

# Student Travel Incident/Accident Report

*For use in the event of a medical emergency, accident, fight/assault, or other unusual event.*

**Name of Traveler/Organization:**

**Activity:**

**Date:**

**Time:**

**Place:**

**Names of People Involved:**

**Phone:**

**UIN/A# (if applicable):**

1.

2.

3.

(Continue on back if more space is needed)

**Description of Incident:**

**Action Taken:**

**Who was notified? (circle one)**

UPD

CCPD

Ambulance

Advisor

Student Affairs

VP of Student Affairs

**Witnesses Name:**

**Phone:**

**Address:**

1.

2.

3.

**Submitted by:**

Print Name

Signature

Date:

**Emergency Procedures (abbreviated, see TAMUS Risk Management Office Guidelines for full text)**

**A. Minor Emergency:** Handle on site and file an Incident Report with sponsoring department upon arrival to campus.

**B. Serious Emergency:** Handle on site (call 911, etc.) and contact TAMU-CC University Police UPD (361-825-4444) with details of the incident. Based on the situation (state of the victim, location of accident, etc.) determine who will contact the individual listed as the emergency contact for the victim. Initiate contact. In the event of a death, refer to section C. Determine with UPD who will contact the organization's advisor. Initiate contact. The Director of Student Activities will fulfill the duties of the advisor in their absence. File this Incident Report upon arrival to campus.

**C. In the event of a death:** Handle on site (call 911, etc.) and contact UPD with details of the incident. The UPD will contact a University Official (i.e., VP of Student Engagement & Success, Provost, or President). The University Official will notify the family of the victim. DO NOT TALK TO THE MEDIA ABOUT THE EVENT. REFER ALL QUESTIONS TO THE UNIVERSITY. File this Incident Report upon return to campus.

**D. Sponsoring Department** will be responsible to report the incident in Origami found at [safety.tamucc.edu](http://safety.tamucc.edu).

*With a few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*