# IF YOU HAVE AN ACCIDENT

# STOP IMMEDIATELY DO NOT LEAVE THE SCENE CALL 911

State employees must notify the State Police of all automobile accidents

# GET NAMES AND PHONE NUMBERS OF WITNESSES

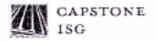
Fill out the accident forms and notify your supervisor

DO NOT make a statement to anyone other than the police, your employer,

Capstone or the Division of Risk Management

CAPSTONE: 1-866-729-9655





### In the Event of an Accident:

- 1) Call the Police
  - A. At UMW, contact the University Police (540) 654-1025
  - B. In Virginia, call the State Police
  - C. Outside of VA, contact the police in your current jurisdiction
- 2) Additional Reporting
  - A. Contact Rental Car Company
  - B. Contact University Insurance Company
    - 1. Capstone 1-866-729-9655
    - 2. University Risk Management will file a formal accident report
  - C. Contact University Risk Management (540) 654-1020 (after hours, leave a message)
- 3) General Information
  - A. Do NOT admit fault
  - B. Do NOT comment about the accident to anyone but the police and insurance company
  - B. Gather Information
    - 1. Driver's information (name, address, contact number) & number of passengers
    - 2. Witness information (same as above)
    - 3. Injured parties information (if any, same as above)
    - 3. Police information (same as above, including badge number)
    - 4. Police Report
  - C. Gather Evidence
    - 1. Photographic Evidence (use cell phone for pictures)
    - 2. Property Damage
    - 3. Physical Layout of the scene

### STATE POLICE EMERGENCY TELEPHONE NUMBERS

Cellular: Emergency #77

Administrative Headquarters, Richmond, 24-hour response: 804-674-2000

Emergency TDD: 1-800-553-3144 Emergency TDD (Voice): 1-800-552-9965

Division 1 (Central Virginia): Emergency Toll-Free: 1-800-552-9965

Division 2 (Culpeper): Emergency Toll-Free: 1-800-572-2260

Division 3 (Appomattox): Emergency Toll-Free: 1-800-552-0962

Division 4 (Wytheville): Emergency Toll-Free: 1-800-542-8716

Division 5 (Hampton Roads): Emergency Toll-Free: 1-800-582-8350

Division 6 (Salem-Roanoke): Emergency Toll-Free: 1-800-542-5959

Division 7 (Northern Virginia): Emergency Toll-Free: 1-800-572-4510

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### TO A PASSING MOTORIST

out this card and hand it to a passing In case of an accident or breakdown when you should not YOUR ASSISTANCE WILL BE APPRECIATED IN CARRYING OUT THE INSTRUCTIONS BELOW: CALL NEAREST POLICE DEPARTMENT CALL AN AMBULANCE CALL A WRECKER CONTACT, leave your vehicle, fill LOCATION OF VEHICLE TYPE OF ASSISTANCE NEEDED motorist. BA0102 DRIVER'S NAME TO A PASSING MOTORIST leave your vehicle, fill out this card and hand it to a passing In case of an accident or breakdown when you should not YOUR ASSISTANCE WILL BE APPRECIATED IN CARRYING OUT THE INSTRUCTIONS BELOW: CALL NEAREST POLICE DEPARTMENT \_\_ CALL AN AMBULANCE CALL A WRECKER CONTACT, LOCATION OF VEHICLE TYPE OF ASSISTANCE NEEDED BA0102 09-94 motorist. DRIVER'S NAME

# INFORMATION EXCHANGE

NAME		TELEPH	HONE NO.	
ADDRESS: STREET	CI	TY	STATE	ZIP CODE
NAME OF YOUR INSURAN	E COMPANY			
YEAR AND MAKE OF VEHI	CLE ARE	ARE YOUR THE OWNER?		LICENSE NUMBER
INJURED PASSENGERS		ADDRESSE	ES:	
WITNESSES		ADDRESS	ES:	
		PROPER BANKS AND THE CONTRACT SERVICE SERVICES AND THE CONTRACT SERVIC	rentus verintinus et cateracione	PARTICIPATE CONTRACTOR OF THE PARTIC

Use Reverse Side If Necessary

# INFORMATION EXCHANGE

Use this card to obtain key information from the other driver involved.

NAME		TELEPHONE NO	).
ADDRESS: STREET	CITY	STAT	E ZIP CODE
NAME OF YOUR INSURANCE COMPANY		1.1	
YEAR AND MAKE OF VEHICLE	ARE YOUR TH	E OWNER?	LICENSE NUMBER
INJURED PASSENGERS	A	DDRESSES:	
WITNESSES	Ė	ADDRESSES:	

Use Reverse Side If Necessary