

Buechel Fire Protection District

SAFETY POLICIES

SP-0021

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Title: Apparatus and Vehicle Accident Procedures Approval Date – 7-17-2001

Section	Instruction
1.	<u>Purpose</u>
	Vehicle accidents have a significant negative impact on the district. In addition to possible injuries or death, the economic impact can be substantial.
2.	<u>Scope</u>
	This section describes what to do in the event of vehicle accidents within the district. It ensures a uniform, systematic protocol for response to, and investigation of, these accidents with the ultimate goal of preventing or minimizing future occurrences.
3.	<u>Procedures</u>
	A. If involved in an accident, leave all emergency equipment on including the electronic siren (manual siren's exempt) for a few minutes to insure that the equipment is seen and heard. After the few minutes have lapsed turn off the siren leave all other emergency equipment on until the police have arrived.
	DO NOT MOVE THE VEHICLE(S)
	B. Any District owned vehicle involved an accident, regardless of how minor, shall immediately notify Radio of the accident location and whether or not there are injuries involved. Police shall be dispatched to all accidents involving district owned vehicles.
	DO NOT MOVE THE VEHICLE(S)
	If a member has been involved in an accident while responding to the fire station on a dispatched run in an emergency mode or not the member shall contact a Chief Officer for an investigation. It is not necessary to notify Radio unless the Chief Officer deems it necessary.
	C. The Chief or Company Officer shall begin to complete the Buechel Fire Protection District "Accident Investigation Report". Copies of these reports will be located in all district owned vehicles.
	D. A police report shall be required whenever property damage has occurred.
	E. The Chief Officer or Company Officer shall ensure that sufficient photos of the accident are taken. These photos should attempt to clearly illustrate the accident scene and include any skid marks, and other vehicles indications or evidence of what may have occurred, should be

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	<p>documented with photographs.</p> <p>F. Witness Information: The investigating officer shall obtain the names, addresses and telephone numbers of witnesses when possible. No firefighter shall make any comment about the probable cause of the accident to anyone other than the investigating police and fire officers.</p> <p>G. Each Firefighter present at the time of the accident shall write a letter stating, in detail, what he/she observed concerning the accident. The company officer involved in the accident shall forward his/her composite letter, along with the firefighters letters and the district accident investigation report and photos to the Chief.</p> <p>H. Once the accident information is forwarded (to include the police report) to the Chief's office he will review all information with the Chief Officers to determine appropriate actions to prevent or minimize future occurrences.</p>