

INCIDENT REPORTING PROCEDURES FOR BODILY INJURY AND PROPERTY INCIDENTS

All bodily injury and property incidents should be reported to BCS/RMS (Business Center South-Risk Management and Safety) as soon as possible. Claims are handled by the BCS/RMS. Use the following guidelines to complete the incident reporting process.

Contact UNLV Police Dispatch:

1. Secure the area and make sure it is safe for you and others in your immediate surroundings.
2. Notify your supervisor.
3. Provide comfort. If there are any bodily injuries, ask if they need any medical assistance or an ambulance.
4. Contact UNLV Police Dispatch by dialing 702-895-3669 from your mobile phone, 911/311 from any campus landline, or on the Rebel Safe application.
5. When speaking to dispatch, stay calm and provide your phone number, email address,

and home address).

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