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I. PURPOSE

Any San Diego Fire-Rescue Department (SDFD) employee, uniformed or non-uniformed, who is involved in a vehicle accident or industrial incident while operating a SDFD vehicle, or a privately owned vehicle on authorized City business, shall follow the vehicle accident reporting procedures listed in this standard instruction.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief in coordination with the Assistant Fire Chief of Operations, Deputy Chief Shift Commanders authorizes the information within this policy.

IV. POLICY

A. Driver / Operator or Officer Report

When involved in a vehicle accident, the Driver / Operator or Officer in Charge shall notify Fire Communications Center (FCC), providing the following details:

1. Nature of accident
2. Injury or non-injury, nature of injuries and the number of injured
3. Equipment involved, including apparatus number
4. Exact location of the accident
5. Type of assistance needed (ambulance, tow truck, duty mechanic, etc.)
6. Exact time of accident
7. Extent of damage

B. FCC Notification

FCC will initiate an incident and notify the following officers:

1. Battalion Chief in whose district the accident occurred
2. Fleet Liaison Officer (Logistics Battalion Chief)
3. Immediate Supervisor of person(s) involved in the accident
4. Department Safety Officer
5. On-duty Shift Commander
6. Ambulance Medical Coordinator/Supervisor, if the accident involves an ambulance

C. Shift Commander Responsibilities

The on-duty Shift Commander shall respond to any accident involving serious injury or major damage to city property to assist in documentation and accident investigation.

D. Battalion Chief Responsibilities

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1. Respond to all vehicle accidents in their respective district, in which SDFD personnel, vehicles or equipment are involved, to assist in documentation, pictures and the accident investigation.
2. Review and forward all department required vehicle accident reporting forms to the Professional Standards Unit

E. Supervisor Responsibilities

1. Complete supervisor sections for all Department required vehicle accident reporting forms
2. Review and forward all Department required vehicle accident reporting forms to their respective battalion chief *before the end of the shift during which the accident occurred*

F. Driver/Operator Responsibilities

1. Make no statements, verbal or written to anyone except investigators from Risk Management, Law Enforcement assigned to investigate the accident and SDFD officials
2. Submit all department required vehicle accident reporting forms to their immediate supervisor *before the end of the shift during which the accident occurred*

G. Vehicle Accident during Emergency Response – Major Damage or Injuries

In the event an emergency response vehicle is involved in a vehicle accident while responding to an emergency in which there is major damage, injuries and/or the apparatus is unable to continue to respond, the company officer shall:

1. Assess all crewmembers and civilians involved in the accident for injuries
2. Ensure care is initiated for those that are injured
3. Take all necessary precautions to ensure the safety of the crew and public
4. Notify FCC of vehicle status and provide the required vehicle accident information
5. Request additional resources, ALS or BLS units and initiate new incident as needed
6. Ensure a replacement unit be added to the original response

H. Vehicle Accident during Emergency Response – Minor Damage

In the event an emergency response vehicle is involved in a vehicle accident while responding, in which there is minor damage and the vehicle is able to continue the response, the company officer shall:

1. Assess all crewmembers and civilians involved in the accident for injuries

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2. Determine whether to continue the response based on accident scene factors (i.e. injuries, liability, etc) if unable to respond, ensure replacement unit added to original response.
3. Notify FCC of vehicle status and provide the required accident information
4. Exchange information if the other party is available or drop off one employee and proceed to the emergency if the party is not available
5. When the emergency is terminated, return to the accident scene to complete the required Department vehicle accident reporting procedures

I. Vehicle Accidents in Which Involved Parties are Refusing Care or Treatment

1. Requests should be made through FCC to have another ALS unit respond to the location of the accident.
2. Assessments should be done by ALS personnel not involved in the incident.
3. Crewmembers shall initiate care if able to do so but shall relinquish this care when properly relieved.
4. Patients shall receive full appropriate assessments to determine injuries or care that may be necessary.
5. Patients meeting the criteria set forth in San Diego County EMS policies, shall sign an Against Medical Advise (AMA) form.
6. Patients refusing to sign the AMA
 - a. It shall be noted on the AMA form that the patient refused to sign.
 - b. An impartial witness should sign the form as a witness.
7. Each patient's assessments and/or care shall be documented on an individual patient care report.

J. Vehicle Accident Documentation Procedures

1. The responding battalion chief shall be responsible to take photographs at any vehicle accident involving SDFD vehicles equipment or on duty personnel.
 - a. When taking accident photographs, the following guidelines should be utilized:
 - 1) Photograph all four (4) sides of each vehicle involved in the accident
 - 2) Insure license plate and apparatus numbers are photographed for each vehicle
 - 3) Photograph the intersection and/or approach areas that are directly involved with the accident scene
 - 4) Photograph any physical factors involved in the accident scene that may relate the cause of the accident
 - 5) Photograph any visible skid marks of the primary vehicles involved in the accident

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- 6) Include all photographs with the Vehicle Accident Documentation envelope
2. The Driver/Operator and immediate supervisor shall ensure the following required department vehicle accident reporting forms are completed and included in the Vehicle Accident Report envelope:
 - a. **RM-1551** – Employee Vehicle Accident/Industrial Incident Damage Report
 - b. **RM-1555** – Supervisors Vehicle Accident/Industrial Incident Investigation Report
3. The immediate supervisor shall forward the Vehicle Accident Report envelope to their respective battalion chief *prior to end of the shift in which the accident occurred*
4. The battalion chief shall ensure all Department vehicle accident reporting procedures are completed, including:
 - a. Ensure all required vehicle accident forms are submitted within the required time frame
 - b. Review all reports and for accuracy and required signatures
 - c. Include all photographs in the Vehicle Accident Report envelope
 - d. Forward the Vehicle Accident Report envelope to the Professional Standards Unit.