

PHOENIX FIRE DEPARTMENT
VOLUME 1 – Operations Manual
VEHICLE ACCIDENT REPORTING
MP110.01 04/09 - R

PURPOSE

This procedure is to provide a standard system for reporting **all** fire department vehicular accidents. This procedure is also intended to include any accident on private property and fire department facilities.

All City of Phoenix employees are required to comply with A.R. 2.311, “Vehicle Accident Reporting Procedures and Action at Scene of Collision.”

REPORTING REQUIREMENTS

All vehicle accidents involving Fire Department vehicles **must be reported** to Alarm Headquarters immediately. The report to the Alarm Headquarters must include the following:

- Unit Number
- Location of the Accident
- If additional medical assistance (BLS, ALS, Rescue, etc) is needed.
- If a cover assignment is needed.
- Whether the apparatus/vehicle is drivable.
- An estimate of the extent and nature of vehicle damage or injuries.

ALARM HEADQUARTERS RESPONSIBILITIES

The Alarm Headquarters is responsible for the following for **all accidents**:

- Dispatch the appropriate Battalion Chief to the scene
- Dispatch the Police Department
- Notify the Safety Officer
- Notify the Apparatus Officer (RM14)
- Notify the Accident Page Group
- Notify the North or South Shift Commander

In the event of a serious injury or death as a result of the accident, the Alarm Headquarters will notify the following:

- Fire Chief
- Assistant Chief – Operations
- Assistant Chief – Support Services
- Assistant Chief – Human Resources
- Deputy Chief – Resource Management
- Division Chief – Fleet Management
- Liaison officers with the City Council/City Manager’s office
- Dispatch Fire Department Photographer and Video Technician
- Dispatch Department Chaplain
- Dispatch CV1

AT THE ACCIDENT SCENE

- Initiate appropriate medical assistance if needed.
- Do not discuss the accident with anyone other than Fire and Police representatives.
- Do not move the vehicle unless it is creating a traffic hazard.
- If you must move the vehicle – chalk the position of the vehicle's tires prior to moving.
- Obtain witness' names, addresses and phone numbers.
- Remain at the accident scene until Police and the Battalion Chief have completed their investigations.
- Complete the City of Phoenix Fire Department Accident Report Form (90-07D Rev 07/09)
- Complete the City of Phoenix Equipment Management Vehicle Damage Report Form (125-40D Rev 05/01)
- Fire Department employees involved in the accident should be isolated from the general public, the other parties involved in the accident and the news media.
- In the event of a serious accident, employees should be taken to the command van (if onsite) or to a nearby fire station. They must not be permitted to talk to anyone about the accident except to Police and Fire officials.
- Employees may be placed on Administrative Leave with Pay during the initial investigative process.

SAFETY OFFICER RESPONSIBILITIES

The Safety Officer shall cause all vehicle accidents involving Fire Department apparatus and fleet vehicles to have a fact-finding review. The Safety Officer may delegate the accident investigation to the appropriate Battalion Chief or other designated representative.

Where the Phoenix Fire Department may be at fault or serious vehicle damage, injury or death has occurred as a result of the accident, the Safety Officer will notify:

- City Risk Management
- City Insurance Adjuster
- Fleet Safety Section of City Safety

BATTALION CHIEF RESPONSIBILITIES

Battalion Chiefs will be dispatched to all vehicle accidents. It is the Battalion Chief's responsibility to ensure that the accident paperwork is completed immediately. The accident paperwork consists of the following two (2) forms:

- The City of Phoenix Fire Department Accident Report Form (90-07D Rev 07/09)
(This form is completed by the Driver and signed off by both the Captain and BC)
- The City of Phoenix Equipment Management Vehicle Damage Report Form
(125-40D Rev 05/01) (This form is completed by the Driver and signed off by the Captain)

Accident Investigations

All accident investigations will include separate interviews with the driver of the Fire Department vehicles and all crew members. Other witnesses, both civilian and Fire Department member will also be interviewed. Names and addresses will be obtained.

Notes of each interview will be taken. The investigating Battalion Chief will collect all reports and statements before individuals are released from the scene.

The Battalion Chief is responsible for initiating the accident investigation by asking each member of the involved crew to:

1. Describe what was going on in the truck right before impact.
2. Identify where you were going.
3. Describe the accident.

The investigating Battalion Chief shall collect and forward the following to Fire Safety prior to the end of shift:

- Photographs of the accident
- Police Report Card with Police Report ID #
- Name and badge number of investigating Police Officer
- Names, addresses, hospital of all injured parties including civilians.
- The City of Phoenix Fire Department Accident Report Form (90-07D Rev 07/09)
- The City of Phoenix Equipment Management Vehicle Damage Report Form (125-40D Rev 05/01)
- Accident statements.
- Witnesses names, addresses and phone numbers.
- The Battalion Chief must specify the corrective action taken to prevent similar future accidents.

The Equipment Management Vehicle Damage Report must be submitted to Equipment Management within two calendar days. This can be accomplished electronically at the station. All investigation paperwork shall be forwarded to FIRE SAFETY via inter-department mail on the shift that the accident occurred.