

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
 - Take pictures if possible.
- 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 and then fill out the ORIGAMI report online at www.alaska.edu/origami

Notification:

1. Origami Report: www.alaska.edu/origami
 - a. Call 911 (depending on severity,) then Origami Report **immediately**
2. PROPERTY DAMAGE- Origami Report, **within 48 hours.**
3. 3rd PARTY MOTOR VEHICLE ACCIDENTS- Origami Report **within 24 hours**
4. If your incident occurs after normal business hours, on weekends, or on holidays:
 - a. Origami Report, (there is a theme)
5. You should also contact your Direct Supervisor ASAP. Ideally State Wide Risk and your supervisor should hear of this accident from you, via Origami or other communication before they hear it from anyone else.

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.

Contents:

- Vehicle Registration
- Proof of insurance
- Accident form
- Important phone numbers
- Pencil