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. Contact KSU Risk Management to notify of accident IMMEDIATELY –
   - Portal (coming soon)
   - Telephone: (470) 578-2599
   - Email: riskmanagement@kennesaw.edu
   - Do not call DOAS directly, unless it is after hours or on the weekend. KSU Risk Management will notify DOAS.

3. If the accident occurs after hours or on a weekend and you are not able to reach KSU Risk Management, please call DOAS NetClaim service at 1-877-656-7475.
   - Write down the NetClaim report number and notify KSU Risk Management of this number with your report within 24 hours of the accident.

4. Fill out appropriate forms available at risk.kennsaw.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
Job Aid ERM03
What To Do In Case Of An Accident

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