

## Appendix 2: Auto Information

## Steps to Follow after an Auto Accident

### **Do's:**

- When there is a safety threat to you or to other motorists, move your vehicle to the shoulder. Otherwise, leave your vehicle where it is. Use common sense.
- Call 911 for police and/or medical assistance for all accidents.
- Call Campus Safety for all accidents
- The Four "Cs" – Calm, Courteous, Consistent and Concise when reporting to the responding officer.
- Obtain complete information using the attached accident form and diagram sheet.

### **Don'ts:**

- Talk to anyone at the accident scene other than the police
- Make a deal for damages
- Settle for check, cash or private settlement
- Offer to pay or settle even if you are at fault
- Leave the scene, even if is a minor accident
- Offer first aid to others unless you are trained or licensed
- Stand between or near vehicles where oncoming traffic could cause a safety

## What to have in your vehicle in case of an accident:

- ✓ Proof of Insurance
- ✓ Cell Phone
- ✓ Ink pen
- ✓ Camera (with flash)
- ✓ Flash Light (spare batteries)/Light Stick
- ✓ Seat belt cut away device (accessible)
- ✓ Emergency Flare/Warning triangles (in trunk)
- ✓ Emergency contact Names & Numbers
- ✓ Window breaking device