



All incidents that result in injury and/or damage to property occurring on UWS campuses, on adjacent campus property, or off-campus community based clinical education must be 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, 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](#).

On-campus/UWS Sponsored Events

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 campus operations and safety manager in the case of emergencies requiring hospital treatment or adverse impact to UWS property.
7. The campus operations and safety manager 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](#), 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 campus operations and safety manager or designee notifies the Office of Human Resources.
10. If the affected person is a student, the campus operations and safety manager or designee notifies the Office of Student Affairs.
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 campus operations and safety manager.
12. Upon receipt of the incident report, the campus operations and safety manager reviews and forwards the report and any associated materials to the appropriate party or parties to act on the



incident. The campus operations and safety manager 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.

The individual to report the incident via the [UWS Safe app](#), 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](#)) 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](#).
2. Within 24 hours of receiving the incident report, the campus operations and safety manager 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 campus operations and safety manager 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 campus operations and safety manager 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 the UWS health center, the patient's UWS health care provider immediately notifies the clinic office manager who may forward relevant information to the campus operations and safety manager and the associate vice president of clinical services.
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 campus operations and safety manager verifies that the safety issue has been resolved.



On-campus Clinic Emergencies Responsibilities

For Situations Occurring Within the UWS Clinic

1. Activate Medical Response Team (MRT) by notifying the team leader on shift via clinic radios, specifying the location.
2. Assess scene safety.
3. Call 911 if necessary.

For Situations Occurring in the Main Building, But Outside the UWS Clinic

1. Campus operations and safety team member notifies the MRT team leader on shift over the radio, specifying the location.
2. Facilities call 911 if upon initial assessment they are concerned for the physical or mental wellbeing of the individual(s).
3. MRT responds, assesses scene safety, and provides supportive care until EMS arrives.

Roles and Responsibilities

- MRT team lead oversees the medical response.
- Additional first responders support the team lead.
- Non-clinical personnel manage the scene.
- Facilities and MRT team lead complete independent incident reports, and initiate communication with UWS administration in their reporting lines to notify the situation occurred.

Medical Interventions

- Perform CPR/AED or first aid as needed.
- Record all treatments and outcomes.

Communication

- Use handheld radios for secure communication.
- Provide paramedics with patient details and documentation during transfer of care.

Post-Incident Procedures

- Conduct a debrief to evaluate response effectiveness.
- Update emergency plans based on feedback.
- Submit incident reports via the [UWS Safe App](#) or email Sbrimhall@uws.edu as soon as possible.

Off-site Community Based Clinical Education Sites

In case of a UWS student or employee involved in an accident, injury or incident at an off-site clinic:

1. Follow the emergency protocols at the clinic site.



2. As soon as possible, report the situation in [UWS Safe app](#) and/or the appropriate UWS administrator. Employees should contact the office of human resources and their direct supervisor; students should contact their university supervisor.

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