

Vehicle Accident/Incident Checklist

Purpose: for highway accident. Checklist kept in vehicle information packet in the van. This form has a front and back page.

- ☐ **Evaluate Scene Safety** – Avoid additional collisions or injuries.
 - ☐ Assess injuries to passengers, provide appropriate first aid.
 - ☐ Assess injuries in other vehicles, provide appropriate first aid.
 - ☐ If injuries - Call 911 for EMS.
 - ☐ Call police and file an accident report.
 - ☐ Initiate the Emergency Call Guide.
 - ☐ **Media Response** – “We are currently gathering all the facts and our media spokesperson can provide you with whatever information we currently have”
 - ☐ Spokesperson name: _____
 - ☐ Spokesperson phone: _____
 - ☐ **Information Collection** (when incident stabilized)
 - ☐ Name of CSUN driver _____
 - ☐ Driver Address _____
 - ☐ Today's Date _____ Time of Accident _____
 - ☐ Location of Accident _____
 - ☐ Names of Student Riders _____
-
-

California State University, Northridge
Safety Operational Protocols for Staff and Programs in Outdoor Recreation
Department of Recreation & Tourism Management
Outdoor Adventures of Associated Students

- ☐ AS/OA Vehicle License Number _____
- ☐ Other vehicles information (driver name, address, phone, insurance co., policy #, license # & state). _____

Continue this form on page 2

- ☐ Damage to vehicle? Yes or No
- ☐ Name of police officer, jurisdiction, report number.

- ☐ Brief description of what happened (not why): _____

- ☐ Description of weather conditions and road conditions: (Precipitation, temperature, air quality (fog, dust, smoke), wind. _____

- ☐ Any injuries - Yes or No
- ☐ Yes you can or should take pictures with your phone.
- ☐ Don't engage with anyone involved if s/he is aggressive or violent.
- ☐ Complete the "Accident/Incident Report".
- ☐ **Additional space below for further information collected:**

- ☐ Witness statements: