**What is an incident?**

An incident is any unusual occurrence out of the norm that causes property damage, injury, potential exposure or elevated risk to people or the facility.

**When should an incident be reported?**

Incidents should be reported to EH&S within 24 hours. Use the form located on EH&S website “Forms” page ([www.ewu.edu/x57121.xml](http://www.ewu.edu/x57121.xml))

**If fire, explosion or injury occurs . . .**

after calling 911, call the work order desk at 359-2245 and they will notify us about the nature of the incident.

If there are potential safety questions related to the incident, or if you judge a situation to be potentially dangerous, notify EH&S immediately at x6496.