



Incident/Accident Report

For use in the event of a medical emergency, accident, fight/assault or other unusual event.

Name of Traveler/Organization: _____

Activity: _____

Date: _____ Time: _____ Place: _____

Names of People Involved: Phone: UIN/A# (if applicable):

1. _____

2. _____

3. _____

(Continue on back if more space is needed)

Description of Incident: _____

Action Taken: _____

Who was notified? (circle one)

UPD

CCPD

Ambulance

Advisor

Student Affairs

VP of Student Affairs

Witnesses Name: Phone: Address:

1. _____

2. _____

3. _____

Submitted by: _____ Date: _____

Print Name

Signature

Emergency Procedures (abbreviated, see RSO Handbook for full text)

- A. **Minor Emergency:** Handle on site and file an Incident Report with sponsoring department upon arrival to campus.
- B. **Serious Emergency:** Handle on site (call 911, etc.) and contact TAMU-CC University Police **UPD** (361-825-4444) with details of the incident. Based on the situation (state of the victim, location of accident, etc.) determine who will contact the individual listed as the emergency contact for the victim. Initiate contact. In the event of a death, refer to section C. Determine with UPD who will contact the organization's advisor. Initiate contact. The Director of University Center & Student Activities will fulfill the duties of the advisor in his/her absence. File an **Incident Report** upon arrival to campus.
- C. **In the event of a death:** Handle on site (call 911, etc.) and contact **UPD** with details of the incident. The **UPD** will contact a University Official (i.e. VP of Student Engagement & Success, Provost, or President). The University Official will notify the family of the victim. **DO NOT TALK TO THE MEDIA ABOUT THE EVENT. REFER ALL QUESTIONS TO THE UNIVERSITY.** File an **Incident Report** upon return to campus.

With a few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.