

*These guidelines provide instructions for reporting and handling accidents or incidents that happen to students and visitors while on the San José State University (SJSU) campus. In addition, this covers accidents or incidents occurring to SJSU students while engaged in off-campus curricular activities.*

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## **I. Purpose/Description**

In the event of an accident, the highest priority must always be caring for the involved individual. The situation should be evaluated by the injured person and the others who are present. Use a first aid kit to provide care for minor injuries. In the event of a serious injury, call the [University Police Department \(UPD\)](#) at 924-2222 and follow their instructions.

Once the accident or incident is under control, report it to Risk Management following these guidelines and submitting the [Student and Visitor Accident Reporting](#) form.

Accidents and incidents that should be reported using these guidelines and form include physical injury to a visitor, any criminal behavior aimed toward the visitor or which the visitor accidentally becomes involved, or loss of or damage to personal property caused directly by the accident or incident.

The Student and Visitor Accident Report is necessary:

- to assist the university in proper investigation and follow-up measures to prevent further accidents;
- to assist with the injured person's own medical insurance.

The Student and Visitor Accident Report is needed *in addition to* reports that UPD may file.

The Student and Visitor Accident Report may be completed either by the injured person or by the person in charge of the activity during which the accident or incident occurred.

All information is treated as confidential and will be used only for purposes of investigating the accident/incident and for processing any claims against the university.

## **II. Process**

1. Once the accident/incident is under control, complete the Student and Visitor Accident Reporting form.
2. Within 24 hours of the accident/incident, send the Student and Visitor Accident Reporting form to [Risk Management](#), extended zip 0004.
3. When received by Risk Management, a representative will evaluate the information, determining whether further investigation of the event is needed.
4. If further investigation is needed, a Risk Management representative will contact the individual who completed the form and the affected person.
5. If insurance claims are to be filed, a Risk Management representative will work with the appropriate insurance carriers and the affected individual to expedite the process.

### III. University Departments

- Risk Management (<https://www.sjsu.edu/fabs/services/risk/index.php/>)
- University Police Department (<http://www.sjsu.edu/police/>)

### IV. Forms

- Student and Visitor Accident Reporting  
([https://www.sjsu.edu/fabs/docs/risk\\_forms\\_accident\\_stud\\_vist.pdf](https://www.sjsu.edu/fabs/docs/risk_forms_accident_stud_vist.pdf))