



UNIVERSITY  
OF THE  
DISTRICT OF COLUMBIA

**MEMORANDUM**

**To:** University Community  
**From:** Human Resources (Risk Management)  
**Date:** January 27, 2010  
**Re:** Incident Reporting

The University of the District of Columbia is committed to providing a safe and healthy campus/work environment for students, faculty, staff, and visitors. This environment includes any facilities owned, rented, leased or occupied for University purposes by the University's employees or students. To minimize accidents, injuries, and illnesses, the University requires that all incidents be reported immediately, in order to assure proper reporting for insurance and legal compliance purposes, to provide any necessary follow up with persons injured in an incident and to correct identified causes to the extent possible. Incidents which must be reported are identified below. At its broadest, the scope of events which should be reported include any incident, event or action which involved unsafe acts or conditions and resulted in personal injury, illness or death, property damage or a "near miss" on one of these categories.

The following incidents must be reported to University Police:

- Any fatality (employee or non-employee) on UDC property or space occupied by UDC.
- An employee or student injury or illness that is, or appears to be, job or class related that results in a significant injury or exposure.
- A fire or explosion of any size.
- Damage to UDC property.
- Damage to private property while on UDC property.
- Loss or theft of university property.
- A spill or release of a hazardous substance.
- Any exposure to a hazardous substance in excess of allowable exposure limits.
- Disappearance or loss of control of radioactive material or disappearance of a controlled substance and chemicals.
- Security breaches of hazardous material storage sites (e.g., unauthorized entry, unlocked entry, lost keys).
- Any incident that had the potential for injury or property damage, but was averted (i.e., near miss).

All incidents should be reported **immediately** to University Police at 202-274-5050. If you have any additional questions or concerns, feel free to contact Tamiko Bryant, Human Resources at 202-274-7180.