In the Event of an Accident:

- Render or Summon Emergency Services if needed (911)
  - Do not move an injured person unless they are in imminent danger
- Avoid moving vehicles unless there is a compelling safety reason, or you are instructed to do so by law enforcement.
- Cooperate with authorities. Provide factual and direct answers.
  - Avoid providing subjective perceptions and opinions.
  - Never admit liability or fault.
- Record the Police report number and obtain a copy of the report.
- If you hit a parked car, leave pertinent information on the parked car’s windshield
  - Your Name and contact number
  - Date, time, and place of accident
- Fill out the accident report form found in visor pack or online at www.uaf.edu/safety

Notification:
1. INJURY ACCIDENT- Notify EHS&RM
   a. Call 911 (depending on severity,) then call EHS&RM, (474-5413) immediately
2. PROPERTY DAMAGE- Notify Statewide Risk Management (450-8152,) within 48 hours.
3. 3rd PARTY MOTOR VEHICLE ACCIDENTS- Notify Statewide Risk Management (450-8125,) within 24 hours.
4. If your incident occurs after normal business hours, on weekends, or on holidays:
   a. Contact UAF emergency Dispatch Center 474-7721 (they will contact an EHS&RM safety officer.)

UAF VISOR PACKS

All UAF vehicles should have a visor pack. They contain essential papers and should not be removed from the vehicles. Contact Transportation Services, (474-5875) for a replacement in the event of lost or missing items.

Contains:
- Vehicle Registration
- Proof of insurance
- Accident form
- Important phone numbers
- Pencil
- Pamphlet called “Help Along the Way”