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## 2602 INCIDENT REPORTING

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**Subject: Risk Management & Insurance**  
**Effective: December 1986**  
**Revised: May 2012**  
**Last Reviewed: April 2016**  
**Resp. Office: Risk Management & Insurance**  
**Approval: Risk Management & Insurance**

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### PURPOSE

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To identify potential risk to the University in a timely manner.

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### POLICY

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1. Employees of the University having knowledge of incidents (personal injury, auto property damage and bodily injury, property loss, hazardous conditions or circumstances with potential adverse consequences) which may give rise to a claim or litigation against the University are to report such incidents immediately to the appropriate offices, which may include the Office of Fire & Emergency Services, the Office of Environmental Health and Radiation Safety, the Office of Facilities and Real Estate Services, the Office of the Vice Provost for University Life, the Office of the General Counsel, and the Office of Risk Management & Insurance.
2. Incidents involving loss or damage by criminal activity (theft, vandalism, etc.) are to be reported immediately by the affected department to the University of Pennsylvania Police. Failure to immediately report such activity to the Office of Risk Management & Insurance may result in claim denial.
3. Incidents involving auto property damage or bodily injury are to be reported immediately by the affected department to the police jurisdiction in which the incident occurs and to the Office of Risk Management & Insurance. Failure to immediately report such activity to the Office of Risk Management & Insurance may result in claim denial.