**DBIC incident reporting policy**

**Purpose**
To maintain a safe research environment, we need to strengthen policies and procedures that will ensure researchers, participants, and the MRI environment are properly screened for metal.

**Policy**
For the purposes of this policy, an **emergency** in the DBIC is a situation that requires a first responder such as fire, medical or security personnel. An example would be a ferromagnetic object brought into the scan room that injures a human. The research personnel would dial **911** and report the emergency to room **B75** in **Moore Hall**. As soon as it is safe and possible, they would also call Michael Pearl (603-359-7298) to report the emergency. If Michael Pearl cannot be reached, Courtney Rogers (603-667-5545) is the secondary contact.

A "near miss" is a situation in which a violation of DBIC protocols or other unforeseen event creates a substantially elevated risk of injury or major equipment damage, without actually incurring injury. An example would be any ferromagnetic object loose in the scanner room. The DBIC requires that any **near-miss incident** and/or equipment damage must be immediately reported **by email** to Tor Wager (DBIC Director) and Michael Pearl (MRI Technologist).

**Other reportable issues** include becoming aware of any prohibited items hazards present in the MRI environment that could make their way into the scanner bay. i.e. staples or other small metallic objects on the floor, any damaged or missing equipment, any breaches of MRI safety procedures.

It is imperative that all users follow safety protocols and report incidents and potential hazards immediately. Failure to complete the experimenter forms, follow safety procedures, or report violations will result in a review by the Director, and may result in revocation of scan operator or scan buddy privileges.

**Definitions**
- **MRI environment** – the **MRI environment** refers to the entirety of the DBIC space, including: the changing room, participant waiting area, control room, and scanner bay.
- **Near miss** – any occurrences involving ferromagnetic metal accidentally or intentionally brought into the scanner bay and becoming a projectile, or any other potentially injurious hazards. A **near miss** would not involve an injury.

**Guidelines**

- To reduce the probability of an unsafe occurrence, we require a rigorous and conservative safety process with the following elements.
    - Remove all objects from clothing and person (e.g., jewelry, keys, phones, etc.)
    - Change into scrubs (required for both experimenters and participants)
    - Visually inspect the MR control room and waiting area for loose metal objects (e.g., staples, scissors, keys). Only MR-safe items are allowed through the air-locked door.
    - Administer the subject MR safety screener: Verbally and visually confirm that all objects have been removed from everyone accessing the MRI room.
    - Screen everyone with the hand-held metal detector
    - Screen everyone with the wall-mounted metal detector

**Process**

In the event that a **near-miss** incident occurs, email Tor Wager (Tor.D.Wager@dartmouth.edu) and Michael Pearl (Michael.A.Pearl@dartmouth.edu) with the following information:

- People present
- Date and time
- Description of what happened (e.g., someone brought scissors into the scan room)

For **other reportable incidents**, email Tor Wager (Tor.D.Wager@dartmouth.edu) and Michael Pearl (Michael.A.Pearl@dartmouth.edu) with the following information:

- People present
- Date and time
- Description of what happened (e.g., the button box was dropped, paper clips were on the control room floor, etc.)

Tor and Mike will review and respond within one business day.