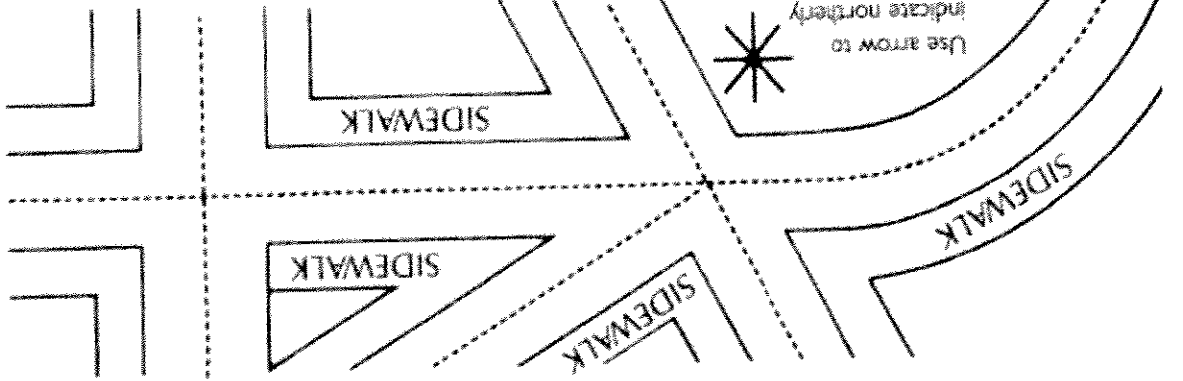


**ACCIDENT SCENE DIAGRAM**



Indicate location of all traffic signals, stop signs, speed limit signs, etc.

Indicate location of all vehicles/pedestrians and witnesses.

- ✓ If serious accident, contact the University immediately.
- ✓ Contact GAB Robins at 877-696-8232, between the hours of 7:30 am and 4:30 pm EST, Monday – Friday.
- ✓ If accident occurs after hours or on a holiday, contact MedInsights at 800-453-4715.

University Name: \_\_\_\_\_

Reported by (name of person completing this report): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is Vehicle Drivable? \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
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**Accident Reporting Kit**  
 FOR  
**Inter University Council**  
**Insurance Consortium**

**What to do in case of an accident**

**STOP**  
 Turn off ignition.

**PROTECT**  
 Guard the scene from further damage.

**ASSIST**  
 Render only what first aid you are qualified to give. Don't move injured unless absolutely necessary. For serious injury, call an ambulance.

**CALL**  
 Notify local police department. In many states it is unlawful to leave the accident without permission. Cooperate with the authorities.

**OBTAIN**  
 Get all the necessary information for an accurate report (Include witness information where applicable).

**REPORT**  
 Follow internal procedures. Report all accidents to your department manager for the University.

**AVOID**  
 Do not discuss the facts of the accident with anyone other than a law enforcement agency or a representative of your company.

**THIS ACCIDENT REPORTING KIT SHOULD BE CARRIED IN THE GLOVE COMPARTMENT OF YOUR VEHICLE AT ALL TIMES.**