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**Section: Operations**

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**Section No: 2.9**

**Date: August 1, 2016**

**Title: Accident Notification and Investigation**

**Authorized By:**

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**I. POLICY:**

This policy is to establish guidelines for reporting and investigating accidents. Whether the loss is minor or major, every accident shall be reported, investigated, and formally communicated so the cause or causes can be determined and corrected. Prevention is the main purpose for conducting an investigation.

**II. DEFINITIONS:**

**Accident** – a sudden, unplanned, and or undesirable event resulting in personal harm, injury and/or property damage.

**Accident investigation** - a systematic approach to collecting information on the events leading up to an accident.

**Accident review** - a systematic approach to analyzing data and providing corrective actions to prevent a similar accident from reoccurring.

**III. PROCEDURE:**

- A. Accidents, theft, or damage involving any County vehicle or equipment shall be reported to the Emergency Communications Center. The PGFEMS on-duty Shift Supervisor as well as any resources needed shall be requested to respond. A Police Officer shall be requested for accidents involving apparatus.
- B. Personnel are to provide necessary patient care to those needing assistance.
- C. The Fire and EMS Director and Company Chief shall be notified immediately by the on duty Shift Supervisor of the accident. Additional information shall be provided once ascertained but no more than one (1) hour after the accident.
- D. The driver of any apparatus involved in an accident resulting in injury or death or damage to attended property shall immediately stop at the scene of the accident. The driver will not leave the scene before the police have completed their investigation unless medical attention for the driver is required. The driver will discuss the accident only with the Police, their supervisor, and/or an authorized County Official.



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- E. Accidents involving equipment failure(s) will result in the failed equipment being taken out of service immediately. The failed equipment shall remain out of service until all necessary inspections and repairs are made by a qualified third party.
  - F. An accident investigation will be conducted by the on-duty Shift Supervisor by gathering all related information pertaining to the events leading up to the accident.
  - G. A drug and alcohol test will be required in conjunction with DOT guidelines when an accident results in any personal injury, and may be required when other circumstances warrant such testing.
  - H. A written letter of explanation detailing the circumstances and if applicable, a vehicle accident report shall be completed by all parties involved and included with the information gathered in the accident investigation. All documentation shall be forwarded to the Director of Fire and EMS.
  - I. Upon receipt of the accident investigation information, an accident review panel shall be established by the Director of Fire and EMS.
  - J. The accident review panel shall consist of one member from the Prince George Fire and EMS Advisory Board, one member from the Prince George County Police Department, and one member appointed by the Director of Fire and EMS.
  - K. No members of the panel shall be associated with and/or involved in the accident.
  - L. The accident review panel shall:
    - 1. Analyze all information pertaining to the accident.
    - 2. Determine what corrective actions should be taken to prevent a future accident.
    - 3. Provide the Director of Fire and EMS with a detailed report to include recommended corrective actions.