

Policies and Procedures Handbook Procedure No.: D.4

Illinois Institute of Technology Date of Issue: 01/14

Subject: Property Damage and Accident and Injury Page 1 of 1
Incident Reporting

This Policy sets forth the process for tracking and reporting property damage, including that caused by fire, accidents and injuries on IIT property. It supplements the procedures contained in Procedure No E.1 entitled *Insurance Claims Filing Procedure*.

See [Insurance Claims Filing Procedure](#)

Any damage to IIT property or accident or personal injury (whether suffered by an employee, student, guest or member of the public) occurring on IIT property must be reported immediately to the Department of Public Safety. Public Safety can be contacted at extension 8-6363 from campus telephones or at 312-808-6363 (or 312-808-6300 for non-emergency) from off-campus telephones. The Department of Public Safety maintains direct contact with the Chicago, Wheaton and Bedford Park Police and Fire Departments, and it can obtain immediate support from these departments.

Following such notification, the Department of Public Safety will promptly dispatch a Public Safety Officer to investigate, and the Officer will complete an official *Incident Report* relating to the matter. The reporting of an accident or injury pursuant to this Policy does not relieve or excuse the involved IIT employees from complying with the IIT Safety Policy Committee's *Incident Investigation Policy*. See [Incident Investigation Policy](#) and [Incident Investigation Form](#).

An individual who has been injured generally should not be moved or left alone. Further, nothing should be removed from the area where the accident or injury occurred, unless doing so is necessary to avoid a safety hazard.

Under no circumstances should IIT personnel answer questions or make any statements regarding IIT responsibility or coverage for any damage, accident or injury. Non-employee individuals with questions (including students if the accident or injury occurred while they were not working for IIT) should be referred to the Office of General Counsel (7-3006). Employees (including student workers) injured while acting within the scope of their employment generally are covered by Workers' Compensation, and they should direct any questions that they may have related to such coverage and claims to the Department of Human Resources (7-3318). Employees with questions unrelated to Workers' Compensation related issues may also contact the Office of General Counsel.