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 threat.

**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