

Reporting an Emergency

REPORT AN AUTOMOBILE ACCIDENT

- Stop. Turn Off Ignition. Do Not Smoke.
- Notify Police.
- Do not admit liability, i.e., "It was my fault."
- Call the Risk Management Department immediately or no later than 24 hours following the accident.
- Complete a Report of Accident Form and forward to the Risk Management Section.
- Request the Campus Sheriff's Deputy to make a report and forward the report to the Risk Management Department (*District Office employees report the incident to the Sheriff's Deputy located on the 6th floor*).

REPORT THEFT OR DAMAGE TO COLLEGE PROPERTY

- If on campus, notify the Campus Sheriff's Deputy to make a report. District Office employees, contact Sheriff's Deputy to make a report.
- Forward the report to the Risk Management Department within 24 hours.
- Notify the Campus Vice President of Administration (*District Office employees notify the Director of Business Services.*).
- Do not destroy, discard, repair, or replace damaged property without permission of the Risk Management Department.

REPORT AN INJURY TO A VISITOR OR STUDENT

- Immediately notify the Campus Sheriff's Deputy. If the injury is to a Los Angeles Community College District employee, immediately notify Sheriff's Deputy.
- Give full details to the Campus Sheriff's Deputy so a report can be made and forwarded to the Risk Management Section.
- Notify your supervisor or supervising employee.
- Notify the Risk Management Section.
- If a death occurs, report it IMMEDIATELY to the Director of Business Services and/or Risk Management Section.