

# Vehicle Accident Checklist

If you're involved in an accident, it can be difficult to know what to do next. To make it easy for you, EHSRM has created this simple checklist.

## First Steps

- Whether it's with another vehicle, an animal or pedestrian, the first priority is safety; **Call or text 911**, if there are any injuries
- If you're able, move to safety but don't leave the scene of the accident
- If safe to do so, take pictures of the accident scene and all vehicle damages
- If no injuries occurred and the accident was on campus contact UPD (325-942-2071)
- If no injuries occurred and you were off campus use the non-emergency local police telephone number for your location to request a police officer to complete a report at the accident scene. (Note: you may need to search the internet for the local non-emergency police phone number or dial 411 from your phone)

## Information to Exchange & Keep

- If your accident involves another driver, you'll need to get the following information from them: name, phone number, driver's license number, insurance company, and policy number
- Our policy is covered by the [TTUS Auto Certificate](#)
- Record the year, make, model and license plate of any vehicle involved
- If anyone witnessed the accident, get their contact info
- Remember to get the police report number from the responding officer

## Reporting the Accident

- Email [EHSRM@angelo.edu](mailto:EHSRM@angelo.edu) or call EHSRM at 325-486-6725 to report the accident within 24 hours of occurrence
- In addition, please complete the following forms ([Vehicle Accident Investigation Form](#), [Vehicle Accident Witness Form](#) (if applicable) available on the [EHSRM website](#) and email to [EHSRM@angelo.edu](mailto:EHSRM@angelo.edu)).