



Southeastern Louisiana University

ACCIDENT AND CLAIM PROCEDURES

All claims for damages to University property, vehicle accidents, theft, or vandalism need to follow the following procedures:

- Report to University Police
- Obtain all personal information pertaining to incident
- Obtain names, current address and phone number of witnesses
- Contact Director of Safety at Phone number 2157 or Cardinal Newman Room 131.

At this point the Director will instruct you as to what is needed and will file all appropriate paperwork with Office of Risk Management for reimbursement.

Note: If students are involved, please also obtain parents home address and phone number.

For more information, contact Camille Moniotte, Director 985-549-2157 or visit Cardinal Newman Room 131.