

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.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

Kennesaw State University
Office of Enterprise Risk Management
Telephone: (470) 578-2599
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Job Aid ERM03

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