

Actions to Take in the Event of an Accident

Ensure the safety and proper handling of incidents involving accidents, prioritizing health and compliance with University protocols.

1. **Stay Calm:**
 - Your health is our primary concern. Ensure you remain calm and assess your wellbeing.
2. **Contact Workers' Compensation:**
 - If you believe you have suffered an injury, promptly contact Workers' Compensation at (657) 278-5187.
3. **Information Gathering at the Accident Scene:**
 - Do not admit fault or make any promises regarding University payments for damages.
 - Use the STD 269 card included in your packet to document detailed information about the accident.
 - Tear off the perforated section of the STD 269 card and provide it to the other driver, ensuring they have your contact information and the University's details.
4. **Report the Accident:**
 - Complete the STD269, STD 270, and STD 274 forms as soon as possible after the incident.
 - Email completed forms to risk@fullerton.edu within 48 hours of the incident.
5. **Submission of Original Documentation:**
 - University Risk Management **must** receive the STD269, STD 270, and STD 274 forms within 48 hours following the vehicle accident.
 - **Reporting Deadline:** All accidents must be reported to Risk Management within 48 hours. If the report is submitted after this period, a memo from the department head will be **required** explaining the reason for the delay.
6. **Handling External Contacts:**
 - If contacted by the other driver, their insurance company, or their attorney, do not provide any written or recorded statements.
 - Refer all inquiries to University Risk Management.
 - Avoid making promises or commitments regarding the payment of claims to claimants.

Adhering to these procedures ensures proper management and resolution of accidents while maintaining University standards and legal compliance.