

## Wesleyan University Incident Reporting Policy

APPLICATION: Trustees, Officers, Faculty, Staff, Employees and Students

ISSUED: **120207**

REVISED: **111712, 092119**

- I. Policy Statement. The purpose of this policy is to provide guidelines for reporting incidents occurring on or involving University property or personnel involved in University business. Safety, security and risk management considerations require that such incidents be reported consistently.
  
- II. Responsibilities.
  - a. **Emergencies.** Initial reports of emergencies, including crimes, fires, explosions, chemical spills, bomb or other threats, serious injuries, auto accidents, death or hospitalization of an employee or student must be made to local and/or campus responders at the time that they occur (911 & 3333 respectively).
  
  - b. **Reporting Generally.** In addition to the requirements of paragraph (a) above, incidents must also be reported as follows (NOTE: incidents may fall into **several** categories (e.g. an auto accident or flood might require additional reporting once an injury or property damage is involved)):

Report for ALL that apply	Emergency 911/Local Authority	Public Safety 3333	Environ. Health & Safety	Dept Head, Supervisor or Applic. Dean	Human Resources	Risk Management +/-or General Counsel	Physical Plant
Auto Accident (Off Campus – University Vehicle or Business)	X		X	X			
Auto Accident (On Campus)	X <sub>2</sub>	X	X	X			
Blood/Pathogen Spill	X <sub>2</sub>	X	X	X			X
Chemical/Radioactive Spill	X <sub>2</sub>	X	X	X			
Fire	X <sub>2</sub>	X <sub>3</sub>	X	X			X
Flooding	X <sub>2</sub>	X	X	X			X
Illness (job or university related)		X	X	X	X		
Injury (job or university related)		X	X	X	X		
Injury (serious and/or requiring Medical Transport – Non employee)	X <sub>2</sub>	X	X	X		X	
Legal Action or Potential Legal Action				X		X	

Property Damage (University Owned or Rented Property (including automobiles))		X	X	X		X	X
Property Damage (Personal) <sup>1</sup>		X					
Suspected Child Abuse or Neglect	X <sub>4</sub>	X				X	

<sup>1</sup>Personal property is not covered by University insurance but affected individuals may be able to make a claim under their personal policies.

<sup>2</sup>911/Emergency contact to be made in circumstances where necessitated by emergency nature of incident.

<sup>3</sup>Public safety should also immediately notify Wesleyan Fire Safety (860-685-3780)

<sup>4</sup>Suspected Child Abuse or Neglect must be reported to the State Department of Children and Families or law enforcement within 12 hours. See <https://portal.ct.gov/DCF/1-DCF/Reporting-Child-Abuse-and-Neglect>

### III. Contacts.

- a. Emergency: - Dial 911 or Middletown or other authority as appropriate (e.g. non-serious injury reported through University public safety does not necessarily require dual reporting through 911).
- b. Public Safety – 860-685-3333 or 3333 on campus
- c. Environmental Health and Safety – 860-685-2771
- d. Department Head, Supervisor or Appropriate Dean – see campus directory
- e. Human Resources – 860-685-2100
- f. Risk Management/General Counsel
  - i. Property Damage – Finance and Administration - 860-685-2437 or 860-685-3013
  - ii. Injury or Potential/Actual Legal Action – General Counsel – 860-685-3360
- g. Physical Plant 860-685-3400