

What to Do When an Accident Occurs – Summary of APM 35.71

General (apply in *all* cases)

- Seek appropriate medical attention. Call an ambulance if necessary.
- Ensure ongoing hazards are addressed. Preserve evidence.
- Promptly report the accident, as described below.

U of I Employees & authorized volunteers (work-related accidents)

If a work-related accident occurs that results in a personal injury/illness or time loss beyond the date of injury:

- Report accident/incident to CorVel at 844-213-2099.
- Notify supervisor/program coordinator as soon as possible.
- If a work-related accident *does* occur while driving a U of I vehicle, follow guidelines outlined in *Accidents Involving a University Vehicle* section below.

Students

If injured while participating in a university sponsored program or on university property:

- Notify appropriate instructor/program coordinator or the U of I Risk 208-885-7177.
- Ensure an [Accident-Incident Report form](#) is completed as soon as possible.

If the injury is serious, the student's instructor/program coordinator should:

- Notify U of I Risk 208-885-7177.
- Notify Office of the Dean of Students 208-885-6757.
- Maintain contact with student.
- Obtain written release from treating physician before allowing return to class/activity.

Students Who Are Also University Employees

If a student is injured while working as an employee (or authorized volunteer) of the university, see *U of I Employees and Authorized Volunteers* section above.

If a student is injured while participating in a university sponsored program or on university property, see *Students* section above.

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Accidents Involving A University Vehicle

- Promptly notify and provide information as requested to police.
- Do not accept responsibility for or comment upon the accident.
- Provide the other party with the *Citizens Claim Procedure Form* (should be found in all U of I vehicles) if they feel you're at fault.
- Notify supervisor/instructor/program coordinator of accident as soon as possible.
- Report the accident to the U of I Risk, 208-885-7177, as soon as possible.
- Complete the *University of Idaho Auto Accident Report Guide* (should be found in all U of I vehicles) and provide a copy to U of I Risk within 48 hours of accident, Campus Mail Stop: 2433, Fax: 208-885-9490.
- If injured, see *U of I Employees (& authorized volunteers)* section above.

Accidents/Incidents Involving Non-University Personnel

- Obtain names and phone numbers of those involved.
- Do not accept responsibility for or comment upon the accident/incident.
- If the injured party feels the university is at fault, refer them to U of I Risk 208-885-7177.
- If an injury is serious, notify as soon as possible:
 - U of I Risk 208-885-7177
 - Environmental Health & Safety 208-885-6524
- Ensure an [Accident-Incident Report form](#) is completed as soon as possible.
- Refer requests for copies of reports or related information by non-university personnel to the Office of University Counsel 208-885-6125.

For additional information on accident reporting procedures, contact the U of I Risk 208-885-7177 or visit <http://www.uidaho.edu/risk/>.