IMPORTANT GUIDELINES: *If you should be in a vehicle accident:*

1. **Secure the scene** by moving your vehicle to a safe location away from traffic, if possible.
2. **Call 911 to report the accident.** Try to provide basic information such as location, how many vehicles involved in the accident, if anyone is injured, etc.
3. **Record the facts about the accident.** Take note of all vehicles involved in the accident, including make and model and license plate numbers. Describe the damage to each and, if possible, take photos (but not pointless “selfies”).
4. **Record the names of the other drivers** and gather their contact information.
5. **Exchange insurance information,** but do NOT provide specific information about your coverage.
6. **Gather contact information from any witnesses,** including passengers in the other vehicles.
7. **Record facts about any other property damaged.** Note if there is any damage to mailboxes, trees, fences, parked cars, etc., and take photos of the damage.
8. **Do NOT admit fault.** Only give out information required by the authorities, and do NOT sign any statement.
9. **Contact:**
   
   1. **Club Sports:** Tom Migdalski, Director of Club Sports, tom.migdalski@yale.edu, 203-671-6238. Ryan Hagen, Director of Campus Recreation, ryan.hagen@yale.edu, 443-717-0440. Leigh Fitzpatrick, Office Administrator, leigh.fitzpatrick@yale.edu, 203-432-2492
   2. **Yale Risk Management:** risk.management@yale.edu *If it is an emergency please call or text Director Marje Lemmon 203-410-5426*
   3. Your own insurance company if you are driving your own vehicle
   4. Zipcar if you are driving a zipcar: 866-4ZIPCAR
   5. The rental company if you are driving a rental vehicle

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