

VEHICLE & INDUSTRIAL INCIDENT PROCESSING

PROCEDURES FOR BC's/SUPERVISORS

1. Respond to incident location
2. Ensure scene safety and medical care has been appropriately managed by crews on scene
3. Determine if incident requires a police report and documentation.
 - a. Captains can make these decisions but might want BC input.
 - b. Police Report Required when:
 - i. Injury or
 - ii. Damage to private property or
 - iii. Incident occurred on private property
 - c. Documentation Required when:
 - i. Contact was made and there is any damage or
 - ii. Contact was made (No New Damage) and you think documentation will help defend the Department's position.
4. Take pictures
 - a. Vehicles: all four sides of each vehicle involved, ensure license plate and apparatus numbers are photographed for all vehicles, include all damage (new and existing) to apparatus/vehicles
 - b. Streets/Intersections
 - c. Anything pertinent to the incident
5. Collect all Incident forms within seven calendar days from the incident notification date.
 - a. All documents (**CD-1551** and **CD-1555**) must be typed
 - i. Forms are found:
 1. M-Drive: >FORMS >Blank Forms >CD
 2. Vector Solutions: Training Division >Driver Training and Apparatus Information >Incident (Vehicle) Information >Incident Forms
 3. Web Portal: >Forms
 - b. Sketches can be hand drawn
 - c. Review to ensure forms are accurate signed and dated
6. Documents
 - a. **CD-1551**- Employee Vehicle / Industrial Incident Damage Report
 - i. Each person that may have contributed to the accident needs to complete
 - ii. For example, backers or other personnel that are guiding the apparatus.
 - b. **CD-1555**- Supervisor Vehicle / Industrial Incident Investigation Report
 - i. BC's to complete if the Captain was a backer/spotter and/or might have contributed to the incident.
 - ii. A separate CD-1555 must be completed for each CD-1551 that is submitted
7. Email completed forms and pictures to:
SDFDVehicleAccidents@sandiego.gov
8. Hard copies of completed forms and pictures to PSU Admin Aide, MS 601