

Emergency Procedures Guidelines Student Group Travel / Off-Campus Activity

Important: Copies of participant Medical Information Release forms and the Emergency Procedures guidelines must accompany the responsible faculty or staff member assigned to each vehicle used for University sponsored travel.

Emergency Procedures: The faculty or staff member traveling with the participants should implement the following procedures in the event of an emergency:

ACCIDENT

For University-Owned or Rental Vehicles

- Notify local authorities @ 911.
- Notify UTD Police @ 972-883-2331 who will notify the Safety Officer, the Risk Manager, and the administrator in charge of the sponsoring unit. The need for follow-up with the participants' emergency contact persons or others is discussed at this time.
- Leave a cellular phone number with the University Police dispatcher. For rentals, call the 800 number provided by the rental company.
- While at the scene of the accident, authorized drivers must attempt to obtain as much information as possible, including:
 - The license plate number of any vehicles at the scene.
 - The names of telephone numbers of the other parties.
 - Insurance information from the other parties involved in the accident.
 - As soon as possible, the authorized driver will provide this information to the fleet contact. At UTD this is the Facilities Management Administrative Assistant, extension 2545.
- Authorized drivers of the University-owned vehicles should advise other parties involved in the accident that the accident will be reported to the University's insurance company who will be in contact with the claimant.
- In the case of rental vehicles, the University has an insurance policy that becomes applicable if the cost exceeds what is covered by the rental agency's insurance policy. Authorized drivers of the University-owned vehicles should advise other parties involved in the accident that the accident will be reported to the rental agency and to the University's insurance company.
- Authorized drivers should not make any representations regarding insurance coverage to other parties involved in the accident, because the insurance company's adjuster will make the determination of coverage available under the insurance policy. Should the other party require some type of insurance information, a copy of UTD's insurance policy is in the glove compartment (University-owned vehicles only) or they may contact UTD's fleet contact at 972-883-2545 for assistance.
- Upon returning to campus, the fleet contact will provide you with insurance claim forms to be filled out with all pertinent information about the accident. The fleet contact will then forward the claim form to the insurance company for handling.

MECHANICAL BREAKDOWNS

University-Owned Vehicles

- Notify the dispatcher in the UTD Police Department @ 972-883-2331 who will notify the supervisor of the authorized driver.
- Contact some form of roadside assistance (local auto dealer service department, garage, etc.).
- Leave a cellular phone number for someone to call you back.
- Do not attempt to make repairs, including changing a tire. Wait for roadside assistance.

Rental Vehicles

- Call the 800 number provided by the rental company.