



# CSN Incident Reporting Summary



Rev. 07/2024

Incident Scenario	Action/Response
Criminal Activity	Contact <a href="#">University Police Services</a> (UPD) <ul style="list-style-type: none"> <li>• <b>Emergency 702-895-3669</b> (from cellphone) or x7911 (from campus phone)</li> <li>• Non-Emergency 702-895-3668 (from cellphone) or x311 (from campus phone)</li> <li>• via <a href="#">CSN Mobile Safety Application</a></li> </ul>
Facilities Issues (i.e., unsafe building conditions, problems with infrastructure)	Contact <a href="#">Facilities Management</a> (M-F, 8am-5pm) <ul style="list-style-type: none"> <li>• call 702-651-4888 or x4888</li> <li>• submit work request online at <a href="#">iServiceDesk</a></li> <li>• submit Maintenance Request via <a href="#">CSN Mobile Safety Application</a></li> </ul> After business hours (5pm-8am, weekends) <ul style="list-style-type: none"> <li>• call University Police Services at 702-895-3669 or x7911</li> </ul>
Near-miss, unsafe conditions/equipment/work habits, or any other safety or compliance issue	Complete <a href="#">online form</a> on <a href="#">EHS website</a>
Chemical spill over one gallon or one pound	<ul style="list-style-type: none"> <li>• Contact EHS at 702-651-7445 or UPD at 702-895-3669 or x7911 for emergency assistance with cleanup</li> <li>• Submit <a href="#">Incident Report Form</a> to EHS</li> </ul>
Chemical spill or releases regardless of size/volume: mercury, uncontrolled compress gas release, chemical or oil release to bare ground, sewer, or surface water	<ul style="list-style-type: none"> <li>• Contact EHS at 702-651-7445 or UPD at 702-895-3669 or x7911 for emergency assistance with cleanup</li> <li>• Submit <a href="#">Incident Report Form</a> to EHS</li> </ul>
Student injury/illness requiring assistance from emergency medical services (EMS)	<ul style="list-style-type: none"> <li>• Contact UPD at 702-895-3669 or x7911 or go to the nearest Emergency Room</li> <li>• Submit <a href="#">Incident Report Form</a> to EHS</li> </ul>
Student exposure to another person's blood or body fluids as part of their clinical activities	<ul style="list-style-type: none"> <li>• Student reports exposure to faculty or site director</li> <li>• Faculty/department submits <a href="#">Incident Report Form</a> and <a href="#">Report of Exposure to Bloodborne Pathogens</a> to EHS</li> <li>• Student needs to refer to their medical provider for further evaluation</li> </ul>
Student injury/illness that does not require professional medical attention	<ul style="list-style-type: none"> <li>• Obtain supplies from first aid kit or refer to student's medical provider for further evaluation</li> <li>• Submit <a href="#">Incident Report Form</a> to EHS</li> </ul>
Student employee injury/illness while working at CSN.	Follow employee injury/illness process
Employee injury/illness that is work related requiring assistance from emergency medical services (EMS)	<ul style="list-style-type: none"> <li>• Contact UPD at 702-895-3669 or x7911 or go to the nearest Emergency Room</li> <li>• Employee submits <a href="#">C-1 Notice of Injury Form</a> to supervisor</li> <li>• Supervisor submits <a href="#">C-1 Notice of Injury Form</a> and <a href="#">Supervisor's Investigative Report</a> to <a href="#">NSHE Risk Management Office</a> (within 24 hours from the incident)</li> </ul>
Employee injury/illness that is work related that requires professional medical attention	<ul style="list-style-type: none"> <li>• Seek appropriate first aid or care at <a href="#">approved workers' compensation provider</a>.</li> <li>• Employee submits <a href="#">C-1 Notice of Injury Form</a> to supervisor</li> <li>• Supervisor submits <a href="#">C-1 Notice of Injury Form</a> and <a href="#">Supervisor's Investigative Report</a> to <a href="#">NSHE Risk Management Office</a> (within 24 hours from the incident)</li> </ul>
Employee injury/illness that does not require professional medical attention	<ul style="list-style-type: none"> <li>• Obtain supplies from first aid kit</li> <li>• Employee submits <a href="#">C-1 Notice of Injury Form</a> to supervisor</li> <li>• Supervisor submits <a href="#">C-1 Notice of Injury Form</a> and <a href="#">Supervisor's Investigative Report</a> to <a href="#">NSHE Risk Management Office</a> (within 48 hours from the incident)</li> </ul>
Employee exposure to another person's blood or body fluids that is work related	<ul style="list-style-type: none"> <li>• Seek care at <a href="#">approved workers' compensation provider</a></li> <li>• Employee submits <a href="#">C-1 Notice of Injury Form</a> to supervisor</li> <li>• Supervisor submits <a href="#">C-1 Notice of Injury Form</a> <a href="#">Supervisor's Investigative Report</a> to <a href="#">NSHE Risk Management Office</a> (within 48 hours from the incident)</li> <li>• Supervisor submits <a href="#">Report of Exposure to Bloodborne Pathogens</a> to EHS</li> </ul>
Visitor Injury/illness/exposure	<ul style="list-style-type: none"> <li>• For emergencies, contact UPD at 702-895-3669 or x7911 or go to nearest Emergency Room</li> <li>• Faculty/Staff submits <a href="#">Incident Report Form</a> to EHS</li> </ul>

Visit the CSN Incident Reporting webpage for additional information and reporting forms:

<https://www.csn.edu/csn-incident-reporting>