FIRST UNDERWRITERS
INSURANCE BROKERS

ACCIDENT RESPONSE CHECKLIST

Keep this checklist in your vehicle at all times

■ IN CASE OF EMERGENCY: CALL 911 FIRST ■
If anyone is injured, call emergency services immediately before completing this checklist.

1. IMMEDIATE ACTIONS AT THE SCENE

- [ ] Stop your vehicle immediately – do not leave the scene
- [ ] Turn on hazard lights
- [ ] Check yourself and passengers for injuries
- [ ] If safe, move vehicles out of traffic to a safe location
- [ ] Call 911 if there are injuries or major damage
- [ ] Set up warning triangles/flares if available
- [ ] Do NOT admit fault or apologize for the accident

2. DOCUMENT THE SCENE

- [ ] Take photos of all vehicles involved (all angles)
- [ ] Photograph damage to all vehicles
- [ ] Photograph the accident scene and road conditions
- [ ] Capture traffic signs, signals, and road markings
- [ ] Note weather and lighting conditions
- [ ] Document skid marks or debris patterns
- [ ] Take photos of license plates

3. EXCHANGE INFORMATION

Other Driver Information:

Name: _____ Phone: _____

Address: _____

Driver's License #: _____ State: _____

Insurance Company: _____ Policy #: _____

Insurance Phone: _____

Other Vehicle Information:

Year: _____ Make: _____ Model: _____

Color: _____ License Plate: _____ State: _____

4. WITNESS INFORMATION

Witness 1 Name: _____ Phone: _____

Witness 2 Name: _____ Phone: _____

5. POLICE/REPORT INFORMATION

☐ Request police report if required (injuries, significant damage, or disputes)

Responding Officer: _____ Badge #: _____

Police Department: _____ Report #: _____

6. ACCIDENT DETAILS

Date: _____ Time: _____ AM / PM

Location: _____

City: _____ State: _____ Zip: _____

Conditions: Weather: ☐ Clear ☐ Rain ☐ Snow ☐ Fog ☐ Other: _____

Road: ☐ Dry ☐ Wet ☐ Icy ☐ Other: _____

Brief Description of Accident:

_____

_____

_____

Draw the Scene: (Show vehicle positions, direction of travel, traffic signs/signals)

7. REPORT TO YOUR COMPANY

- [ ] Call your supervisor immediately
- [ ] Report accident within 24 hours regardless of severity
- [ ] Submit all photos and documentation
- [ ] Complete company accident report form
- [ ] Do not discuss fault with anyone except police and your company

IMPORTANT REMINDERS:

- *Never admit fault at the scene*
- *Cooperate with police but limit statements to facts*
- *Seek medical attention if you feel any pain, even minor*
- *Keep copies of all documentation for your records*

First Underwriters Insurance Brokers
Your Trusted Insurance Broker for Business Nationwide
(425) 242-5357 | www.firstunderwriters.com