



## Do's and Don'ts after an auto accident:

- Do's**
- Make sure everyone is OK and administer first aid if needed
  - Contact the police if appropriate and cooperate with the police when they arrive. UPD (936) 294-1800
    - If there are catastrophic injuries or fatalities, call Michael Slagle, Director of Compliance & Insurance (832) 470-7953 cell
  - Secure information from the other driver. Taking pictures of documents is a great idea.
    - Driver's License
    - Insurance card
    - Vehicle and License plate.
    - Names of any passengers
    - Police Department name, Officer's name and report number.
    - Witness names 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](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.
- 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