

## Incident Reporting, Injuries, and Near Misses

All accidents, no matter how minor, occurring on Valparaiso University property (or in the course of performing campus business) to employees, students, or visitors are to be reported. This also includes near-miss incidents (any event, condition, or behavior that may result in an accident).

IN THE EVENT OF AN EMERGENCY, CALL 911.

For non-emergency situations, use the following procedures:

### Accidents to Employees

1. Report the accident to your supervisor immediately.
2. If the accident occurs during the evening hours or on weekends (off-hours), notify your supervisor within 24 hours if the accident is not deemed an emergency. (In Facilities Management, notify the "on-call" supervisor.)

### Accidents to Students

1. If the accident occurs in the Athletics-Recreation Center (ARC), Harre Union, Health Center, Counseling Center, Career Center, or the Residence Halls, report the accident to the building supervisor, or the appropriate staff member.
2. If the accident occurs in any other location or if there is no building supervisor or staff member present, report the accident to the Valparaiso University Police Department at 219.464.5430 for those accidents that do not require urgent care or 911 for emergency situations.
3. Information regarding accidents to students must also be reported to the Office of Student Life (219.464.5411).

### Accidents to Visitors

1. Report all accidents to the Valparaiso University Police Department at 219.464.5430 for accidents that do not require urgent care or 911 for emergency situations.
2. Information regarding accidents to visitors or any accidents dealing with property damage must be reported using the [Student/Visitor Accident Report](#).

For each situation listed above, appropriate departmental and/or campus personnel will investigate the accident and complete the proper (i.e., employee, student, or visitor) [accident report](#).

If there is an unsafe condition that may have contributed to the accident, such as an icy, freezing, or thawing condition, or the accident requires the disposing of bloodborne pathogens, please notify Facilities Management to remedy the situation.

Questions regarding the policy/procedure should be directed to the Office of Human Resources.

IMPORTANT PHONE NUMBERS

Valparaiso University EMERGENCY	911
Valparaiso University Police Department	219.464.5430
Facilities Management	219.464.6864
Student Life	219.464.5411
Human Resources	219.464.6949