

Hurricane Fire & Rescue

Hurricane, WV

Administrative Guidelines

Subject
Guideline Number
Adopted
Effective Date
Pages

Accident/Illness Reporting
800.113
March 1, 2007
April 7, 2007
2

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

Scope: All personnel

Responsibility: It is the responsibility of all personnel to adhere to these guidelines.

Accident Guidelines (Vehicle)

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 immediate Officer in Charge or individual driving will notify a command officer of the type of accident. The Officer in Charge or individual driver will contact dispatch if medical attention is required or if additional resources are needed.
2. The individual 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.
3. A Hurricane Fire & Rescue Accident Report Packet will be completed by the driver of the vehicle within 24 hours of the accident.
4. A summary report will be prepared by the Officer in Charge and the individual driver and must be submitted to a Command Officer within 24 hours. This summary report is to consist of:
 - a. Date, time, location of incident, and photos.
 - 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 determination must be qualified.

The completed forms will be placed in the accident packet and submitted to a Command Officer.

5. An accident review team consisting of a Command Officer and two additional members of the Board of Directors will be selected to review the accident.

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.