

	Wintergreen Fire and Rescue Standard Operating Guideline	
	Subject:	Vehicle Incidents
	Reference Number:	OPER 04-001
	Effective Date:	16-Nov-04
	Last Revision Date:	N/A
	Signature of Approval	Curtis Sheets, Chief

Purpose:

To establish a uniform reporting guideline for incidents involving emergency vehicles. To provide policy and guidelines for the proper management of incidents involving company owned vehicles where either a vehicle or property has suffered damage.

Definitions:

Vehicle Incident – shall mean any occurrence in which a vehicle comes into contact with an object or person regardless of damage.

Incident Review Committee – a representative from Fire, Rescue, and Police. When appropriate a representative from the volunteer board will be present.

Third Party – shall mean any person or property other than company property.

Policy:

In the event of an incident involving third parties, members are required to use the following procedures:

The local police authority having jurisdiction will investigate the incident.

The operator shall stop immediately. The crew shall then evaluate the scene, check for injuries, and advise the dispatcher to notify a Rescue Squad (if needed), Law Enforcement, Chief of Fire and Rescue or designee. Notify the dispatcher if the unit is out of service and direct them to dispatch a replacement unit to cover the call if the incident occurred while responding or transporting.

The driver shall remain at the scene and other personnel shall ride the replacement unit, if they are not needed at the scene.

The operator shall not discuss the incident facts with anyone except the police, the Chief or designee.

The operator or officer in charge shall attempt to obtain the full name, address, insurance company, and policy number of the other driver(s) as well as the name and address of any witness.

If filed, a copy of the police report should be obtained to be submitted with the Vehicle Incident Report.

After completion of the police investigation the operator involved in the incident shall return to the station and complete a Wintergreen Vehicle Incident Report. All personnel on the apparatus at the time of the incident shall also provide a written statement to be attached to the Vehicle Incident Report. All documents shall be forwarded to the Fire Rescue Chief within 24 hours for distribution to the Incident Review Committee.

Incidents resulting in damage to company owned property, not involving property of a third party, shall be reported to the Chief.

- Evaluate the property damage
- Notify the on-duty Captain
- Take appropriate action to insure the vehicle involved will be safe to answer emergency calls.
- Complete the Wintergreen Vehicle Incident Report, any witness statements, and forwarded the documentation to the Chief for distribution to the Incident Review Committee.

An Incident Review Committee shall review all vehicle incidents. The Committee shall conduct a thorough analysis of the incident determining what corrective action can be taken to prevent future occurrences.

The Committee shall base their determination upon factors relating to the incident, by reviewing the information provided in the Wintergreen Vehicle Incident Report, witness statements, pictures, and physical evidence (if available).

The Committee **shall not** determine fault, but collectively determine if the incident was either **preventable** or **non-preventable**. The Committee shall provide recommendations that may be taken to prevent such incidents from occurring in the future.

Upon completion of its investigation, the Committee will forward a memorandum to the operator involved notifying him/her of their findings and recommendations. A copy of the committee's finding and recommendations shall be forwarded to the Chief.