



Accidents??

Who to call . . .

Employee accidents (Workers Comp)

- Call Company Nurse (877-778-2576)
- Notify [Collin Bublavj](#), 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 <http://www.nbsia.org/pl-forms-bank>.
- 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.**