

ACCIDENT REPORT

Do Not Use For Motor Vehicle Accidents

STUDENT VISITOR VENDOR

TO PROTECT THE STATE OF CALIFORNIA, THE UNIVERSITY AND ITS EMPLOYEES, the following information should be provided by the instructor, supervisor or other state employee having knowledge of an accident when a **student, visitor or vendor** is injured on state property or during a state sponsored activity and/or if **personal property** damage is incurred. All injuries, other than first aid, should be reported. Please report immediately if a death or serious injury occurs. If more space is needed, please provide attachments.

Please sign and date the report in Section 4 below.

ORIGINAL: Risk Management

COPY: Your Dept. File

Section 1 INJURED PARTY	Full Name of Injured Party: (Please Print First and Last Name)		Date and Hour of Accident:		
	Home Address: (Street, City, State, Zip)			Home Telephone:	
	Business Name of Injured Vendor:			Business Phone:	
	Location of Accident: (i.e. Campus Location, Class Number)			Cell/Alt. Telephone:	
	Nature of Injury: (specific body part and injury)			Where treated:	
	Description of Accident:				
	Assistance Rendered:			Does injured party have medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Section 2 PROPERTY DAMAGE	Name of Property Owner: (Please Print First and Last Name)		Date and Hour of Loss:		
	Address: (Street, City, State)			Home Phone:	
	Nature and Extent of Damages:			Cell/Alt. Telephone:	
	Location of Property When Damaged:				
	How Property Damage Occurred:				
Section 3 WITNESSES	Name of Witnesses: (Please Print First and Last Name)		Address: (Street, City, State) or Phone		
	1.				
	2.				
	3.				
Section 4 PERSON COMPLETING REPORT	Name of Person Completing this Report: (Please Print First and Last Name)			Work Phone:	
	Title or Work Location:			Cell/Alt. Phone:	
	Signature:			Date of Report:	

This is a CONFIDENTIAL report to provide information for use by legal counsel in the event a claim is filed against the State or its employees. Under no circumstances should information be given to anyone except law enforcement officers, State officials, or persons authorized by the State.