

Tempe Fire Department Policies and Procedures
Accident Procedures – Fire Department Vehicles
104.03
Rev 5-11-07

PURPOSE

To provide direction regarding the proper action to be taken in the event of an accident involving a Fire Department vehicle. These guidelines are to be followed in both emergency and non-emergency driving situations. In the event of an accident involving a Fire Department vehicle, the following actions are required:

GUIDELINES

The vehicle will not be moved from the accident scene with the one exception that if you are on the freeway with no injuries, the vehicles are to be moved off the roadway.

- A. In injury situations, insure that appropriate emergency medical help is obtained. All persons involved need to be evaluated by ALS personnel and documentation gathered, even when they initially deny injury.
- B. In emergency response situations involving life safety, (i.e., drowning, fire with people trapped, etc.) where the involved vehicle is clearly the closest Fire Department unit and the accident is minor, the company officer or Fire Department member in charge must make a discretionary judgment and may proceed to the scene, immediately advising the Police Department of this action, and return to the accident scene as soon as possible.
- C. Have the Alarm Room notify the Duty Chief, the City Claims Officer, and Tempe Police Department of ALL vehicle accidents, no matter how minor.
- D. If an accident occurs during emergency response, have Alarm notify other units responding and/or have Alarm dispatch a cover company.
- E. The Senior Fire Mechanic/Fire Mechanic shall be notified before moving fire apparatus (Policy 602.06 Apparatus "Out of Service Criteria").
- F. The Duty Chief and/or Company Officer shall ensure that the following notifications are made:
 - Minor damage/no injuries; in writing to the District Managers, Safety Officer and Support Services Deputy Chief.
 - Major damage and/or any injury regardless of severity; Immediate notification to the Fire Chief, Assistant Fire Chief Emergency Services, Safety Officer, and the Support Services Deputy Chief.
 - Serious injury or any injury to fire department personnel; have the alarm room notify all command staff by pager.
 - Reference policies 104.04 "Personal Injury", 105.12 "Notification of Injury".

General Information

In any type of accident, do not make statements to anyone except the Police or City Claims Officer. You are not to discuss the accident with anyone at the accident scene, friends, or neighbors until the case has been settled.

A full written report must be submitted to the Department Safety Officer (copy to supervisor) within four calendar days, by the driver. This report will be in addition to all other required accident reports.

In all apparatus accidents, the vehicle driver, his supervisor, and/or District Manager, and the Department Safety Officer will meet to discuss the incident.