

December 2, 2022

Campus Safety – Report an Incident or Concern

CSN is committed to the personal safety, health, and well-being of all members of the college community. [University Police Services \(UPD\)](#), [CSN Environmental Health and Safety \(EHS\)](#), [Facilities Management](#), and [Campus Leadership](#) aim to quickly respond to incidents on campus to minimize hazards, injuries, and other forms of loss.

Below you will find information outlining the reporting procedures for different types of incidents and safety concerns. We encourage everyone to be familiar with the different means of reporting and become an active participant in maintaining a safe and secure campus environment.

Immediate Emergency Assistance

- Call **UPD** emergency dispatch at **702-895-3669** or **x7911**; or
- Press the “University Police 9-1-1” button in the [CSN Mobile Safety App](#); or
- Activate campus emergency call boxes (parking lots), emergency red phones (classrooms and labs), or duress buttons (designated areas).
- **National Suicide and Crisis Lifeline** (Available 24-hours):
 - 988
 - [988lifeline.org](https://www.988lifeline.org)

Criminal Activity

- For crimes in progress, contact **UPD** emergency dispatch (**702-895-3669** or **x7911**).
- For **non-emergency** situations:
 - Contact **UPD** non-emergency dispatch at **702-895-3668** or **x7311**; or
 - Use the “Non-Emergency 3-1-1” button or the “Report a Tip” feature in the [Mobile Safety App](#); or
 - Fill out the online [University Police Services Crime Report Form](#).

Injury, Illness, or Exposure (Includes Faculty, Staff, Students, Visitors)

Examples of injury incidents include but are not limited to slips, trips, and falls; injury from lifting/bending/reaching; needlestick; exposure to blood/body fluids; exposure to laboratory chemical; cuts and abrasions; and ergonomic issues.

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- Call UPD emergency dispatch (702-895-3669 or x7911) for injuries/illnesses that require emergency medical services.
- Reporting procedures vary depending on the type of injury and individual.
- Step-by-step instructions can be found on the [EHS Incident Reporting Webpage](#).
- For a quick summary of employee injury reporting and Workers' Compensation information, please refer to the [EHS Injury Reporting Infographic](#).

Facility Issues

- For **facility emergencies** or situations that require **immediate response**, contact the Facilities Help Desk at **702-651-4888** or **x4888** during regular business hours (Monday – Friday 8:00 am – 5:00 pm).
- For **facility emergencies** that occur **after hours** (5:00 pm – 8:00 am), call **UPD** emergency dispatch (**702-895-3669** or **x7911**).
- For **non-emergency** facility issues or property damage:
 - Submit a work request from the [iServiceDesk](#) or call x4888; or
 - Use the “Maintenance Request” feature in the [CSN Mobile Safety App](#)

Chemical Spill or Release

- Any **immediate danger** to life or safety should be reported to **UPD** emergency dispatch (**702-895-3669** or **x7911**).
- For **small spills**, the individual(s) who caused the spill are responsible for the prompt clean up, given the personnel are trained in proper handling of the chemical(s).
- For **large spills** which are beyond the staff's capability to deal with effectively, evacuate the area immediately and notify **EHS** at **702-651-7445** or **UPD** at **702-895-3669**, if after regular business hours.
- Certain types of chemical spills and releases, including small ones, are **reportable** to Environmental Health and Safety. Refer to the [EHS Incident Reporting Webpage](#) for forms and instructions.

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Safety Concern or Near Miss (Almost-Accident)

- To report a public safety concern that requires **immediate emergency response**, please contact **UPD** emergency dispatch (**702-895-3669** or **x7911**).
- To report a **near-miss**, unsafe condition/equipment/work habits, or any other safety or compliance issue, call **Environmental Health and Safety** at **702-651-7445**, email ehs@csn.edu, or complete the online [Safety Concern Report Form](#).
- To report any other **non-emergency** public safety concern, please contact **UPD non-emergency** dispatch at **702-895-3668** or **x7311**, or use any of the reporting methods below:
 - File a police report online: [File a Police Report](#)
 - Report a crime tip online: [Report a Crime Tip](#)

Student Resources

- For any **life or safety emergency**, please contact **UPD** emergency dispatch (**702-895-3669** or **x7911**).
- For **counseling services**, please contact [CSN Counseling & Psychological Services \(CAPS\)](#):
 - West Charleston: **702-651-5518**
 - North Las Vegas: **702-651-4099**
 - Henderson: **702-651-3099**
- For non-emergency, non-criminal **student conduct concerns**, please contact the [Office of Student Conduct](#) for the appropriate campus:
 - West Charleston: AVP Dr. Khrys FuQua at Khrys.FuQua@csn.edu
 - North Las Vegas: AVP Dr. Daniel Alvarado at Daniel.Alvarado@csn.edu
 - Henderson: AVP Dr. Rebecca Gates at Rebecca.Gates@csn.edu
- To report **discrimination, harassment** (to include sexual harassment or assault of any type), or retaliation for engaging in a legally protected activity concerns or grievances, please contact the [CSN Office of Institutional Equity and Title IX](#) at:
 - (702) 651-5608
 - TitleIXcoordinator@CSN.edu

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- **Note:** If experiencing violence or harm, first contact UPD and seek appropriate medical attention.
- For assistance with issues associated with **domestic violence** contact the [UNLV Care Center](#) at:
 - <https://www.unlv.edu/carecenter>
 - CareCenter@unlv.edu
 - 702-895-4475
 - **Note:** If experiencing violence or harm, first contact UPD and seek appropriate medical attention.

Employee Resources

- For any life or safety **emergency**, please contact **UPD** emergency dispatch (**702-895-3669** or **x7911**).
- For the [Employee Assistance Program](#) (a confidential service available to all CSN employees), please contact **CompPsych** at:
 - (800) 890-1466
 - TTY (800) 697-0353
 - Guidanceresources.com (web ID: CSNEAP)
- For **work related issues** and to file a grievance, please call **HR Employee Relations**.
- To report employee **discrimination, harassment** (to include sexual harassment or assault of any type), or retaliation for engaging in a legally protected activity concerns or grievances, please contact the [CSN Office of Institutional Equity and Title IX](#) at:
 - (702) 651-5608
 - TitleIXcoordinator@CSN.edu
 - **Note:** If experiencing violence or harm, first contact UPD and seek appropriate medical attention.
- For assistance with issues associated with **domestic violence** contact the [UNLV Care Center](#) at:
 - <https://www.unlv.edu/carecenter>
 - CareCenter@unlv.edu

CSN NEWS



The College of Southern Nevada empowers our students and communities to achieve, succeed, and prosper.

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- 702-895-4475
- **Note:** If experiencing violence or harm, first contact UPD and seek appropriate medical attention.

Additional Incident Reporting Resources

[University Police Services](#)

[Environmental Health & Safety](#)

[CSN Incident Reporting](#)

[Human Resources](#)

[Workers' Compensation Program \(NSHE Business Center South-RM&S\)](#)

[Office of Student Conduct](#)

[Facilities Management](#)

[CSN Safety & Security Committee](#)

[CSN Mobile Safety App](#)

If you have any questions or concerns regarding incident reporting, please feel free to reach out to CSN's Safety and Security Committee Co-Chairs below for assistance.

Thank you and stay safe!

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Environmental Health & Safety

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