

# Accident, theft, loss, or injury on Marymount property?

## WHAT TO DO

over please



Note to offices assisting with the above situations:

- The Physical Plant should be notified if facility concerns are involved.
- University offices should request only such personal information as is necessary to document an incident. In accordance with HIPAA and FERPA regulations, individuals' personal and health information is to be kept confidential.

## In the event of accident, theft, loss, or injury on Marymount property

**1. Contact Campus Safety at (703) 284-1600.**

**2. Employees** *Personal accident or injury* – Contact the HR benefits manager at (703) 526-6880, and notify your supervisor immediately.

*Theft or damage loss* – Contact Financial Affairs at (703) 284-1480.

*Accident involving a Marymount vehicle* – Contact Financial Affairs at (703) 284-1480. Note: Accidents on campus that involve only non-Marymount-owned vehicles do not have to be reported to the University. However, Campus Safety can assist with documenting such incidents.

**Students** *Personal accident or injury* – Contact the Student Health Center at (703) 284-1610.

*Theft or damage loss* – Contact Financial Affairs at (703) 284-1480. Resident students should also contact Campus and Residential Services at (703) 284-5700.

*Vehicle accident* – Same information as for employees above

**Visitors** Campus Safety will assist you; call (703) 284-1600.