If you or another employee is injured, secure medical attention immediately.

- Call the police and request assistance.
- Obtain names, addresses and phone numbers, both day and night, of all parties, including witnesses.
- Note the year, make and model of other vehicle(s) involved.
- Note the location of the accident and nearest intersections.
- If you or another employee is injured, secure medical attention immediately.

Corporate Claims Management, Inc (800) 449-2264

Curators of the University of Missouri
Self Insured Claims Administrator
Corporate Claims Management, Inc (800) 449-2264

See other side
Never make a commitment nor admit liability! Simply obtain the facts as given you regarding the situation and advise the other party that the incident will be reported to your company for immediate action.

Do not talk to anyone about the accident, except:
- Your campus claim coordinator and your supervisor/chair
- The responding Police
- The University insurance claims adjuster—Corporate Claims Management, Inc
- If required by law, make an oral report of this accident to proper police authorities, but do not give or sign any statements.
- Report to your supervisor/chairperson to complete the UM Form 5 available at http://ehs.mst.edu and submit within 48 hours of the accident.

For more information visit: http://www.umsystem.edu/rim