

**Old Dominion Historical Fire Society
Muster / Parade / Static Display
Safety Advisory**

Vehicular Accident Check List

**In the event of a vehicular accident at your event please
note the following guidelines for what to do, and what
pertinent information is suggested for the ODHFS
records.**

1. If necessary call 911. Check for injuries.
2. Obtain a brief summary of each party's side of the story as to what happened.
3. Name, address, telephone number, email address, and policy number of each involved parties insurance company.
4. If a police report is filed obtain the necessary information so a copy of the police report can be obtained for the ODHFS files.
5. Record the necessary information on the incident report including: date, time if incident, address of incident, weather conditions, description of damages, statements, etc.
6. If possible take photographs of each damaged vehicle.
7. As soon as possible clear all damaged vehicles especially if they are impeding roadways and traffic.
8. Check for any debris, or fluids on the roadway i.e. oil, antifreeze, etc. Take measures to abate.
9. Make sure that each party has each other's pertinent information.
10. Make sure the event coordinator/organizer is aware that an incident occurred.
11. Name(s) and complete contact information of any witnesses.
12. Simple diagram of accident scene.
13. Other misc. notations:

ODHFS Regional Director

Date