



## ACCIDENT AND CLAIM PROCEDURES

All claims for damages to University property, vehicle accidents, theft, or vandalism need to follow the following procedures:

- Report to University Police
- Obtain all personal information pertaining to incident
- Obtain names, current address and phone number of witnesses
- Contact Director of Environmental Health & Safety at Phone number (985) 549-2157

At this point the Director will instruct you as to what is needed and will file all appropriate paperwork with Office of Risk Management for reimbursement.

**Note:** If students are involved, please also obtain parents home address and phone number.

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*For more information, contact the Environmental Health & Safety Office at (985) 549-2157*