

SERIOUS INCIDENT OR OCCURRENCE WITNESS TIPS

If you see a serious incident or occurrence:

- a. Check to see if the individual needs medical assistance or any other help.
- b. Advise the appropriate department of the incident.
- c. Call University Police to make a report if necessary, i.e., injury occurred, individual is threatening or threatening to sue. Call 911 from a campus phone or 278-8400 from a cell phone.
- d. Call Risk Management at 278-6910 or 278-7422.
- e. Write down the facts of the incident as you know them, obtain witness names if available.
- f. Don't offer to pay for any expenses.
- g. Do not make any adverse comments to anyone other than designated University staff investigating the accident.
- h. Preserve any material or equipment which may have contributed to the incident to avoid spoliation of evidence.
- i. Photo scene if appropriate, University Police will do this for you or notify Risk Management so that photographs of the scene can be taken.
- j. Complete the Accident Report form (Other Than Motor Vehicle) STD 268.