Important Do's and Don’ts after an Auto Accident

What to Do:

- Check for injuries and ensure everyone is safe. Administer first aid if needed and seek medical assistance for anyone who may be injured.
- Contact law enforcement immediately and cooperate fully with responding officers. University Police Department UPD: (936) 294-1800.
  (937) If the accident involves a catastrophic injury or fatality, contact the Office of Compliance and Insurance immediately at (936) 294-2671 or (936) 294-1065.
- Obtain the following information from the other driver. Taking photographs of documents is highly recommended:
  - Driver's license
  - Phone number
  - Insurance card
  - Vehicle information and license plate number(s)
  - Names and phone numbers of all passengers
  - Police department name, responding officer's name, and report number
  - Names and contact information of any witnesses
- Take photographs of the accident scene and all related damage. This may be your only opportunity to document conditions at the time of the incident:
  - Damage to all vehicles involved.
  - Wide-angle photos of the accident scene.
  - Street signs, traffic signals, and other relevant markers.
  - Submit all photographs to complianceandinsurance@shsu.edu as soon as possible.
- Complete a SHSU Incident Report by visiting: https://samweb.shsu.edu/updx02wp/ or by searching "Incident Report" on the SHSU website.
- If you are contacted by the other party or their insurance company regarding damages or the accident, please notify the Office of Compliance and Insurance (936) 294-2671, immediately before responding.

What Not to Do:

- Do not discuss liability or admit fault to anyone at the scene. Provide factual information only and discuss the accident details with law enforcement and authorized university representatives.
- Do not make any promises, assurances, or commitments regarding property damage, vehicle repairs, medical expenses, injuries, or claim payments.
- Do not leave the scene of the accident until law enforcement has completed their investigation and you have been authorized to leave, unless emergency medical treatment is required.