



All incidents that result in injury and/or damage to property occurring on UWS campuses, on adjacent campus property, or at off-campus clinics are reported in a timely manner and properly investigated. UWS responds to emergencies including accidents, injuries, life-threatening situations, assaults, and other unforeseen and/or dangerous occurrences on campus. For matters of sexual misconduct, follow [Policy 1004 Nondiscrimination and Anti-harassment](#).

Note: All accidents, injuries or incidents are required to be reported via the [online reporting system](#) available on the UWS website.

Emergencies

In the event of a life threatening or hazardous situation, assault, security threat, or a medical emergency, these procedures are to be followed:

1. Call 911 immediately.
2. Call UWS campus safety at 503-206-3206 (or 211 from a campus phone).
3. Designated campus safety personnel respond to the emergency, assess the situation, and call 911 if others have not already done so. Campus designated safety personnel provide information to the police and responding agencies.
4. If an injured individual is unable to walk without further risk of injury, the individual is moved only by qualified personnel.
5. If an injured individual is able to walk without further risk of injury, the individual proceeds to a UWS health center for evaluation or seeks care elsewhere off campus.
6. The designated campus safety officer notifies the provost or VP of operations and campus planning in the case of emergencies requiring hospital treatment or adverse impact to UWS property.
7. The provost or VP of operations and campus planning notifies the campus community of any emergencies that present a danger to others via the campus emergency notification system and other appropriate platforms. The administration takes all necessary steps to ensure the safety of all constituents.
8. The designated campus safety officer completes an incident report via the [online reporting system](#), takes witness information and statements, asks for police contact information, and collects all relevant information and reports at the scene.
9. If the affected person is a UWS employee, the designated campus safety officer notifies the office of human resources.
10. If the affected person is a student, the designated campus safety officer notifies the office of student services.
11. Within 24 hours of the accident/injury/incident, the designated campus safety officer submits a copy of all reports and information obtained at the scene to the VP of operations and campus planning.
12. Upon receipt of the incident report, the VP of operations and campus planning reviews the report and any associated materials and forwards the report to necessary parties. The VP of operations and campus planning investigates to resolve any questions, safety/security issues, or concerns.
13. Designated campus safety personnel note the date, time, and place of the accident/injury/incident in the safety log. The safety log and copies of all reports and materials are kept in a secure location in the campus safety office.

Policy 1003 Accident, Injury, Incident Response

Established: 01/29/2002

Revision History: 11/04/2015, 08/30/2012, 03/05/2009



Clinic Responsibilities

If an injured individual is evaluated at a UWS health center, the treating clinician is required to urge the individual to report the incident via the [online reporting system](#), if it has not already been reported. In the case of sexual misconduct, the clinician is required to notify the office of student services (for students) or human resources (for employees).

In-Class Injuries

If an injury occurs in class, these procedures are followed:

1. If a student reports the injury to an instructor, the instructor completes an incident report via the [online reporting system](#).
2. Within 24 hours of receiving the incident report, the VP of operations and campus planning designates the dean of the program in which the student is enrolled and other necessary parties to investigate and provide information as needed for adequate follow-up with the injured student.

Safety Issues and Repairs

If an unsafe condition on campus contributed to the accident/injury/incident, these procedures are followed:

1. The designated campus safety officer responding to the scene immediately notifies facilities/maintenance of the condition or repair issue if the condition presents an impending risk to others. If so, the designated safety officer remains at the site until maintenance personnel arrive.
2. If a patient reports a campus safety condition at a UWS health center, the patient's clinician immediately notifies the clinic director who will forward the information to the VP of operations and campus planning.
3. If the condition does not present an immediate risk to others, the designated safety officer places a visible barrier or marker at the site until the repair has been completed.
4. The VP of operations and campus planning verifies that the safety issue has been resolved.

Related Policies: [Policy 1004 Nondiscrimination and Anti-harassment](#)
[Policy 1014 Needlestick and Body Fluid Exposure](#)
[Policy 1020 Hazardous Materials Handling and Communication](#)
[Policy 3019 Timely Warning Notification](#)
[Policy 3020 Closing due to Inclement Weather or Emergency](#)

Key Words: accident, biohazard, blood, bloodborne, body fluid, confidentiality, emergency, exposure, incident, injury, investigate, needlestick, pathogen, risk, train, waste