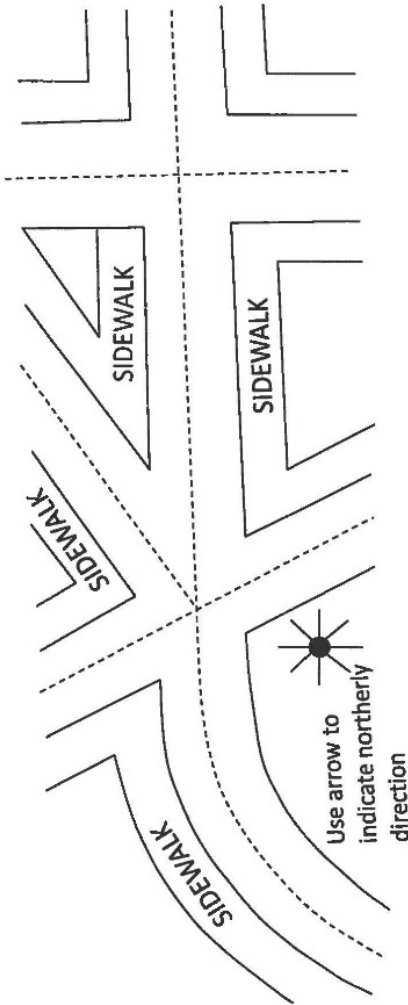


**ACCIDENT SCENE DIAGRAM**



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.**