

PREVENT FURTHER MISHAP

Explosion

Gas fumes explode!

Prevent smoking on the scene.

Turn off ignition keys.

Traffic

Take suitable precautions to divert and re-route any traffic, especially if there are injured persons on pavement.

Flares, Reflectors or Flags

If you have flares to light, make sure there are no gas fumes off flammable objects. Point the end being lighted away from you. Check that warning devices are placed the proper distance from your vehicle.

AFTER AN ACCIDENT

Step 1. Stop vehicle immediately and shut off engine.

Step 2. Apply first aid or offer assistance to any one injured.

Step 3. Call police and if necessary request an ambulance.

Step 4. Take brief notes using this Booklet and hand out the Courtesy Cards to witnesses. Be sure to get these back. If you are unable to obtain witness's name & address record their license plate number.

Step 5. Do not admit liability/fault or discuss the accident with anyone but the police.

THE ACCIDENT

Date _____

Time _____

Speed of your vehicle _____

Speed of other vehicle _____

Location _____

Weather conditions _____

Road conditions _____

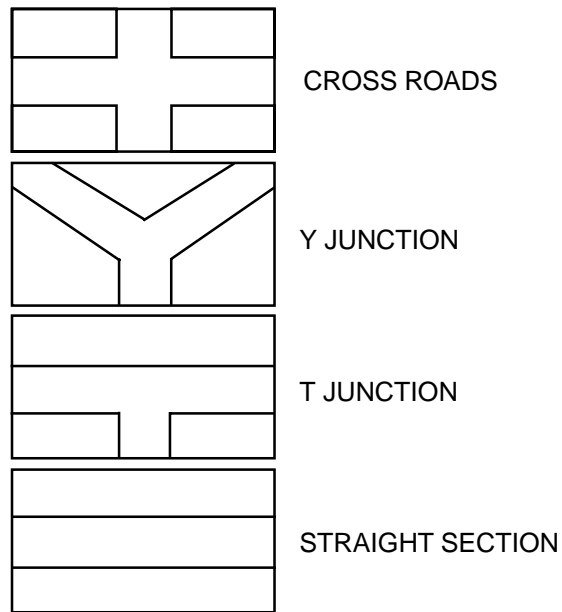
Investigating Officer _____

Badge No. _____

Detachment _____

SKETCH APPROPRIATE DIAGRAM.

Indicate street names and position with the direction of travel of all vehicles concerned. Indicate north.



IMPORTANT Information on the other vehicles required.

INJURED PERSONS

Name _____

Address _____

Res Phone # _____

Bus Phone # _____

D.O.B. _____ Sex _____

Injury _____

Name _____

Address _____

Res Phone # _____

Bus Phone # _____

D.O.B. _____ Sex _____

Injury _____

FIRST AID REMINDERS

1. Breathing (Mouth to mouth resuscitation) Place folded coat under shoulders. Draw chin forward to straighten airway. Remove foreign objects from mouth and throat. Take deep breath. Pinch nostrils of injured person closed. Blow air into mouth until chest rises. Repeat every 3 to 5 seconds until breathing becomes natural.

2. Bleeding Apply direct pressure to wound using clean pad and hand or thumb.

3. Broken Bones Do not move injured person except if there is imminent danger of explosion.

4. Blankets Shock can be fatal! Keep injured person warm with blankets.

DETAILS OF OTHER VEHICLE INVOLVED #1

(This information is critical)

LICENCE Place No. _____

Owner's Name _____

Address _____

Bus. Phone _____

Res. Phone _____

Insurance Company _____

Policy No. _____

Year & Make of Vehicle _____

Driver _____

Driver Licence No. _____

If more than 2 other vehicles involved in this accident record the info on a separate piece of paper.

DETAILS OF OTHER VEHICLE INVOLVED #2

(This information is critical)

LICENCE Place No. _____

Owner's Name _____

Address _____

Bus. Phone _____

Res. Phone _____

Insurance Company _____

Policy No. _____

Year & Make of Vehicle _____

Driver _____

Driver Licence No. _____

If more than 2 other vehicles involved in this accident record the info on a separate piece of paper.

WITNESS

YOU WILL BE DOING THE DRIVER A FAVOUR AND HELP KEEP THEIR DRIVING RECORD ACCURATE IF YOU WILL COMPLETE AND RETURN THIS CARD TO THE DRIVER.

Name _____

Address: _____

Bus. Phone: _____

Personal Phone: _____

Sheppard Insurance Service Inc.

1400, 10020 - 101A Avenue Edmonton,
Alberta T5J 3G2

Toll Free: 1-800-663-2242

Phone: (780) 421-1515 Fax: (780) 425-0689

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Accident Handbook
Important Information to be followed in case of an accident

“Remain Calm”

This book should be kept in the vehicle at all times

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