



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of the Vice
President for Business Affairs**

Policy No: AP-BA-58.3
TITLE: Accident Reports Involving Non-Employees
EFFECTIVE DATE: February 7, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2026

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.

AUTHORITY

Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System; University of Louisiana System Policy and Procedure Memorandum M-8 (System Operational Safety Plan).

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.

PROCEDURE

The Assistant Vice President for Public Safety shall receive and coordinate these reports through channels. The Director of Environmental Health and Safety will assist as necessary.

University Employees:

1. Notify the city's Emergency Responders at 911 and also call UNO's Department of Public Safety at 504-280-6666 – so they can escort the emergency responders to your location, if required.
2. Assist as necessary. Please be courteous.
3. Complete [Accident Report – Non-employees](#). Send this report to the UNO Risk Management Coordinator within 24 hours.

UNO Department of Public Safety:

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 Office of the President immediately if the accident involves death or serious injury.
7. Send report to Office of the President the next working day.



John W. Nicklow, Ph.D.
President
University of New Orleans

**Policy Updates:*

*Revisions: 06/21/2023
08/03/2016*