

# Motor Pool Emergency Procedures



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1. All occupants **MUST** wear seat belts at all times.
  2. In case of an accident call 911 even if there are no injuries, so that an accident report can be filed. If there are injuries, medical personnel will be sent to the scene to assist. Also, the accident should be reported to the Physical Plant during working hours at 641-4240 or after hours call Security at 641-3333. Plant hours are Monday through Friday, 7 am-noon & 1 to 4 pm. If the accident occurs outside of business hours, the driver of the university vehicle involved should contact Beth Samples by the next business day at 765-641-4240 to begin the insurance claim process. Please supply all known information when you call regarding injuries and damage to vehicle(s).
  3. If you encounter mechanical failure – stop as soon as you can safely do so. Call the Physical Plant office during working hours at 765-641-4240. After 4 pm or during weekends contact security at 765-641-3333 the officer on duty will know who to contact.