>            Phone: (907) 450-8000</p> <p>President Johnsen’s Assistant:            Dianne Milke            Email: <a href="mailto:dlmilke@alaska.edu">dlmilke@alaska.edu</a>            Phone: (907) 450-8000</p>	<p><u>University of Alaska Fairbanks</u>            Michael Powers, Chancellor            Email: <a href="mailto:michael.powers@alaska.edu">michael.powers@alaska.edu</a>  <a href="mailto:uaf.chancellor@alaska.edu">uaf.chancellor@alaska.edu</a>            Phone: (907) 474-7112            Chancellor Powers’ Assistant:            Debby Queen            Email: <a href="mailto:dkqueen@alaska.edu">dkqueen@alaska.edu</a>            Phone: (907) 474-7920</p> <p><u>University of Alaska Anchorage</u>            Thomas Case, Chancellor            Email: <a href="mailto:tom.case@uaa.alaska.edu">tom.case@uaa.alaska.edu</a>  <a href="mailto:chancellor@uaa.alaska.edu">chancellor@uaa.alaska.edu</a>            Phone: (907) 786-1437            Chancellor Case’s Assistant:            Celesta Richardson            Email: <a href="mailto:cfrichardson2@uaa.alaska.edu">cfrichardson2@uaa.alaska.edu</a>            Phone: (907) 786-1344</p> <p><u>University of Alaska Southeast</u>            Richard Caulfield, Chancellor            Email: <a href="mailto:rcaulfield@uas.alaska.edu">rcaulfield@uas.alaska.edu</a>            Phone: (907) 796-6565            Chancellor Caulfield’s Assistant:            Keni Campbell            Email: <a href="mailto:keni.campbell@uas.alaska.edu">keni.campbell@uas.alaska.edu</a>            Phone: (907) 796-6509</p>

<b>General Counsel</b>	<b>Risk Services</b>
<p>Michael Hostina, General Counsel            Email: <a href="mailto:mphostina@alaska.edu">mphostina@alaska.edu</a>            Phone: (907) 450-8080</p> <p>Sacha Layos            Email: <a href="mailto:slayos@alaska.edu">slayos@alaska.edu</a></p> <p>Naomi Marley            Email: <a href="mailto:nmarley1@alaska.edu">nmarley1@alaska.edu</a></p> <p>GC Email Address:  <a href="mailto:legal@alaska.edu">legal@alaska.edu</a></p>	<p><u>System Office of Risk Services</u>            Anchorage Phone Numbers for Claims – Call First:            (907) 786-1140            (907) 786-6119</p> <p>Fairbanks Phone Number:            (907) 450-8150</p> <p>Incident Reporting Web Portal:  <a href="https://www.alaska.edu/risksafety/">https://www.alaska.edu/risksafety/</a></p>