



Dos and Don'ts after an auto accident:

Dos

- Make sure everyone is OK and administer first aid if needed.
- Contact the police and cooperate with the police when they arrive. UPD (936) 294-1800
 - If there are catastrophic injuries or fatalities, call Paul Morris, Director of Compliance & Insurance, (936)-294-1077.
- Secure the following information from the other driver. Taking pictures of documents is a great idea.
 - Driver's license
 - Phone number
 - Insurance card
 - Vehicle(s) information and license plate(s)
 - Names and phone numbers of all passengers
 - Police Department name, Officer's name, and report number
 - Names of witnesses and contact information
- Take pictures of *everything*. This will be the only time documentation at the time of loss can be secured:
 - Damage to all vehicles
 - Scene of the accident (wide angle)
 - Street signs
- File a SHSU Incident Report at https://www.shsu.edu/dept/facilities-management/documents/safety/TSUS+Auto+Claim+Reporting+Form_SHSU.pdf?language_id=1 or search "Automobile Accident Procedure" on the SHSU website. Please send all photos with the completed document to complianceandinsurance@shsu.edu.

Don'ts

- Do not discuss liability (who's at fault) with anyone other than the police
- Do not make any assurances or promises related to property damage or injuries