



# What to do AFTER A CAR ACCIDENT

- 1. Remain calm.** It helps you stay in control of the situation.
- 2. Safety check.** Ensure everyone involved is OK and safe from any additional hazards (oncoming traffic, glass, debris, etc.).
- 3. Call 911.** To report the accident and get additional assistance.
- 4. Site Actions.** Do not admit fault and take pictures if you can, while assistance/emergency service is coming.
- 5. Exchange information.** Get the information of all other drivers involved in the accident and get a copy of the police report/case number.
- 6. Contact Leadership.** Notify your next level commander or other key individuals (via telephone call) in accordance with CAPR 160-2 (para 6.1.5).
- 7. CAP Actions.** Enter an SSO in CAPSIS and have authorized member mark the vehicle condition as "Missing/Damaged" in ORMS.



## Vehicle SSOs...

happen and need to be reported.

Vehicle SSOs include accidents; crashes; any unnatural, unknown, or unplanned vehicle damage; missing or abandoned vehicles; any situation in which a vehicle caused injuries, etc.

### When in doubt, ask your Leadership.

According to CAPR 160-2 (para 6.1.2) any damage to a COV needs to be reported. Any instance where the vehicle unintentionally departs a roadway surface, regardless of the cause, also needs to be reported (para 6.1.5.8.).

VEHICLE SSO  
REPORTING

3 EASY STEPS

1. Notify Leadership

2. Enter into CAPSIS

3. Change Vehicle  
"Condition" in ORMS

# Vehicle Safety Significant Occurrence (SSO) Pamphlet



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