

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
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- 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