

# WHAT TO DO IN CASE OF AN ACCIDENT.

**1 STAY CALM**. Call an ambulance if needed. ALWAYS call the police. If police are not dispatched, be sure to file an incident report.

**2 STAY SAFE**. Traffic, fire, injury, debris and weather all pose continuing risks.

**3 STAY SMART**. Be courteous, but do not admit fault. ALWAYS protect your identity.

**4 USE** this guide to collect information to file an accident report with your insurance company.

Describe the accident (add direction of travel, speed, etc.):

Date and time \_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_  
\_\_\_\_\_

Name of other driver \_\_\_\_\_  
\_\_\_\_\_

Phone (home/mobile/work) \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip \_\_\_\_\_  
\_\_\_\_\_

License plate number/state \_\_\_\_\_  
\_\_\_\_\_

Driver's license number/state \_\_\_\_\_  
\_\_\_\_\_

Insurance company \_\_\_\_\_  
\_\_\_\_\_

Policy number \_\_\_\_\_  
\_\_\_\_\_

Name of witness \_\_\_\_\_  
\_\_\_\_\_

Phone number of witness \_\_\_\_\_  
\_\_\_\_\_



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