

WHAT TO DO IN CASE OF AN ACCIDENT

1. Notify Public Safety or Police Officials from the scene of the accident. Make sure you get a report number and other pertinent information.
2. Obtain as much information at the scene as you can. Take pictures of all vehicles or property involved.
3. Contact KSU Risk Management to notify of accident IMMEDIATELY –
 - Telephone: (470) 578-2599
 - (404) 558-1572 cell
 - Email: riskmanagement@kennesaw.edu
 - ***Do not call DOAS directly.*** KSU Risk Management will notify DOAS.
4. Fill out appropriate forms available at risk.kennesaw.edu:
 - Driver Notification Form
 - Supervisor's Accident Follow up Checklist
 - Liability Incident Report Form
 - SR-13 Personal Report of Accident
5. Completed forms should be returned to KSU Risk Management within 24 hours. Email riskmanagement@kennesaw.edu or fax (470) 578-9325

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Insurance and Risk Management
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