

Arkansas Tech University – Ozark Campus  
Office of Public Safety

Accident/Incident Reporting Procedures

The accident/incident report must be completed for every incident or accident occurring on campus. Any event that involves injury to a person or damage to property, or has the potential to do so, must be reported to the Public Safety Officer within 24 hours.

Procedures for Reporting an Accident/Injury involving a Student or Visitor:

**1. Seek medical attention immediately.**

- a. For an incident occurring in a classroom, laboratory or clinical setting, the instructor or person in charge should be notified immediately.
- b. For an incident at any other time or place on campus, seek emergency assistance from any faculty or staff member.

Faculty or staff will assist in contacting emergency dispatch and the Office of Public Safety at 479-209-2126.

**2. Complete an Accident Report Form and submit to the Public Safety Officer.**

- a. Any event that involves injury to a person or damage to property, or has the potential to do so, must be reported to the Public Safety Officer within 24 hours. The Accident Report form can be obtained from the Office of Public Safety, administrative staff: Debbie Edgin, Sharyl Moffit, Kathy Bartlett, Beverly Nehus, Sandra Anderson, or from the website at: [www.atu.edu/ozark](http://www.atu.edu/ozark). (See Appendix A).
- b. Accident Reports should be filed at the Office of Public Safety at the Collegiate Center, Room 100. If the incident involves a student, the Office of Student Services will be notified by the Public Safety Officer within 24 hours, and a copy of the Accident Report will be placed in the student file.
- c. For injury to a student during class in a classroom, clinical or laboratory setting, the Student Accident Policy will be in effect and the Claim Form will also need to be completed. Completion of this form will be handled by the Public Safety Officer.
- d. For injury to a patient during the student clinical practice, the Professional Liability policy will cover the patient. The Public Safety Officer will submit the report to the Chief Fiscal Officer for claim with the insurance company.