

INCIDENT CHECKLIST FOR THE REPORT

The key to a good investigation is information. To complete the investigation report, obtain the following information prior to completing the report. Check each item that applies or mark with "N/A" those items that do not.

- __ 1. Locate and identify person in charge.
- __ 2. Locate Ector County employee.
- __ 3. Secure Video, if applicable.
- __ 4. Complete drug and alcohol testing, when applicable.
- __ 5. Note time and weather conditions.
- __ 6. Check flowchart for notification procedures.
- __ 7. Have driver fill out Ector County Driver's Report of a Vehicular Accident at collision scene.
- __ 8. Get witness information.
- __ 9. Supervisor should walk incident site with note/sketch pad making important note to details and marking for measurements.
- __ 10. Make measurements and angles for scale diagrams.
- __ 11. Take photographs of incident scene, being sure that you have some recognizable landmark in picture. Take pictures of all pertinent items. When photographing a collision, be sure to get a picture of all 4 sides of each vehicle involved.
- __ 12. At incident scene, these questions need to be answered:
 - A. Who was involved?
 - B. What actually occurred?
 - C. Where did incident happen?
 - D. When did it happen?
- __ 13. If an employee injury has occurred, make sure he/she has obtained medical attention. Fill out applicable reports and notify appropriate personnel.