

# How to Report an Incident

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## Western Illinois University

Risk Management is responsible for reporting claims to the university's insurance carriers and manages said claims. Please complete the online incident reporting form (below) or a printable PDF version if you wish to report an accident or occurrence to the office of Risk Management.

[http://www.wiu.edu/vpas/risk\\_management\\_and\\_emergency\\_preparedness/incident.php](http://www.wiu.edu/vpas/risk_management_and_emergency_preparedness/incident.php)

This form

[https://cm.maxient.com/reportingform.php?WesternIllinoisUniv&layout\\_id=2](https://cm.maxient.com/reportingform.php?WesternIllinoisUniv&layout_id=2) is to be used by students, faculty, staff, and applicants for employment to file a complaint of discrimination based on sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status or any other category protected by the State of Illinois or by federal law.

Pursuant to Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. Sec. 1681, et seq., members of the campus community who are victims of discrimination on the basis of sex are entitled to an internal investigation to determine an appropriate institutional response to such violence/misconduct. The investigation, conducted by the Office of Equal Opportunity and Access, is separate from any investigation conducted by the Office of Public Safety or state/local law enforcement equivalent. Please complete and immediately submit this form to the administrator.

This form is for non-emergency reporting. If this is an emergency, please call the WIU's Office of Public Safety at 309-298-1949. **To report a sexual assault:**

**Complaint process:**

[http://wiu.edu/equal\\_opportunity\\_and\\_access/docs/WIU%20Title%20IX%20ProcessREVISED072016.pdf](http://wiu.edu/equal_opportunity_and_access/docs/WIU%20Title%20IX%20ProcessREVISED072016.pdf)

**OPS**

9-1-1 or (309) 298-1949