

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 48.3
Effective Date: 11/1/84

SUBJECT: Accident Reports Involving Non-Employees

PURPOSE

To establish the reporting procedure to be followed when an accident occurs involving a person or persons not employed by the University of New Orleans.

GENERAL POLICY

On the UNO campus, this will apply to all accidents to all people, equipment, and buildings involving anyone not employed by UNO; i.e., visitors, guest, vendor personnel, and students.

AUTHORITY

Article VII, Section 4 of the LSU System Bylaws.

PROCEDURE

The Assistant Vice Chancellor for Business Affairs shall receive and coordinate these reports through channels. The Campus Safety Officer will assist as necessary.

University Employees:

1. Notify the University Police immediately.
2. Assist as necessary. Please be courteous.

University Police:

1. Respond to scene promptly.
 2. Render emergency assistance as necessary.
 3. Complete the appropriate police forms.
 4. Talk to person or persons involved with patience and concern.
 5. Pinpoint and photograph the exact accident scene.
 6. Notify the Vice Chancellor for Business Affairs immediately if the accident involves death or serious injury.
 7. Send report to Office of Business Affairs the next working day.
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Cooper R. Mackin
Chancellor