TEXAS A&M UNIVERSITY CORPUS CHRISTI

Incident and Accident Reporting Guidelines

Environmental, Health & Safety Department

6300 Ocean Drive, Unit 5876
Corpus Christi, TX 78412
361.825.5555 (0)   361.825.5556 (f)

http://safety.tamucc.edu
ehs@tamucc.edu

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1.0 Guidelines Statement

1.1 The guidelines below outline when and by whom an incident/accident should be reported and entered into Origami.

1.2 All incidents/accidents should be reported immediately to the University Police Department (UPD), supervisors, and/or a Texas A&M University – Corpus Christi (TAMU-CC) employee and entered into Origami by the appropriate responsible party as outlined below within 24-72 hours of occurrence.

1.3 Additionally, certain incidents/accidents involving fire require the Environmental, Health, and Safety (EHS) Department to conduct an incident investigation, submit an incident investigation report in Origami, and report the fire to the State Fire Marshal's Office (SFMO).

2.0 Reason for Guidelines

2.1 This guidance document is required as a supplement to Texas A&M University System (TAMUS) Policy 34.01 and used to report injuries, safety incidents, property damage, and accidents (including those involving fleet vehicles).

3.0 Reporting Procedures

3.1 For all incidents/accidents (including injuries, vehicles, property, etc.) occurring on TAMU-CC property, contact the UPD dispatch office at extension (ext.) 4444 and, if safe to do so, assist the injured person.

3.2 If the incident/accident occurs off TAMU-CC property and/or is immediately life threatening, call 911 and then notify UPD at 361-825-4444.

3.3 If the incident/accident is related to boating activities, contact the United States Coast Guard (USCG) on very high frequency – frequency modulation (VHF-FM) channel 16, or the USCG Command Duty Officer at 361-939-0450, or Search and Rescue at 361-289-8291 and then notify UPD at 361-825-4444.
- It is the responsibility of each boat operator of a university vessel involved in an accident to contact Texas Parks and Wildlife Department (TPWD) or your nearest law enforcement agency if the accident results in:
  - ➢ Death, (within 48 hours)
  - ➢ Injuries to a person requiring medical treatment beyond first aid; or
  - ➢ Damages to vessel(s) or property in excess of $2000.00
- To report an accident, contact your local game warden, local law enforcement agency, or call the TPWD 24-hour police communications operator at 512-389-4848.

4.0 Responsibilities of UPD

4.1 Upon notification of an incident/accident, UPD will announce an "All Call" with

responding personnel instructed to switch to the "Emergency" channel.

4.2 Upon arrival at the incident location, UPD will assess the scene and provide support as needed and EHS will assist by maintaining a safe perimeter around the incident/accident location, if required. If UPD assessment determines that the incident/accident is non-serious, the scene will be turned over to EHS to conduct an incident investigation and document as much evidence as possible.

4.3 UPD will submit a report to EHS by no later than noon each Monday listing all incidents/accidents that occurred from the previous week.

4.4 In the event EHS requires additional information regarding a specific incident/accident, EHS must submit an Internal University Records Request for the written report, by email, to the UPD Support Services Manager. The UPD Support Services Manager will submit the requested written police report, including pictures and any supporting documentation, to the EHS Department within 24-48 hours after receiving the formal request.

5.0 Responsibilities of EHS

5.1 In the event a fire occurs on TAMU-CC property, EHS shall enter the incident report in Origami with 24-72 hours of occurrence.

5.2 EHS shall conduct an incident investigation for all fires, regardless of size and/or loss, and submit an incident investigation report in Origami within one week of completing the incident investigation.

5.3 EHS shall report fires resulting in loss of life to the SFMO in accordance with the Fire and False Alarm Reporting – University Buildings and Housing Standard Operating Procedure (SOP).

6.0 Responsibilities of TAMU-CC Supervisors when Employees are Involved in Incidents/Accidents

6.1 If a TAMU-CC employee is involved in an incident/accident, the employee's Supervisor, or designated representative, must submit an incident report in Origami within 24-72 hours of occurrence for any incident/accident resulting in employee injury and/or property damage. Once submitted in Origami:
- If the incident/accident resulted in an employee injury, an autogenerated email will be sent from Origami to the Employee with a Workers' Compensation Healthcare Notification attached.
- The Supervisor (person listed in the "Reported By" section) and Workers' Compensation Human Resources Liaison will receive an autogenerated email sent from Origami with a link to this incident.

6.2 Off duty employees involved in an incident/accident on campus will be treated as visitors.

7.0 Responsibilities of TAMU-CC Employees when Students are Involved in Incidents/Accidents

7.1 In the event a student is involved in an incident/accident while participating in a Recreational Sports activity, the on-duty supervisor for Recreational Sports must submit an incident report in Origami within 24-72 hours of occurrence.
- The activity waiver form, signed by the student, must be uploaded into Origami when the report is submitted.

7.2 In the event a student is involved in an incident/accident while participating in a university sanctioned special event activity which requires a signed waiver for participation, the first TAMU-CC employee who witnessed or is notified of the incident/accident must submit an incident report in Origami within 24-72 hours of occurrence.
- The activity waiver form, signed by the student, must be uploaded into Origami when the report is submitted.

7.3 In the event a camp participant is involved in an incident/accident while participating in a university sanctioned camp activity that requires a signed waiver for participation, the first TAMU-CC employee who witnessed or is notified of the incident/accident must submit an incident report in Origami within 24-72 hours of occurrence.
- The activity waiver form, signed by the camp participant's parent(s) or legal guardian, must be uploaded into Origami when the report is submitted.

7.4 In the event a student is involved in an incident/accident for any other reason, the first TAMU-CC employee who witnessed or is notified of the incident/accident must submit an incident report in Origami within 24-72 hours of occurrence.

7.5 Once the report is submitted in Origami:
- If the student is an employee of the university, an autogenerated email will be sent from Origami to the student with a Workers' Compensation Healthcare Notification attached.
- The reporting employee and a Workers' Compensation Human Resources Liaison will receive an autogenerated email from Origami with a link to this incident/accident.
  - ➢ The Workers' Compensation Human Resources Liaison will investigate the incident/accident to determine if the incident/accident was work related.

7.6 The EHS Department will investigate any other student related incidents/accidents that are not subject to Worker's Compensation when warranted.

8.0 Reporting Procedures for all Other 3rd Parties Involved in an Incident/Accident on Campus

8.1 In the event any other 3rd party is involved in an incident/accident on campus

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(including students not participating in Rec Sports, special events, or camp activities; contractors; vendors; visitors; guests; etc.), the first TAMU-CC employee who witnessed or is notified of the incident/accident must submit an incident report in Origami within 24-72 hours of occurrence.

8.2   The EHS Department will investigate any other incidents/accidents when warranted.

9.0   Procedures for Submitting an Incident Report in Origami

9.1   Log in to TAMU-CC Single Sign On (SSO).

9.2   From the EHS webpage at: https://www.tamucc.edu/finance-and-administration/facility-administration/ehs/, click the "Origami and Other Resources" link.

9.3   Click the "Origami" button on the left of the screen.

Note: If you have not yet logged in to TAMU-CC SSO, you will be prompted here to do so. If you receive an error message, click the "Click here to go safely home." Link.

9.4   Click the "Submit a new incident" button.

9.5   On the next page, select the type of incident being reported and click the appropriate link.

Note: The information requested on each form will be dependent upon the type of incident selected. Section 9.7 provides instructions for the Multi-Incident form. Workers' Compensation, Auto Incidents, Liability, and Safety Concern forms will be similar.

9.6   Data entry for the Multi-Incident form:
- Click the "Create Multiple Incidents" link.
- Provide as much detail as possible in the form.
- Required fields have a red asterisk next to the field name.
- Use the lookup buttons to automatically populate common details and reduce data entry (**Very Important**):
  - Click the "Employee Work Location Lookup" button.
  - A "Locations" dialogue box will open. Under "Filter By Hierarchy" on the right, click the "Texas A&M University Corpus Christi (15)" link.
  - Under "Location Name" in the middle of the screen, click the "Texas A&M University – Corpus Christi" hyperlink.
  - Enter remaining information in the "System Member Information" section.
    - ✓ Department Name
    - ✓ Reported By
      - Click the "Reported By Lookup" button to search for your name (information will auto populate).

- This information can also be entered without using the "Lookup" feature.
- Enter appropriate information in the "Date and Location of Loss" section.
  - ✓ Loss Date
  - ✓ Loss Time
  - ✓ Employer Notified Date
  - ✓ Place of Loss
  - ✓ Accident Street1
  - ✓ Accident City
  - ✓ Accident State
  - ✓ Zip Code
  - ✓ Accident County
  - ✓ Accident Country (if other than United States of America)
  - ✓ Event Location
- Enter appropriate information in the "Incident Description" section.
  - ✓ Event Description
  - ✓ System Member Vehicle Involved
    - **Note**: selecting "Yes" for "System Member Vehicle Involved" will open additional sections that must be populated.
    - Click the "Vehicle Lookup" button to search for the vehicle involved in the incident/accident (information will auto populate).
  - ✓ Was Police, Fire, and/or EMS present on the scene at any time?
  - ✓ Police or Fire Report Filed
    - **Note**: selecting "Yes" for "Police or Fire Report Filed" will open additional sections that must be populated.
  - ✓ Witness
    - **Note**: selecting "Yes" for "Witness" will open additional sections that must be populated.
  - ✓ Please select all that apply to this incident.
    - **Note**: selecting incident type(s) under "Please select all that apply to this incident" will open additional sections that must be populated.
- Click the "Next" button at the bottom of the page.
  - ✓ **Note**: page will not advance if any required information is missing.
  - ✓ **Note**: the next page to appear will be customized based on the incident type(s) that were selected. For example, the "Injured Employee" page will require different information to be entered than the "Injured Non-Employee" page.
- Once the page advances, use the various "Lookup" buttons to automatically populate as much information as possible.
  - ✓ **Note**: remember that all boxes with a red asterisk are required fields.
- Once all next pages have been completed, upload any image(s) or document(s) to be included in the submission.
  - ✓ **Note**: in addition to photos, this is where any applicable waivers must be uploaded.
- Once all attachments have been uploaded, click the "Complete Incident" button at the top right corner of the screen to submit the report.
  - ✓ **Note**: Origami will alert you if required fields are not entered. Return to the outstanding fields, enter the required information, and re-submit.

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