

If you are involved in an accident, take the following actions. Remember to stay calm and protect yourself. If you are injured call 911 right away.

1. Find Safety

Make sure you are safe. Move your vehicle to the side of the road.

2. Call Police

Immediately call 911 to report an accident, no matter the severity. The police officer will interview all parties and will prepare an official report.

3. Exchange Information

Complete the Accident Report Form. Do not leave the scene without the other driver's **name and insurance number**.

4. Take pictures

Take pictures to document the scene. Be sure to photograph all vehicles and license plates, the surrounding area, and individuals if possible.

5. Talk to witnesses

If possible, talk to witnesses and request their contact information

6. File Insurance Claim

After the incident, contact your insurance provider. Submit a copy of the Accident Report Form and your photos. You may be asked to submit the police report form as well.