When reporting this accident, you will need information specific to the incident.

Complete the Driver’s Report of Accident in this brochure, and follow the reporting instructions listed on the back of your Insurance identification card.

1. Take the precautions necessary to protect the scene of the accident from further accidents.

2. Call the Guilford Police at 334-4444. If someone is injured, request medical assistance. If fire is involved, request Fire Department aid.

3. Answer Police questions. Give identifying information to other party involved, but make no comments about assuming responsibility.

4. Complete the DRIVER’S REPORT OF ACCIDENT portion of this brochure. You will need this information later for state and insurance reports.

5. As soon as possible, report accident to the proper authorities and to you’re between 8am to 5pm call the Risk Manager, Tammy Downs 256-1102. If accident occurs after business hours between 5pm to 8am be sure to call St. Paul’s Traveler’s Insurance at 1-800-832-7839 to start claim process. Then report all info the next business day to the Risk Manager.