

Hurricane Fire & Rescue

Hurricane, WV

Administrative Guidelines

Subject
Guideline Number
Adopted
Effective Date
Pages

Accident Investigation
800.111
March 1, 2007
April 7, 2007
2

Purpose: To establish a uniform investigating procedure for accident investigations.

Scope: All personnel

Responsibility: It is the responsibility of all members to adhere to these procedures.

Accident Investigation

This SOG is to be followed for any damage to a department vehicle, damage to another vehicle or property by a department vehicle.

1. If no medical attention is required, the officer in charge or individual driving will notify the appropriate Officer and the Fire Chief of the type of accident. The officer in charge will contact dispatch if medical attention is required or if additional resources are needed.
2. The officer in charge will request Law Enforcement to investigate the accident when there is property damage. Vehicle damage will be noted and a determination made whether or not to keep the vehicle in service. The Chief shall be contacted.
3. A Hurricane Fire & Rescue Accident Report Packet will be submitted by the driver of the vehicle before leaving the station.
4. A summary report will be prepared by the officer in charge and must be submitted to the Chief through the chain of command before leaving the station. The summary report is to consist of:
 - a. Date, time, location of incident, and photos (photos need to be of all angles with a clear vision of the area).
 - b. Person(s), vehicle, equipment involved.

- c. Statements from person(s) involved and witnesses.
- d. A personal determination based on one of three areas:
 - (1) Negligence
 - (2) Negligence/Excusable (extenuating circumstances must be cited)
 - (3) No fault

The completed forms will be placed in a sealed envelope and submitted to The Chief through the appropriate chain of command.

- 5. An accident review team consisting of selected individuals of the membership will be used to review the accident. The team is selected through a random process. Individuals involved in the accident or part of the crew will not be eligible to sit on the team, but may be used for information purposes.

Equipment

Damaged and lost equipment will be logged on the damaged equipment form. There should be an explanation given for the damage or loss in the section provided.