

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 2: ADMINISTRATIVE POLICIES

EFFECTIVE DATE:

SECTION 12: REPORT OF ACCIDENT

REVISED: 01-14-2020

- 2.12.1 **PURPOSE:** To establish a procedure for reporting accidents involving On-Duty personnel and District apparatus.
- 2.12.2 REPORTABLE ACCIDENT:**
Any accident involving District equipment where damage to private property occur, or repairs will be required for Fire District equipment.
- 2.12.3 Any accident which occurs while responding to, or returning from an emergency or non-emergency incident in a privately owned vehicle.
- 2.12.4 The following steps are to be completed by the driver(s) of the involved vehicle(s) following an accident. It is the responsibility of the shift officer to confirm that all reports pertinent to the accident are completed and forwarded to the Duty Chief within 24 hours.
- 2.12.5 Notify the Emergency Command Center immediately. Advise location of accident and of any injuries and need of additional response.
- 2.12.6 The Duty Chief or his designee shall respond to accident scene.
- 2.12.7 The Duty Chief will be responsible for pictures of the accident scene and the vehicle(s) involved.
- 2.12.8 Refer all news media inquiries to the Duty Chief.
- 2.12.9 Complete Accident Report Form.
- 2.12.10 Return the vehicle to service/advise the Fire Chief of accident and vehicle status.
- 2.12.11 Replace personnel as needed.
- 2.12.12 Request a Law Enforcement report of the accident.
- 2.12.13 See Board Policy 2190