

Bethel Township Fire Department

GENERAL ORDER: 401	SECTION: Apparatus
SUBJECT: Accident Reporting Procedure	EFFECTS: All Personnel
ADOPTED: 05/01/2016	SUPERSEDES: None
REVISED: 09/20/2020	

PURPOSE:

- A. To establish policy and procedure for the proper management of motor vehicles accidents involving fire department vehicles.

GENERAL ORDER:

- 1.) **ALL** accidents involving fire department vehicles or equipment shall be reported immediately to the on-duty supervisor. The on-duty supervisor shall respond to the scene of any reported accident.
- 2.) The on-duty officer receiving initial notification shall, as soon as practical, notify the on duty supervisor and the Fire Chief.
- 3.) The on-duty officer shall in coordination with the appropriate law enforcement agencies and/or state agencies work in cooperation to investigate accidents involving personnel and/or township owned Fire Department vehicles and/or equipment.
- 4.) Treatment of injuries/illness as a result of an accident shall be priority in the investigative stage of every incident. Injured or ill department members shall be treated and transported to an appropriate medical facility following all local medical operating protocols.
- 5.) Personnel shall not make statements (verbal or written) concerning the accident to anyone who does not have the need to know. All news media should be directed to a chief officer.
- 6.) Department members refusing medical care/treatment shall do so against the recommendations of the fire department. Refusal statements shall be completed

at the scene of such accidents. Continuation of shift shall be at the discretion of a chief officer.

- 7.) All traffic related accidents shall be reported immediately to the appropriate law enforcement agency.
- 8.) Immediately upon returning to the station the driver and crew shall prepare a written report and witness statements pertaining to said accident. All written reports and witness statements should be forwarded through the on-duty supervisor to a Chief Officer.
- 9.) Driver(s) involved in accidents will make themselves immediately available for possible drug and alcohol testing.
- 10.) All accidents involving departmental personnel/equipment will be forwarded to the Safety Committee for further investigation and recommendation of corrective action.

A. ACCIDENTS DURING EMERGENCY RESPONSE

- 1.) **All** emergency responses shall be conducted in accordance with safety guidelines established by the fire department and the State of Ohio.
- 2.) All accidents that occur during an emergency response shall be reported immediately to the on-duty supervisor.
- 3.) The procedure for reporting accidents that occur during an emergency response or during the transport of patients to a servicing hospital shall be as follows:
 - a.) Response/transport shall be stopped.
 - b.) The dispatcher shall be notified immediately. Crews should provide the dispatcher with the exact location of the accident, nature and extent of damage and your intended actions. If crews are making a medical transport, another medic unit will be summoned to finish the transport.
 - c.) If possible, crews shall determine if there are injuries at the site and resources shall be summoned to handle those injuries.
 - d.) The on-duty supervisor shall be notified immediately and should respond if available. If not immediately available the next available chief officer should be notified and should respond.
 - e.) Incidents involving only minor property damage shall be evaluated by the on-duty supervisor to determine if a response/transport can continue. If the accident occurs while en-route to an

emergency and there are no injuries, negligible damage, and the vehicle is in safe operating condition, it may be possible to continue to the emergency by consulting the on-duty shift supervisor by radio or phone.

- f.) No crew shall leave the scene of an accident that has caused personal injury.