**IF YOU HAVE AN ACCIDENT:**

- **STOP IMMEDIATELY:** Do not leave the scene; try to prevent further accidents or harm from occurring.

- **CALL THE POLICE:** If on-campus: ODUPD 683-4000. If off-campus but in-State: request VA State Police to respond.

- **RECORD CONTACT INFO:** Get names & numbers of drivers (insurance, vehicle details), witnesses, and police officers.

- **DO NOT MAKE STATEMENTS:** To anyone other than ODU Risk Management representative or police officer.

- **CONTACT SUPERVISOR & ORM:** Contact your supervisor, then complete the Auto Loss Incident Report Form and send to Risk Management (ORM) within 24 hours of accident.

---

**IMPORTANT!!** If anyone is injured or vehicles are disabled, call Risk Management to report the accident:

757-683-4009

**TEAR OFF & PROVIDE TO OTHER DRIVER**

The Commonwealth of Virginia is self-insured. For automobile inquiries you may write to:

Commonwealth of Virginia
Division of Risk Management
PO Box 187, Richmond, VA 23218-1879
or call 866-857-6866