Post-Accident Procedures

**Note**: An accident occurs any time a vehicle strikes another vehicle, a fixed object, or a pedestrian, regardless of the extent of the damage or injury. **ALL accidents MUST be reported to UPD and/or local police.**

1. Stop immediately and determine damage
2. If possible, avoid obstructing traffic
3. Render aid to the injured. **In case of emergency, dial 911.**
4. Report the accident:
   a. If the accident occurs on campus property, contact **Texas State University Police Department** at **(512) 245-2805** (**dispatch, non-emergency**)
   b. If the accident occurs off campus, contact **San Marcos Police Department** at **(512) 753-2108** (**dispatch, non-emergency**)
   c. All accidents must be reported to **Facilities Management** at **(512) 245-2518**
5. Complete yellow Accident Report form and give to supervisor

- Make no statement to anyone except:
  - Police officer, and/or
  - Insurance company representative
- **Make no settlements**
- Do not argue about the accident
- If the accident involves an unattended vehicle or fixed object, try to notify the owner; leave a note on the vehicle or object