

UNIVERSITY OF MARYLAND, BALTIMORE

WHAT TO DO IF YOU ARE INVOLVED IN AN ACCIDENT

Do's

1. Turn Off Ignition
2. Seek Any Necessary Medical Attention
3. Call Local Law Enforcement Authorities and Request Completion of an Accident Report
4. Protect Yourself and the Scene of the Accident
5. Turn Emergency Flashers On and Use Any Safety Equipment Available
6. Get the Vehicle Information Including the Name, Address and Phone Number of the Other Party and Any Witnesses
7. Record the Insurance Carrier of the Other Party, Policy Number, Plus Agents Name, Address and Phone Number
8. Take Photos of the Entire Accident Scene, Damaged Vehicles, and Property(All Angles), Skid Marks and People Involved
9. Report the Accident Immediately to UMB Risk Management at:
UMB Risk Management 410-706-4781
or
UMBRiskManagement@umaryland.edu

Don'ts

1. Move Injured People Unless Absolutely Necessary
2. Admit Fault or Apologize
3. Drive the Vehicle If You Feel it is Unsafe