

## **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**



**CAPSTONE  
ISG**

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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In case of an accident or breakdown when you should not leave your vehicle, fill out this card and hand it to a passing motorist.

BA0102 09-94

TO A PASSING MOTORIST

YOUR ASSISTANCE WILL BE APPRECIATED IN CARRYING OUT THE INSTRUCTIONS BELOW:

- CALL NEAREST POLICE DEPARTMENT
  - CALL AN AMBULANCE
  - CALL A WRECKER
  - CONTACT, \_\_\_\_\_
- AT: \_\_\_\_\_
- LOCATION OF VEHICLE \_\_\_\_\_
- TYPE OF ASSISTANCE NEEDED \_\_\_\_\_
- DRIVER'S NAME \_\_\_\_\_

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### INFORMATION EXCHANGE

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

NAME		TELEPHONE NO.	
ADDRESS:	STREET	CITY	STATE ZIP CODE
NAME OF YOUR INSURANCE COMPANY			
YEAR AND MAKE OF VEHICLE	ARE YOU THE OWNER?		LICENSE NUMBER
INJURED PASSENGERS		ADDRESSES:	
WITNESSES		ADDRESSES:	

EG0067 04-S3

Use Reverse Side If Necessary

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