

# Auto Accident Follow-Up Procedures

*What to do in the case of an auto accident?*

1. Stay calm
2. Unless injury has occurred, do your best to move the vehicle out of harm's way and off the road
3. When to call the police:
  - a. If substantial damage has been done to the vehicle (over \$2,000 suspected)
  - b. In case of injury or death
  - c. The accident involved an intoxicated driver
  - d. It was a hit and run
  - e. Damage done to someone else's private property (telephone poles, etc.)
  - f. When in doubt, doesn't hurt to call
4. DO NOT:
  - a. Do not move injured persons
  - b. Don't fight or blame
  - c. Don't admit fault
  - d. Don't let any unauthorized tow trucks pressure you into towing the vehicle
5. If another driver/car involved, get from each driver:
  - a. name
  - b. address
  - c. contact info
  - d. insurance policy information
6. If the police do get involved, get from police officer the police accident report number and name of officer
7. Ideally, especially in the case of a major accident, the name/address/contact info should be gotten from all willing witnesses/passengers
8. Report the accident IMMEDIATELY to NCC Risk Management via:
  - a. Email: [riskmgmt@nccsda.com](mailto:riskmgmt@nccsda.com)
  - b. Phone: (916) 886-5626