



Accident/Incident Reporting Route

- STEPS**
- 1) Accident/incident happens. Campus Police notified and must be present on scene.
 - 2) Health Services/ EMT also notified, and as available, arrives on scene to assist.
 - 3) Campus Police completes Police Report and, *if accident/incident involves injury or liability exposure for the College*, sends to College Safety and Risk Manager.
 - 4) *IF an on-duty employee is directly involved and whose action or inaction may have been a causative factor for the accident/incident and one of these factors apply - reasonable suspicion of employee's drug or alcohol use or impairment, a fatality resulted, hazardous materials were released* – then Campus Police immediately refers employee to the Assistant Vice Chancellor for Human Resources' designee for immediate [drug/alcohol testing](#).
 - 5) *IF employee is involved in accident/incident according to Police Report*, College Safety and Risk Manager forwards Police Report to Workman's Compensation designee in Payroll Office, who reports incident to state Workman's Compensation online system based on the information in report.
 - 6) If EMT/Health Services on scene, completes [Form DA 2000](#) (employee) or [Form DA 3000](#) (visitor/student) and sends to College Safety and Risk Manager.
 - 7) If [Form DA 2000](#) or [Form DA 3000](#) was not completed, College Safety and Risk Manager completes respective forms with information provided by police report and involved parties, as applicable.
 - 8) College Safety and Risk Manager maintains forms and reports on file in accordance with state Office of Risk Management Loss Prevention regulations.
 - 9) If claim is filed, College Safety and Risk Manager submits forms and report to Louisiana Office of Risk Management for processing.

