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: _____________________________________________________________________
Print Name __________________________ Signature: __________________________ Date: __________

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.

I:/Pur/Travel/Student Travel/Forms/Incident.Accident Report (Revised 9/26/12)