



# Accidents??

## Who to call . . .

### Employee accidents (Workers Comp)

- Call Company Nurse (877-778-2576)
- Notify [Jordan Hunt](#), HR Director (707-399-4426)

### Vehicle Accidents (when driving a company leased/owned vehicle)

- Follow accident kit instructions inside the vehicle glove box, take pictures and fill out the proper forms (Fleet Vehicle Accident Form & NBSIA Vehicle Accident Form)
- Notify [Alexandra Morris](#), Executive Assistant II, Admin. & Operations Dept. (707-399-4405)
- Send all complete paperwork and camera to Alexandra Morris at the SCOE Main Office
- If a non-SCOE vehicle was involved please refer the owner of the vehicle to Alexandra Morris. Forms and follow up will be provided by her.

### Non-Employee Accidents (guests or others on SCOE sites)

- Notify Alexandra Morris, Executive Assistant II, Admin. & Operations Dept. (707-399-4405)
  - Have the individual fill out the SCOE Claim for Damages form or Incident Report
  - Return the form and any paperwork relating to the accident to Alexandra Morris.
- \*Note: this does not apply to volunteers. They fall under workers comp.

### Student Accidents

- Teacher/Para or Administrator fills out a Student Accident Report; this is done via online submission through the NBSIA website at <https://live-anon.origamirisk.com/Origami/IncidentEntry/Welcome>.
- If there is additional paperwork relating to the accident, please send that to Alexandra Morris
- If the student or student's parent would like to file a claim for any injury, please refer them to Alexandra Morris for the proper paperwork. Do not discuss the accident with them and do not give them copies of our report(s).

**NOTE:** Some of the older forms indicate completed reports are to be sent to NBSIA; this is NOT CORRECT. **All originals must be sent to Alexandra Morris for processing and record keeping.**