

## 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**

<b>Section 1 INJURED PARTY</b>	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	
<b>Section 2 PROPERTY DAMAGE</b>	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:				
<b>Section 3 WITNESSES</b>	Name of Witnesses: (Please Print First and Last Name)		Address: (Street, City, State) or Phone		
	1.				
	2.				
	3.				
<b>Section 4 PERSON COMPLETING REPORT</b>	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.*