

ALLEGANY COUNTY  
ACCIDENT CHECKLIST

**What to do if there is an accident:**

- 1. STOP at once. REMAIN CALM. Do NOT admit fault.**
- 2. Take steps to prevent further incidents at the accident scene.**
- 3. Do not move injured persons.**
- 4. Do not move vehicles involved.**
- 5. Notify Emergency Personnel 911.**
- 6. Notify your supervisor that there has been an accident.**
- 7. Do not discuss the accident with anyone other than the police, your supervisor or local government representatives (i.e., County Administrator, County Risk Manager).**
- 8. DO NOT sign anything except for a traffic citation issued by a law enforcement officer.**
- 9. Provide driver's license information and insurance information.**
- 10. Obtain contact and insurance information from the other driver.**
- 11. Obtain contact information from all witnesses.**
- 12. Take photos of damage to all vehicles involved in the accident.**
- 13. Take photographs of the accident scene.**
- 14. Obtain the Vehicle Incident Packet from the vehicle or your supervisor and complete as soon as possible and no later than 24 hours after the accident.**
- 15. Submit Vehicle Accident Packet with photos to your supervisor in order to be forwarded to the County Risk Manager as soon as completed.**