

Leave Voicemail

Acknowledge

Meeting

Response

Someone leaves a voicemail to the Member Safety Inbox

One member of Member Safety listens to the voicemail and calls the caller back to acknowledge that Member Safety has received the message and will meet to discuss.

Within 1-2 days, Member Safety meets to discuss. This meeting is a Triage which may involve choosing to directly respond or may involve pulling in other officers/committees/resources as appropriate

If an incident involves a person on the member safety committee, they will recuse themselves from the discussion.

One member of Member Safety will call back the person who reported with a recommended next step which could be further discussion with the committee, additional gathering of information, or looping in additional members of the committee.

Submit Report Form with Contact Information

Acknowledge

Meeting

Response

Someone uses the online form to submit an incident report and includes their contact information.

One member of Member Safety reads the report and communicates with the person who submitted to acknowledge that Member Safety has received the message and will meet to discuss.

Within 1-2 days, Member Safety meets to discuss. This meeting is a Triage which may involve choosing to directly respond or may involve pulling in other officers/committees/resources as appropriate

If an incident involves a person on the member safety committee, they will recuse themselves

One member of Member Safety will communicate back to the person who reported with a recommended next step which could be further discussion with the committee, additional gathering of information, or looping in additional members of the committee.

Submit Report Form Anonymously

Acknowledge

Meeting

Response

Someone uses the online form to submit an incident report and does not include their contact information.

One member of Member Safety reads the report and schedules a Member Safety meeting.

Within 1-2 days, Member Safety meets to discuss. This meeting is a Triage which may involve choosing to directly respond or may involve pulling in other officers/committees/resources as appropriate

If an incident involves a person on the member safety committee, they will recuse themselves from the discussion

After the meeting, Member Safety may choose to take direct action, contact additional society/chapter leaders, gather additional information, or choose to take no action. The outcome will depend on the incident reported but every incident will be investigated to the best of our ability.