

## Procedures after an Auto Accident Occurs

- Your first concern is for the person involved in the accident/incident. Determine immediately if the person was injured as a result of the accident/incident and provide assistance.
- It is highly recommended that local police be notified, especially if someone is injured.
  - If the accident occurred on campus or in the City of Auburn, contact the [City of Auburn Police Department](#) at (334) 501-3100.
  - If the accident occurred in Opelika contact the [City of Opelika Police Department](#) at (334) 705-5200.
  - In all other jurisdictions, please contact the local authorities.
- Gather as much information as possible from all individuals involved and any potential witnesses. Information to obtain includes at a minimum: name, address, phone numbers, vehicle information, description of damaged property and insurance information.
- Departmental employees are encouraged to report claims through the [incident entry portal](#) (<https://cws.auburn.edu/rms/pm/claims>) as soon as possible after the accident/incident occurs and to cooperate with Brentwood Services Administrators, as well as AU Risk Management & Safety, to promptly investigate, settle, and mitigate the extent of all claims.
- Please contact [Risk Management & Insurance](#) at (334) 844-4533 if you have any questions.