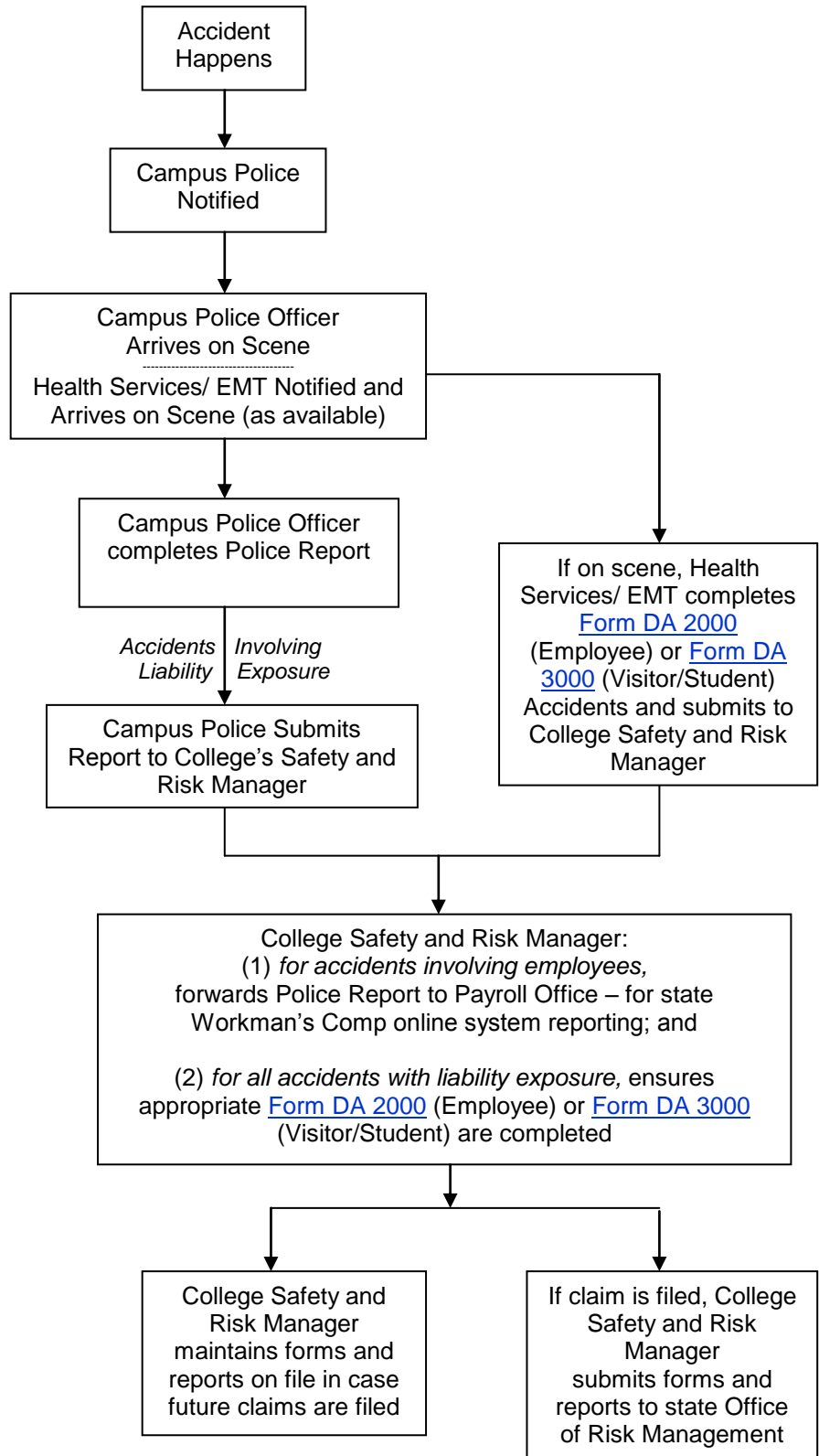




Accident Reporting Route



STEPS

- 1) Accident 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 involves liability exposure for the College*, sends to College Safety and Risk Manager.
- 4) *If employee is involved in accident 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.
- 5) 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.
- 6) 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.
- 7) College Safety and Risk Manager maintains forms and reports on file in accordance with state Office of Risk Management Loss Prevention regulations.
- 8) If claim is filed, College Safety and Risk Manager submits forms and report to Louisiana Office of Risk Management for processing.