

INCIDENT REPORT POLICY

OVERVIEW: There have been accidents, injuries, medical situations, and individual behavior incidents in our PPE Community, that do not come to the attention of the PPE Office, that would be helpful to know in some instances, and necessary to know in other situations. A recent example was an incident on the golf course where 911 was called, without the knowledge of the PPE office, and the ambulance bill was sent to PPERO Assoc. Inc. The policy below is an attempt to create a reasonable method of consistently recording such incidents for both information and liability purposes.

POLICY: Whenever an accident, injury, medical situation or individual behavior incident occurs, on Polo Park East RO Association Inc. property, the incident report should be submitted to the PPE Office. Any PPE resident, employee, or Board member should fill out the attached form relating to the incident.

The PPE Office will keep the report on file and initiate any further required action.

Approval Date: March 9, 2016

Ang R. Bross