

Approval Date: May 31, 2004

Parent Policy: [Firearms Policy](#)

Firearms Incident Reporting Procedure

Office of Administrative Responsibility:	Campus Security Services
Approver:	Vice-President (Finance and Administration)
Scope:	Compliance with University procedure extends to all members of the University community.

Purpose

To state the incidences when a Firearms Incident Reporting Form is to be submitted to Campus Security Services.

PROCEDURE

Staff have an obligation to report firearms incidents about which they have knowledge. External members of the University community may also use this procedure to bring issues to the awareness of the University. The confidentiality of any disclosure will be appropriately protected. All Staff involved in a possible subsequent investigation maintain the rights, privileges and protections afforded to them through the applicable University policy and collective agreements if effect at the time.

A Firearms Incident Reporting Form is to be submitted when:

- A firearm is discharged causing bodily injury or death to a person.
- A firearm is discharged causing injury or death to an animal that is not the subject of research.
- A firearm is discharged causing property damage.
- A firearm is discharged accidentally.
- A firearm is inappropriately used or handled.
- A firearm or ammunitions are observed to be improperly stored.
- A firearm becomes inoperable or damaged.
- Any mysterious disappearance (i.e. loss or theft) of a firearm.
- Any other occurrence or observation of any kind that one would reasonably assume should be brought to the attention of the University.

Incidents involving the bodily injury or death of a person, property damage, and mysterious disappearance must be immediately brought to the attention of the following:

- Local Police Department and/or Fish and Wildlife Officer or Forest Officer (as applicable)
- UofA Campus Security Services (24 hours), 1-780-429-5050
- UofA Risk Management, 1-780-492-8886

Forms can either be downloaded on-line and sent to Campus Security Services, University of Alberta, Education Car Park, Edmonton, AB, T6G 2R5 or can be completed in person at the Campus Security Services office.

DEFINITIONS

There are no definitions for this Procedure. [[▲Top](#)]

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Firearms Incident Reporting Form](#)

RELATED LINKS

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[Firearms Act](#) (Department of Justice)