






## 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

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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**