

## **2602 Incident Reporting**

Subject: Risk Management & Insurance

Title: Incident Reporting

No.: 2602

Effective: December 1986

Revised: May 2018

Last Reviewed: May 2018

Resp. Office: Risk Management & Insurance

Approval: Risk Management & Insurance

### **Purpose**

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

### **Policy**

1. All incidents which may give rise to a claim should be reported to 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.
3. Failure to report incidents in a timely manner may result in a claim denial.