

Incident Card

Actions to take in the event of an incident

1



Remain at the incident scene

until instructed otherwise by local authorities, unless your personal safety or the safety of the passengers is at risk, or where local security procedures recommend another course of action.

2



Make the area safe

Place warning sign to prevent further incidents.

3



Administer first aid

to any injured persons and call for ambulance if necessary.

4



Notify the UNHCR office

5



Report the incident immediately to the police and/or local authorities

6



Take photographs

of the damage of the vehicle and the scene of the incident.

7



Complete the Driver Report

and hand it over to the supervisor. Required information is on the other side of this card.



UNHCR
The UN Refugee Agency

Record on the Driver Report

Details of the incident:



UNHCR
Registration
Plate Number



Barcode
of the vehicle



Location
distance from
well-known points



Date and Time



Diagram
Positions and
directions of
vehicles



Fatalities,
Injuries
sustained to people
or animals



Damage
to vehicle or other
property



Were the police
called to the
incident?

Name, address and contact information

(phone number and/or e-mail address) of all concerned for all vehicles involved:



Drivers



Passengers



Other Witnesses



Injured Persons

Details of other vehicle(s) involved in the incident:



Insurance Particulars
(Insurance Company and Policy Number)



Registration Plate Number

All incidents involving UNHCR vehicles, that result in minor or serious damage to UNHCR or Third Party property, or injury and/or death to UNHCR staff, passengers, Partners or other road users **must be reported within 72 hours to HQINSURE@unhcr.org.**

For more information please contact HQINSURE@unhcr.org.