What is Incident Reporting?

• The Incident Reporting System is an all-in-one solution for cross-departmental incident tracking and management.

• Incident Reporting tracks streamlines and automates the entire activity, incident, investigation and analysis workflow.

• Incident Reporting provides organizations the visibility they need to manage risks, identify threats at individual sites and counteract the trends and activities with the potential to impact their people, property and assets.

• E-Alerts is the form used to submit your information.
OFFICE OF SECURITY

Click Here for upcoming Emergency Procedures Trainings

Emergency Procedures Manual

Main Office
6 Baldwin Street, Room 312
Montpelier, Vermont 05633-2101
Phone: (802) 828-6974

Emergency Contact Information
24/7 Statewide Security Phone Number: (802) 828-0777

Report An Incident
Request Security Information
Request a New Badge
Request Additional Access
Request a Parking Permit
Request Security System Service
Request for Uniform Security Coverage
Welcome

When you first access E-Alerts you are prompted to select an E-Alert interface.

When you have finished reading the information provided after making your selection, click Next to move on to the main E-Alert page.

Let’s walk through an Incident Report.
This is the main E-Alert page, where information is captured.

The first section labeled "Guidelines" will provide any pertinent instructions.

You will also find a list of security incident definitions to aid in your selection of type of incident being reported.

Next - Scroll down from section to section and complete as much information as possible.

Welcome to The State Of Vermont's Incident Reporting System.

If you have an immediate emergency, you should call our 24/7 emergency line at 802-828-0777 for assistance from the Security Officer on Duty.

This Form must be completed and submitted within 30 minutes - please plan accordingly.

To complete this eALERT, please submit as much information as possible. The more detailed you are, the better Security can react to your report. You should always provide a summary of the incident in the Narrative section of the form. You will also be able to add files and/or pictures to this eALERT in the attachment section.

When you have completed the forms, please click on Submit in the upper right or at the bottom of the report. You will receive an acknowledgement and a ticket number for your future reference. Please use this ticket number for any future correspondence concerning this incident.

If you need additional help in creating the eAlert, visit the BGS Security Home Page http://www.bgs.vermont.gov/security and click on "How to use the Security Incident Report" for a Power-Point that will assist you.

Be sure to always include all relevant details of the incident in the Narrative section of the eAlert. Security Staff uses the information in this section to help assess any threats or other details which may require action to be taken.

If you are attaching an internal form it is acceptable to cut and paste the narrative from that form into the Narrative section of this report.

You must complete the report within a 30 minute time frame or you will loose your information.
Adding Information

General Information

This section is for basic information as to who is reporting the incident and the location and Agency/Department involved.
Adding Information

Reporters and Victims

This section is to list who is reporting this incident and who are the victims.
Incident Details

A lengthy section to provide as much information as you can.

- Incident Type
- Suspect Name
- Suspect’s Date of Birth
- Suspect’s Phone #
- Suspect’s Address
- Date and time of Incident
Incident Details Continued

Provide as much information as you can.

- Vehicle Involved?
- Employment Information?
- Dept. of Corrections Info
- Restraining Orders or No Trespass?
Incident Details Continued

Provide as much information as you can.

• Date and Location of Incident
• Weapons Information
• Relationships and Impacts
Incident Details Continued

Behavior Information

Accessibility to victims
Incident Details

- Safety precautions and Responses....

- Other Safety Precautions

- Additional

- Recommendations
Narrative

Describe the Incident in detail. Be sure to include any important information not in the forms above.

"Mr. Mouse appeared at the cafeteria and proceeded to steal all of the cheese. As you might expect, all the people who ordered cheeseburgers were visibly upset."
Incident Details

Attachments

Attach any relative photos or documents

REMINDER – You must complete and submit your report within 30 minutes. Have all materials handy and schedule the time to complete the report.