



ACCIDENT PLAN WORKSHEET

If you've been in an accident, the first thing you should do is get to safety. Then, you'll make three calls: for medical help and the police, to loved ones to let them know you're okay, and finally to your insurance company to begin your claim.

After you've assessed the situation and started your claim, you can make a plan to get your vehicle to an auto body shop for collision repair. Let's go through the steps so you know what to do (and what not to do) when you've been in an accident.

Get to Safety

Are you hurt? Are your passengers hurt? Are the other drivers or passengers okay? Are you parked in a safe location out of traffic where first responders can reach you? Make sure your emergency flashers are on to warn other drivers that you've stopped.

Call For Help

Next, call 911. (Even in a minor accident with no injuries, police can help clarify issues for the insurance company and provide documentation for the incident.)

Emergency Contact Information

Then, make any emergency calls as necessary. (Who do you need to contact to let them know you've been in an accident?)

Name: _____ Phone: _____

Name: _____ Phone: _____

Stay Calm

If you've been in an accident, it's important that you stay calm, focus on safety, and try to approach the situation with a level head. Avoid talking about your emotions with other parties involved in the accident and focus on ascertaining the facts. Let the police and your insurance company worry about the cause of the accident.



Gather Information

Get this info from other parties involved in the accident and the scene where the accident occurred:

Name: _____ Address: _____ Phone: _____

Description of vehicles and license plate numbers, VIN numbers, (some insurance companies list vehicles by VIN, not license plate): _____

Use your phone to take photos and video to document vehicle damage, injuries, road and weather conditions.

Start Your Insurance Claim

Insurance Company Name: _____ Address: _____

Claims Number: _____ Phone: _____

My Information

Policy Number: _____

Vehicle Identification Number _____ License Plate Number: _____

Get Roadside Assistance

If you can safely operate your vehicle, take it to an auto body shop you trust to complete any repairs. Otherwise, call roadside assistance. You may need to call a towing service to move your vehicle, so it's a good idea to keep a few numbers handy just in case.

Roadside Assistance Number: _____ Phone: _____

Towing Companies:

Name: _____ Phone: _____

Name: _____ Phone: _____

Repair Your Vehicle

Take your vehicle to an auto body shop you trust. They'll work with you to get your vehicle back on the road quickly, and help you deal with your insurance adjuster.

City Auto Body: 12 N Beechtree St Grand Haven, MI 49417 Phone: (616) 842-6560

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____