

Washington Township Fire Department Standard Operating Procedure

Division: Administration
Section 107: Rules and Regulations
Subject 107.05: Accident Reporting
Supersedes :



Approved By:

Date: October 31, 2005

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PURPOSE:

To establish guidelines for what to do if a vehicle, property damage, or personnel injury accident occurs.

RESPONSIBILITY:

It is the responsibility of all members to become familiar with and use this policy, and refresh themselves as necessary to maintain their effectiveness.

PROCEDURES:

All incidents (vehicle, equipment and personnel) are to be reported immediately to the Shift Commander who will pass on the information to the Chief and in his absences the Deputy Chief of Operations. An officer(s) will respond to the scene if none are present to start gathering information about the incident. The Chief and the Deputy Chief of Operations will be notified after the appropriate emergency response is dispatch, if the accident is serious or a fatality.

Non-injury accident

Property damage

- Notify Shift Commander, they will notify Deputy Chief and start the initial investigation.
- In the event that the Shift Commander is unavailable, a Company Officer not involved in the incident, will start the initial investigation.
- All members that were involved or witness the incident shall submit a written statement to the Investigating Officer within 24 hours.
- Courtesy notification to effected Company Officer.

Vehicle accident

- Notify the FAO, inform what assistance is needed, and request that the police department and Shift Commander be notified.
- Attend to any accident victims
- Verify that a Staff Officer has been notified.
- The Shift Commander, will notify Chief or Deputy Chief and then start the initial investigation
- In the event that the Shift Commander unavailable, a Company Officer not involved in the incident, will start the initial investigation.

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- All members involved will stay at the location, until released by the investigating department officer.
- All members that were involved or witness the incident shall submit a written statement to the Investigating Officer within 24 hours.

Personal Injury (non-vehicular/vehicular)

- Notify the FAO, inform what assistance is needed if any, and request that the Shift Commander be notified.
- If the injury is significant enough that a removal to a hospital is required, the FAO will immediately notify the Chief and then Deputy Chief
- Injury reports must be turned in to the Chief, to be forwarded to the Government Center within 24 hours of the incident.
- If the injured personal is unable to start the reports, their immediate supervisor will initiate the reports.

Personal Injury on an Emergency Scene

- The Incident Commander or Shift Commander will notify the FAO, inform what assistance is needed if any.
- If the injury is significant enough that a removal to a hospital is required the FAO will immediately notify the Chief and then Deputy Chief
- The initial investigation will start after the emergency is mitigated.
- Injury reports must be turned in to the Chief, to be forwarded to the Government Center within 24 hours of the incident.
- If the injured personal is unable to start the reports, their immediate supervisor will initiate the reports.

Occupational Exposures (needle sticks)

- Report to Squad Leader who will notify Shift Commander.
- The appropriate forms shall be completed. The injury report must be turned in to the Government Center within 24 hours by the Chief and/or Deputy Chief.
- All needle sticks shall go to the hospital for further evaluation.
- Reporting for (of) other exposures shall be directed to the Shift Commander for resolution.
- Notify the Infection Control Officer.
- Injury reports and Needle Stick reports must be turn in to Chief, to be forwarded to the Government Center within 24 hours of the incident.
- All members that were involved or witness the incident shall submit a written statement within 24 hours.