Procedures for vehicle accidents

If you should be in an accident:

1. **Secure the scene** by moving your vehicle to a safe location away from traffic, if possible.
2. **Call 911 and 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.
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, parked cars, etc., and take photos of the damage but avoid pointless “selfies.”
8. **Do not admit fault.** Only give out information required by the authorities, and do not sign any statement.
9. **Contacts:** Contact the Club Sports office and Risk Management as soon as possible.
   1. Club sports: Tom Migdalski (Director), tom.migdalski@yale.edu cell: 203-671-6238; Leigh Fitzpatrick (Office Administrator), leigh.fitzpatrick@yale.edu work: 203-432-2492; Ryan Hagen (Director of Campus Recreation), ryan.hagen@yale.edu, cell: 443-717-0440
   2. Risk Management: risk.management@yale.edu If it is an emergency please call or text 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