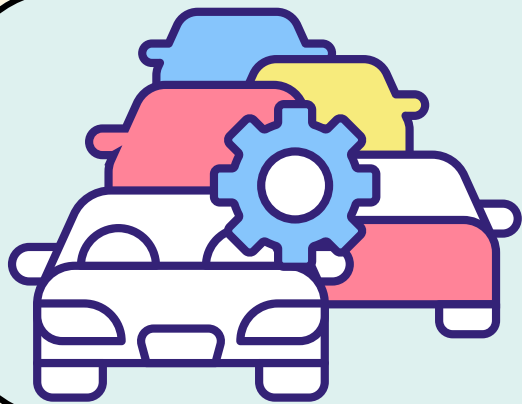


Emergency Fleet Checklist:



What to Do When an Accident Happens

Keep a printed copy of this checklist in each vehicle.
For more risk management strategy email info@owigrisk.com



1

ENSURE SAFETY & CALL FOR HELP

- **Check for injuries** – Call 911 if needed.
- **Move vehicle if safe** – Pull over to a secure location.
- **Turn on hazard lights** – Alert other drivers.
- **Use safety gear** – Set up cones or reflective triangles if available

2

DOCUMENT THE INCIDENT

- **Exchange details** – Gather names, contacts, insurance, and vehicle info.
- **Take photos** – Capture vehicle damage, road conditions, and surrounding signs.
- **Collect witness contacts** – Get names and phone numbers of any witnesses.



3

NOTIFY AUTHORITIES & ORGANIZATION

- **Call the police** – File a report and get the case number.
- **Inform nonprofit leadership** – Provide accident details and necessary documentation.
- **Complete an internal incident report** – Include photos, witness details, and police report info

4

CONTACT INSURANCE & MANAGE CLAIMS

- **Report the claim** – Call the nonprofit's fleet insurance provider ASAP.
- **Submit all necessary documents** – Police report, photos, and other required info.
- **Follow up on the claim process** – Ensure proper documentation is submitted for timely resolution.



5

POST-ACCIDENT REVIEW & PREVENTION

- **Evaluate the cause** – Identify if additional driver training is needed.
- **Inspect the vehicle** – Schedule maintenance before putting it back in use.
- **Update safety policies** – Adjust guidelines to prevent future accident

Your Partner In Risk Management