



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued:  9/90	Revision Date:  5/10 12/14	Page: 1 of 1
			Classification Code:  09-03
	Section:  REPORTING ACCIDENTS & INCIDENTS		
Subject:  DAMAGE TO UNIVERSITY PROPERTY (INCLUDING FIRE)			

GENERAL STATEMENT OF POLICY

It is the policy of Southeast Missouri State University that employees shall report all accidents and/or incidents, including fire, which result in damage to University property, to the Department of Public Safety immediately after the damage occurs or is discovered. This includes any damage to University owned or leased building, facility or property and/or its contents for which the University claims responsibility. Contents are defined as any University equipment, machinery, furniture and fixtures which are essential to the operation or use of the building or facility. Contents do not include any tools, supplies other expendable items. Within 48 hours after damage occurs or is discovered, Facilities Management will submit necessary information to Risk Management, State of Missouri.

The Vice President for Finance & Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.



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OPERATING PROCEDURES

**Fire in University Building or Facility**

1. In the case of a fire, immediately notify the University Department of Public Safety by calling 911 or extension 2215. Note: If time allows, attempt to extinguish the fire.
2. The Department of Public Safety will notify the local fire department.
3. The Department of Public Safety will inform the Vice President for Finance & Administration, and the Director of Facilities Management and the Assistant Director of Facilities Management of resulting damage within 24 hours.

**Other Property Damage**

1. In case of damage to University building, facility or building contents, the department must notify the Department of Public Safety and Facilities Management to access and repair damage.
2. The Department of Public Safety shall report such damage within 24 hours of occurrence or is discovered to the Assistant Director of Facilities Management.

**Bodily Injury**

1. In case of bodily injury to any visitor, student, employee, the Department of Public Safety must be notified immediately by calling 911 or extension 2215.
2. The Department of Public Safety will contact appropriate first responders.