



All incidents that result in injury and/or damage to property occurring on UWS campuses, on adjacent campus property, or at affiliated clinic sites are reported in a timely manner and are 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, contact the Title IX Coordinator and follow [Policy 1016 Title IX Sexual Harassment](#) and/or [Policy 1004 Nondiscrimination and Anti-harassment](#).

**Note:** All accidents, injuries or incidents are reported via the UWS Safe app or 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.
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 representatives.
4. If an injured individual is unable to walk, the individual is moved only by the UWS medical response team, and/or other emergency responders.
5. If an injured individual is able to walk, the individual is evaluated by the UWS medical response team
6. The designated campus safety staff member on duty notifies the Executive Director of Emergency Management, Safety, Security, and Campus Operations in the case of emergencies requiring hospital treatment or adverse impact to UWS property.
7. The Executive Director of Emergency Management, Safety, Security, and Campus Operations notifies the campus community of any emergencies that present a danger to others via the campus emergency notification system and other appropriate platforms. The university takes all necessary steps to ensure the safety of all constituents.
8. The designated campus safety staff member on duty completes an incident report via the UWS Safe app or 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 Executive Director of Emergency Management, Safety, Security, and Operations or designee notifies the office of human resources.
10. If the affected person is a student, the Executive Director of Emergency Management, Safety, Security, and Operations or designee notifies the office of student success.
11. Within 24 hours of the accident/injury/incident, the designated campus safety staff member on duty submits a copy of all reports and information obtained at the scene to the Executive Director of Emergency Management, Safety, Security, and Campus Operations.



12. Upon receipt of the incident report, the Executive Director of Emergency Management, Safety, Security, and Campus Operations reviews and forwards the report and any associated materials to the appropriate party or parties to act on the incident. The Executive Director of Emergency Management, Safety, Security, and Campus Operations investigates to resolve any questions, safety/security issues, or concerns.
13. Designated campus safety staff members on duty 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.

### **Clinic Responsibilities**

If an injured individual is evaluated at a UWS health center, the treating clinician is required to report the incident to the Chief Medical Officer and advises the individual to report the incident via the UWS Safe app or the [online reporting system](#), if it has not already been reported. In the case of sexual misconduct, the clinician is required to notify the Title IX Coordinator, except when the clinician became aware of the sexual misconduct in the context of a doctor-patient relationship and the information is protected by confidentiality. In cases where the knowledge of sexual misconduct is protected by doctor-patient confidentiality, the clinician informs the patient of how to report the incident (via the UWS Safe app or the [online reporting system](#)) and advises them to do so.

### **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 UWS Safe app or the [online reporting system](#).
2. Within 24 hours of receiving the incident report, the Executive Director of Emergency Management, Safety, Security, and Campus Operations advises the vice president for academic affairs and the dean of the program in which the student is enrolled and provides information as needed for adequate investigation and 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 staff member on duty responding to the scene immediately notifies Executive Director of Emergency Management, Safety, Security, and Operations of the condition or repair issue. If the condition presents an impending risk to others, the designated safety staff member on duty remains at the site until maintenance personnel arrive.
2. An After-Action Report (AAR) is completed by the Executive Director of Emergency Management, Safety, Security, and Operations to identify area(s) for improvement and determine the responsible party or parties to act on the identified area(s) of improvement.
3. If a patient reports a campus safety condition at a UWS health center, the patient's UWS health care provider immediately notifies the Chief Medical Officer who may forward relevant information to the Executive Director of Emergency Management, Safety, Security, and Campus Operations.



4. If the condition does not present an immediate risk to others, the designated safety staff member on duty places a visible barrier or marker at the site until the repair has been completed.
5. The Executive Director of Emergency Management, Safety, Security, and Campus Operations verifies that the safety issue has been resolved.

**Related Policies:** [Policy 1004 Nondiscrimination and Anti-harassment](#)  
[Policy 1014 Needlestick and Body Fluid Exposure](#)  
[Policy 1016 Title IX Sexual Harassment](#)  
[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