

“Risk Management: It All Begins on the Day of the Accident”

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- I. The Phone Rings
- II. Objectives
 - A. Care of Injured
 - B. Notification, if required, to governmental body/governmental agency
 - C. Information gathering and investigation
 - 1. Identifying circumstances of accident
 - 2. Preventing recurring accidents
 - 3. Preparing for potential litigation
- III. The Checklist
 - A. Care of the Injured
 - 1. Personal details
 - 2. Emergency care
 - 3. Arrangements with injured’s family
 - B. Notification to Governmental Bodies/Governmental Agency, etc.
 - C. Information Gathering
 - 1. To determine applicable law
 - 2. Contracts/written agreements
 - a. Defense and indemnification provisions
 - 3. Formal investigation
 - a. Equipment/machinery/tools/device involved
 - b. Outside counsel’s participation in accident site investigation
 - c. Necessary experts
 - d. Photographer/videographer
 - e. Manuals/maintenance records
 - f. Personnel at site
 - g. Spoilation issues
 - h. Accident reports
 - i. Formal reports
 - (1) Self-critical analysis
 - (2) Remedial measures
 - j. Obtaining reports/investigation of governmental bodies/
governmental agencies
- IV. Amicable Resolution without Litigation
- V. Preparation for Litigation
 - A. Discovery Issues
 - B. Admissibility Issues