**For Customer Accidents:**

1. Fill out the **Customer Accident Report** form
2. Get statements from any witness to the accident
3. Take a picture of the general area where the incident occurred from a perspective point of view.
4. First and last name of employee taking the picture of area and item.
5. Fax the above paperwork INCIDENT form along with the floor check list (the day of incident & 30 days prior), weekly schedule (first and last name written in) and statements to Veronica Garcia and email the Pictures. Call to report the Customer Accident to your safety investigator over that store.
6. Save merchandise or item involved in accident (shrink wrap with name & date attached and save in back room) until Deborah / Melvin or Angela Morrison can advise what to do.

Veronica Garcia – Fax # is 1-775-373-5092

Cell # - 601-408-7919

Office # - 601-268-7555

 Email to veronica.garcia@ccmllc.com

Deborah Marasigan – Cell # is 601-543-3003

Melvin Ford – Cell # is 601-408-7511

Angela Morrison – Cell # is 601-408-2116