



## INCIDENT REPORTING PROCEDURES FOR BODILY INJURY AND PROPERTY INCIDENTS

All bodily injury and property incidents should be reported to BCS/RMS (Business Center South-Risk Management and Safety) as soon as possible. Claims are handled by the BCS/RMS. Use the following guidelines to complete the incident reporting process.

### *Contact UNLV Police Dispatch:*

1. Secure the area and make sure it is safe for you and others in your immediate surroundings.
2. Notify your supervisor.
3. Provide comfort. If there are any bodily injuries, ask if they need any medical assistance or an ambulance.
4. Contact UNLV Police Dispatch by dialing 702-895-3669 from your mobile phone, 911/311 from any campus landline, or on the Rebel Safe application.
5. When speaking to dispatch, stay calm, describe the circumstances clearly, and note your location.
6. Follow the instructions of the dispatcher or first responder. Do not hang up unless you are asked to.

### *Document the incident:*

1. Witnesses – Obtain their full name and contact information (telephone number, email address, and home address).
2. Ask “Who”, “What”, “Why”, “When”, “Where” from the witnesses and the injured party. Make sure your writing is legible, and state only facts (no opinions). Do not draw any conclusions.
3. Take photos of the surrounding area and any other items pertinent to the incident. For example, if the incident was a slip, trip, and fall, Take a photo of the bottom of their shoes.
4. Secure evidence in a safe area. Keep evidence separated from other equipment. DO NOT throw away any evidence. Evidence can also be emails. DO NOT delete these.
5. Fill out the Incident Report form legibly. The form is located at: [https://rms.unlv.edu/insurance-and-claims/insurance/incident\\_report.pdf](https://rms.unlv.edu/insurance-and-claims/insurance/incident_report.pdf)

### *Contact Risk Management and Safety (RMS):*

1. Contact RMS as soon as possible at 702-895-4226 and describe what happened. Leave your contact information.
2. Submit the Incident Report and supporting documents to RMS via email, in person drop off at CSB 119, or RMS mailstop 1042.
3. Let RMS know the location of any evidence for preservation purposes.
4. Do not imply or lead the affected party to believe UNLV will cover damages or any costs. Refer the party to BCS/RMS if they have any additional questions.

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