



Director Approval - Original Approval Date: 12/31/2016
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Signature: _____

PARKS & RECREATION

Date: 12/31/2016 **Updated:** 12/31/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 9.1.2 LOPR_Incident Response Guidelines

Background:

There are procedures outlined and actions that need to be taken in the event of employee accidents/incidents and citizen/volunteer accidents/incidents.

The City of Lake Oswego Human Resources (HR) Personnel Policy 5.1.4 Incidents, Injuries and Accidents defines the requirements for reporting.

The policy can be found at the City Private Pages, HR

Please note that Vehicular Incidents is covered in PP&P, 7.7.A LOPR_City Vehicle Use Guidelines.

Forms can be found at the City Private Pages, HR

Citizen or Volunteer Accident/Incident Form

Employee Accident/Incident Form

For Non-Emergency Incident Reporting, refer to PP&P 9.1.2.A LOPR_Non-EOC Incident Response Guidelines.

Responsibility/Contacts: Deputy Directors, Administrative Assistant