

# Four Key Items

During an Accident

## GET HELP

Assign a communicator to call 911 and stay on the phone with the operator. If no one steps up grab your phone and dial 911, wait for one and only one ring, and give it to someone.

## MAKE IT SAFE

Assign one or more road handers to keep traffic safe. One down is bad enough don't lose another to traffic.

## GIVE CARE

Do not move - Assess the rider. If conscious, keep them still and talking. Assure them help is on the way. Remember they may have a head injury so talk to them about their pet hamster when they were two. Just keep them talking. If unconscious or seriously injured, do not forget your first aid training, take a calming breath and move forward. Yield care to passing professionals if you are not one. As help arrives, give them the individuals name and emergency contact information.

## TAKE NOTES

Assign a note taker. Have he or she pop out their I-phone and capture data. As it happens, tell them to record the following:

- Time of the accident
- Time when help was called (This will be on the 911 contact phone)
- Time when the first responders arrive
- Name, badge number, and municipality the police officer(s) are from.
- Witnesses names, license plate number, concentrate on the witnesses that leave before the police or help arrives, the ones that don't want to get involved, the down rider may need them to. If no name(s) note general description, height, sex, hair color, car make, and car model etc. Take a photo.
- The Hospital that the accident victim is transported to
- Where the accident report will be filed
- Insure all group members give statements either to the police or to you. Stop accident discussions before everyone's statement is taken. Everyone sees an accident differently. Hearing about one detail may cause someone to forget another detail

The quickest way to record data is a photo but get permission first.

As soon as possible, notify the Safety Director and a Board Member. Fill out the accident form and get it to the Safety Director