

## **Accident Instructions- as located in your Glove-Box Kit**

### **Accidents**

- 1) Call 911 or your local emergency number: If there are injuries request an ambulance.
- 2) Make sure all accident paperwork has been completed, and that you have obtained a copy of the report from the investigating Police Officer(s).
- 3) Notify the Amherst College Police Department as soon as possible to report your accident (413)542-2291.
- 4) Complete the enclosed accident reports for our insurance carrier and deliver or send them to the Amherst College Police Department.

### **Vehicle Disabled**

- If the vehicle has either become disabled, or was damaged and is considered unsafe to drive:
  - 1) Call the Amherst College Police at (413) 542-2291 and request to speak to the Supervisor.
  - 2) **Faculty or staff** can make arrangements to have the vehicle towed to the nearest garage, or get instructions from the Amherst College Police Department.
  - 3) **Students** should call Amherst College Police Department, who will assist in both the vehicle relocation and housing accommodations as necessary.

### **All Accidents**

- 1) Stop and safely secure the vehicle. For emergencies call "911".
- 2) Have the passengers exit the vehicle and away from the traffic, preferably on the other side of the guardrails, exiting from the side away from traffic if possible.
- 3) Notify Amherst College Police Department at 413-542-2291.
  - All accidents, no matter how minor, must be reported as indicated above. Copies of these forms are available online or from Amherst College Police Department.
- 1) DO NOT discuss the accident with anyone other than the Police and/or College officials, except to obtain driver, vehicle, insurance carrier and witness information.
  - Acknowledge only facts to the other driver.
  - Do not admit to any fault for the accident.
  - Be courteous and avoid confrontational language, including words like "fault" and "blame".
  - BE SURE to give Amherst College Police Department your written reports (and complete a College Incident Report) when you return to campus.

For Questions Contact:

- Amherst College Police Department, 413-542-2291
- Sue Doyle, Arthur J. Gallagher & Co. 630-285-4010
- Janitza Matta, Five College Insurance and Claims Specialist, 413-538-2731

