Category	Facilities and Project Management	Policy Number	SUP-FPM-202	
Distribution	External	Version	3.2	
Responsible Office	CAFO	Policy Owner	CPDS	
Date Approved	10 June 2020	Effective Date	10 June 2020	
Date Last Reviewed	16 April 2020	Due Date for Next Review	16 April 2023	

POLICY
Reporting Campus Incidents

1. **Purpose**
   This policy ensures proper reporting of campus incidents.

2. **Scope of Application**
   This policy applies to all Zayed University campus users.

3. **Policy**
   All incidents described in the procedures must be reported to the appropriate university officials.

4. **Related Policies and Laws**
   SUP-HSE-101 Health and Safety
   SUP-HSE-103 Environment
   SUP-FPM-305 Reporting Loss, Theft or Damage of University Property

5. **Administration**
   This policy is administered by the Campus Physical Development and Services Department.

6. **Revision History**

Date	Revision
28 February 2023	Administrative change: • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from SUP-CPDS-06 to SUP-FPM-202
10 June 2020	Approved by the CAFO.
16 April 2020	Reviewed with no substantive changes required: • Section 4 updated with Environment, and Health and Safety policies.
7 January 2020	Updated the policy number from ADM-CAM-11 to SUP-CPDS-06.

7 December 2017	Non-substantive changes approved by the Vice-President.
16 June 2015	Revisions approved by the University Council.
18 March 2007	Reviewed policy approved.
1 October 2000	Policy approved.