



# BOISE STATE UNIVERSITY

## Incident/Accident Report

### Procedures:

All Incident/ accidents should be reported to Risk Management at (208) 426-3636 or [rmi@boisestate.edu](mailto:rmi@boisestate.edu). This form is to be used for third party injuries or property damage. Employee injuries should be reported on a supervisor accident report.

- If the accident occurs on campus, immediately contact the Department of Public Safety at (208) 426-6911.
- If the accident occurs off campus call 911.
- Include any supporting documents such as photos, drawings, or reports.
- Complete Incident/Accident report and e-mail report to Risk Management.
- Contact Risk Management for additional information or assistance.

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### Third Party Information

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Name of Injured/  
Damaged Party :

Address:

Phone:

Department:

MS:

Extension:

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### Incident/Accident Details

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Date of Incident:

Time of Incident:

Date Boise State  
was Notified:

Facility/ Location  
Where the Accident  
Occurred:

Extent of Injury or  
Property Damage:

Treatment  
Received/  
Transported:

Synopsis of  
Incident:

Department  
Contact:

Department Phone:

Date Department  
Reported accident:

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**Please e-mail completed report to [rmi@boisestate.edu](mailto:rmi@boisestate.edu).**

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