FLOW CHART FOR ACCIDENT RESPONSES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

REPORT ALL INCIDENTS ON CAMPUS EXCEPT MOTOR VEHICLE ACCIDENT & FIRE TO EH&SO AT EXT. 5555

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EH&SO RESPONSES TO INCIDENT ON CAMPUS TO INVESTIGATE

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REMEDIAL ACTION TAKEN, IF NECESSARY BY EH&SO

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WORK ORDER TO PHYSICAL PLANT TO CORRECT SAFETY NEEDS

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EHSO SENDS COPIES OF REPORTS TO:

- RISK MANAGEMENT
- ADMINISTRATIVE SERVICES OFFICE
- STUDENT AFFAIRS (IF STUDENTS INVOLVED)

REPORT MOTOR VEHICLE ACCIDENT & FIRE TO UNIVERSITY POLICE AT EXT. 4444

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UNIVERSITY POLICE CALLS TO ON-CAMPUS ACCIDENT SCENE TO INVESTIGATE

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UPD CALLS AMBULANCE IF NECESSARY

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UPD SENDS POLICE REPORT TO EH&SO

EMPLOYEE FILLS OUT THE FOLLOWING FORMS IF:

- MOTOR VEHICLE ACCIDENT (SYSTEM FORM 9) – TO EH&SO
- EMPLOYEE'S INJURY, FORM TWCC-1 – TO HR
- STUDENT OR VISITOR ACCIDENT, EMPLOYEE WITNESSING ACCIDENT FILLS OUT SYSTEM INCIDENT/INJURY/ PROPERTY DAMAGE REPORT FORM – TO EH&SO

EMPLOYEE REQUEST POLICE REPORT FROM CITY OF ACCIDENT AND SUBMIT TO EH&SO