

ACCIDENT/INCIDENT REPORTING INSTRUCTIONS

If you are involved in an accident or have a liability claim, please follow these steps:

At the Scene of the Accident/Incident:

- 1) Report accident to your Supervisor immediately.
- 2) Contact Police Dispatch at 853-3207 to make an official accident report for incidents involving vehicles.
- 3) Give the “Insurance Claim Contact Information” (Page 2) to the other party involved in the accident/incident.
- 4) Complete “Accident Form” located on page 4.
- 5) Take pictures if possible.

Post Accident/Incident Requirements:

- 1) Supervisor is to email, fax, or deliver the Accident Form/Supervisor’s Investigative Report (Page 4-5) containing all the information to insuranceclaims@collierville.tn.gov / 457-2258 / Town Hall within 24 hours of the accident/incident. Include the Police Report and pictures if you have them.
- 2) The Risk Management office will file the insurance claim (if required).

Out-of-Town Accident/Incident Reporting:

- 1) If accident/incident occurs outside of Collierville, you should call the local authorities.
- 2) Go through numbers 1-5 of the “At the Scene of the Accident/Incident” shown above.
- 3) The Town’s Risk Management office will obtain a copy of the jurisdiction’s accident report. You have the responsibility of notifying the appropriate representatives in all cases. The Risk Management office will handle the entire insurance claim process. Make no statement without the Town’s representative’s approval.

Per Human Resources:

- 1) A completed First Report of Injury (page 7) and Supervisors Investigative Report (page 5) should be forwarded to the H/R Department within 24 hours of the accident/incident. This should be done even if the employee did not sustain a noticeable injury. If you have any questions, please contact the H/R Department at 457-2290.