

THE INSURANCE CENTER

AUTO ACCIDENT GUIDE

Involved in an Accident? Know What to Do.

We understand that getting into an auto accident(s) can happen. That's why we're committed to supporting you every step of the way. Our comprehensive guide provides clear and concise steps to follow if you find yourself in an accident, from ensuring your immediate safety to handling insurance claims efficiently. Our expert team is always ready to assist you with advice, support, and the necessary resources to ensure a smooth recovery process.

Secure the Scene



- **Stay Calm** and assess the situation.
- **Turn off your vehicle, turn your flashers on, and place out warning devices.** Wear a high-visibility vest and make sure it is safe before you exit your vehicle.



4 DO NOT'S



1. **DO NOT** leave the scene without exchanging information with the parties involved in the incident.
2. **DO NOT** post on social media about the incident or any other party involved.
3. **DO NOT** admit fault or offer to compensate anyone involved.
4. **DO NOT** discuss the accident with anyone other than company management, law enforcement, or your company's insurance.

Notify Authorities (Do NOT Admit Fault)



- **Call 911** from the accident scene. Inform them where the accident occurred, if anyone was hurt, and what happened. **Remember do NOT admit Fault.**
- **Contact your manager or supervisor** as soon as possible to report the accident.

Document the Accident



- **Take photos and/or video of the scene.** Make sure to include all vehicles involved, including licenses plates and insurance cards of the other drivers involved.
- **Get as much information as possible:**
 - Year, Make, Model, Color of the involved vehicles.
 - Name, Addresses and Phone Numbers of the vehicle owner, driver at the time of the incident, and passengers in the vehicles.
 - Vehicle's insurance carrier(s) - Company Name and Policy Number
 - Witnesses (Name, Phone Number, and Address)
 - Copy of the exchange information with the officer's name and case number.

Follow Post-Accident Regulations



- Follow the company's drug and alcohol testing procedures.



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701 Sand Lake Road, Onalaska | (608) 783-6441