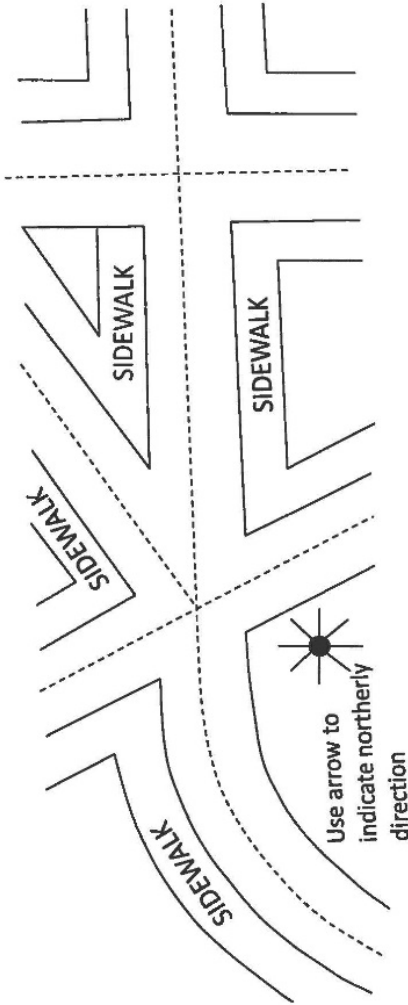


ACCIDENT SCENE DIAGRAM



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 Carl Warren & Company Monday-Friday, including after hours: Toll Free: (800) 721-8802
Online: IUC-IC@carlwarren.com

University Name: _____

Reported by (name of person completing this report):

Is vehicle drivable? _____

Additional Information: _____

**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. If the police do not arrive at the scene proceed to the local police department and file a desk report.

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.**