

Post-Accident Checklist

A step-by-step guide for what to do after a collision.

Keep this in your glove box. Following these steps after a collision protects your safety, your claim, and your peace of mind.

1 Ensure Safety First

- **Check for injuries** — Assess yourself and all passengers. Call 911 immediately if anyone is hurt.
- **Move to safety** — If drivable and safe, pull to the shoulder or a nearby lot. Turn on hazard lights.
- **Turn off the engine** — Shut off the ignition. Engage the parking brake.
- **Set up warnings** — Use flares, cones, or triangles — especially at night or in bad weather.

2 Contact the Authorities

- **Call 911** — A police report creates an official record — invaluable for your claim.
- **Get the report number** — Ask the officer for the report number and how to get a copy.
- **Don't admit fault** — Stick to facts. Let the investigation determine what happened.

3 Document the Scene

- **Photo all vehicles** — Wide shots of the scene and close-ups of all damage from multiple angles.
- **Photo the surroundings** — Road conditions, signs, skid marks, weather — context matters.
- **Photo documents** — All license plates, driver's licenses, insurance cards, and registrations.
- **Record time and location** — Exact time, date, street names, intersection, direction of travel.
- **Get witness info** — Names and phone numbers. Their account can be crucial.
- **Note officer details** — Responding officer's name and badge number for follow-up.

4 Exchange Information

Collect from every other driver involved:

- **Full name, phone, email, address** —
- **Insurance company and policy number** — Photograph their insurance card — don't transcribe.
- **Driver's license number** — Photo is best.

■ **Plate, make, model, year, color** —

5 After You Leave

- **Call your insurer** — Report the accident as soon as possible. Most have 24/7 lines.
- **See a doctor** — Whiplash and concussions can show up hours later. Get checked.
- **Call Gemini Auto Body** — Reach us at (408) 216-0548 for a free estimate. We work with all insurers.
- **Request an estimate online** — Visit geminiautobodyshop.com/estimate to submit photos and get started.
- **Keep every receipt** — Towing, rental, medical — many are reimbursable under your policy.

Need help? Call (408) 216-0548 or visit geminiautobodyshop.com. We'll walk you through the process from accident to delivery.