TOLEDO FIRE & RESCUE DEPARTMENT

C-101 Vehicular Accidents Involving Department Vehicles

Emergency Manual

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Policy/Procedure

1. All accidents involving vehicles staffed by Toledo Fire and Rescue Department personnel shall be reported immediately to the Dispatcher by radio or telephone. In the event of a bureau vehicle being involved in an accident, the head of the bureau affected shall be notified.

2. The closest available Battalion Chief shall be dispatched to the scene.

3. Responsibilities of the involved crew shall include:

1. Checking for injuries, if there are injuries they will request the appropriate resources to handle the incident.

2. Ensuring Dispatch is notified and police are dispatched for a report. They shall also request the closest available Battalion Chief to respond.

3. Completion of one (1) SC2 found on Target Solutions by the driver of the vehicle(s) involved.

4. Completion of an 100-5 Communication found on Target Solutions by all members assigned to the rig at the time of the accident and submitted to their supervisor by end of shift.

4. Responsibilities of Company Officers shall include:

1. After checking for injuries, ensuring Dispatch has been notified of the incident and that a police crew is enroute for a report.

2. Notifying the closest Battalion Chief or bureau head of the extent or seriousness of injury or damage to vehicle, property, or equipment and requesting their response, either through telephone or Dispatch.

3. Completion of an 100-5 Communication on the accident, as well as ensuring the involved crews are completed as well.

4. Fill out supervisor section of SC2.

5. In the event of an injury, notify Safety Officer 134 to respond, and in Vector Access Forms file there is both an employee and supervisor Employee Injury Report that each must be completed.

6. Forwarding all documents compiled as a package to the appropriate Battalion Chief by 0600hrs so the Battalion Chief has time to do their responsibilities.

5. Responsibility of Battalion Chief's shall include:

1. Investigating all accidents involving Toledo Fire and Rescue Department personnel or vehicles.

2. Notifying the Deputy Chief of Operations if injured personnel require medical attention or if a vehicle needs replacement.

3. Determining the need for Fire Shop response to evaluate an apparatus involved.

4. Reviewing all forms submitted for neatness, clarity, and completeness.

5. Reviewing Communications from supervisors regarding vehicular accidents and making recommendations concerning disciplinary action.

6. Photographing vehicles involved to include damage and any pertinent imagery to the accident.

7. Forwarding said forms to the Operations Deputy through the Bureau of Professional Standards and Fire Shop, including photos and the Battalion Chiefs 100-5 Communication of their investigation.

6. Responsibilities of the Deputy Chief of Operations shall include:

1. Investigating all incidents involving Battalion Chiefs and completing proper reports.

2. Notifying the Fire Chief when vehicle or equipment damage is severe or where injuries to Department or civilian personnel are severe.

7. Responsibilities of Fire Dispatchers shall include:

1. Notifying the appropriate Battalion Chief that an accident has occurred.

2. Notifying Deputy Chief of EMS and Operations if major injuries are reported.

See Also:

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