



If you are in an auto accident:

1. Move out of the way of traffic and turn on your hazard lights.
2. Call the police, even in a minor accident. If someone is injured, request EMS and/or fire department aid.
3. Do not discuss the accident with anyone other than the police or your supervisor.
4. Exchange necessary information with the other driver(s). Do not discuss who was at-fault. Don't forget to write down the license plate numbers of all vehicles involved.
5. Take pictures with your smartphone if you are able.
6. Complete as much of the Vehicle Accident Information Report as possible, which is located in this "Accident Reporting Kit."
7. Promptly notify your Supervisor and Risk Management.
8. Complete and return the "Vehicle Accident Information Form" and a "Accident-Incident Form" to Risk Management.
9. If injured, report the injury to the College's workers' compensation manager.

Contacts

Police : 911

Risk Management Office

239-432-5235

Or

239-433-6904

Workers Compensation-HR

239-433-6916

Campus Police at FSW

239-489-9203