

Hauser Lake Fire Protection District

Policy Statement Vehicle: Accident & Injury

Effective Date: 7 /15 /13
Revised: _2/_/12/_18

Policy 020

- A. Purpose:** The purpose of this policy is to provide a process for investigating accidents/incidents.
- B. Policy:** It is the policy of the Hauser Lake Fire District to investigate accidents/incidents of the following nature:
- a. Most apparatus and POV accidents (POVs while on H.L.F.D business). The Senior Officer available will determine the necessity of a full or condensed incident investigation. This decision is somewhat subjective but must err toward the conservative of a full investigation process. A condensed investigation is considered an exception to the rule.
 - b. All accident documentation must be clearly marked with the phrase “in anticipation of litigation”. Any pictures of the accident must be provided to the fire chief and NOT retained by the individual and will be stored by the fire chief.
 - c. Guidelines that will be considered in the decision process requiring a full investigation are:
 - i. Any damage to Hauser Lake Fire Protection District property.
 - ii. The member-driver receives a traffic citation.
 - iii. Injuries that require medical treatment.
 - iv. Any other accident at the discretion of the senior officer present.
- C.** A review will begin within 48 hours of the incident and will be concluded within 7 days of the incident if possible. The review report will detail the root cause(s) of the accident and include a corrective action plan that will help prevent similar occurrences in the future. The review report will include the accident report completed by the district representative, a written report by the safety committee which should include preventable, non-preventable and committee recommendations, and a written report by the senior officer who reviewed the accident.
- D. Procedures: Vehicular Accidents**
- a. The driver of the vehicle must provide a verbal report to the senior officer available as soon as feasible.
 - b. If the incident occurs during a response, consideration must be given to completing the response such as requesting Mutual Aid, but it is not a requirement. Normal information exchange must occur between HLF personnel and the affected public.
 - c. Immediately after the incident (as soon as feasible), the driver if the HLF vehicle will be suspended from driving HLF apparatus and emergency equipment until such time as the accident receives a preliminary investigation

and a decision is made to allow or disallow driving. The senior officer available usually performs this as long as he/she is not directly involved in the incident

- d. The driver of the vehicle involved in the incident must complete a written report within twelve (12) hours of the incident, if able, and submit to the senior officer available.

E. Investigation:

- a. The Senior Officer available will contact the safety committee within 24 hours of the incident. If the senior officer available was involved, then the next most senior officer available will assume responsibility for the investigation.
- b. The Safety Committee will gather any and all information necessary to determine the cause(s) of the incident and to determine what measures are necessary to prevent similar occurrences in the future.
- c. A preliminary report of the Safety Committee findings will be prepared. The report will include a description of the incident, the immediate and root cause(s), and the corrective actions determined appropriate. A diagram of the incident should be included if it would add clarity to the investigation. The Safety Committee will assign primary ownership for completion of the corrective actions. Closure of the corrective actions and supporting documentation (if any) will be included in the final report. Final accident reports will be maintained in an accident file and, if appropriate, in the individual personnel files of those involved.

F. Safety Officer Responsibilities

- a. The Safety Committee shall cause all vehicle accidents involving Fire District apparatus and fleet vehicles to have a fact finding review. The Safety Officer may delegate the accident investigation to the appropriate Chief or other designated representative.

G. Accident Investigation

- a. All accident investigations will include separate interviews with the driver of the Fire District vehicle(s) and all crew members.
- b. The Safety Committee is responsible for initiating the accident investigation by asking each member of the involved crew to:
 - i. Describe what was going on in the truck right before the impact.
 - ii. Identify where you were going.
 - iii. Describe the accident.
- c. The Investigation Officer shall collect and forward the following to the Safety Committee as soon as all materials are collected:
 - i. Photographs of the accident.
 - ii. Police Report Card with the Police ID#.

- iii. Name and badge number of the investigating Police Officer.
- iv. Names, addresses, and hospital of all injured parties, including civilians.
- v. HLFM Accident Form.
- vi. Accident statements
- vii. Witnesses names, addresses and phone numbers

VEHICLE ACCIDENT REPORTING

PURPOSE

This procedure is to provide a standard system for reporting ALL fire department vehicular accidents. This procedure is also intended to include any accident on private property and fire department facilities.

REPORTING REQUIREMENTS

All vehicle accidents involving Fire Department vehicles **MUST BE REPORTED** to the Senior Officer immediately. The report to Central Dispatch must include the following:

1. Unit number
2. Location of the Accident
3. If additional medical assistance (BLS, ALS, Rescue, etc.) is needed
4. If a cover assignment is needed
5. Whether the apparatus/vehicle is drivable

AT THE ACCIDENT SCENE

1. Initiate appropriate medical assistance if needed
2. Do not discuss the accident with anyone other than Fire and Police representatives
3. Do not move the vehicle unless it is creating a traffic hazard
4. If you must move the vehicle take photos prior to moving
5. Obtain witness' names, address and phone numbers-complete vehicle accident report
6. Remain at the accident scene until Police and the Fire Department Senior Officer have completed their investigations
7. Complete the Hauser Lake Fire District Accident form
8. Fire Department employees involved in the accident should be isolated from the general public, the other parties involved in the accident and the news media
9. In the event of a serious accident, employees should be taken to the command van (if on site). They must not be permitted to talk to anyone about the accident except the Police and Fire officials.

Approved

Commissioner

Date: _____