



# AVIATION CLAIMS CHECKLIST

Claims Hotline: 952-942-8800

## IMMEDIATELY FOLLOWING ACCIDENT/INCIDENT

- Seek appropriate medical attention for yourself, passengers or any injured people. It is recommended you call 911..
- Secure the area / prevent future damage to the aircraft & scene
- Record Accident Details:
  - Date & Time:
  - Location:
  - Weather at time of incident:
  - Details of incident
- Record Passenger Information
  - Names:
  - Contact Information (Phone & Email)
- Record Witness Information
  - Names
  - Contact Information (Phone & Email)
- Record the scene – take photos or videos if able
- Notify your broker
  - Call: 952-942-8800
  - Email: Claims@wingsinsurance.com
- Review the NTSB accident/incident procedures
- DO NOT MAKE ANY COMMENTS TO THE MEDIA

### Notes:

