

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Policy #:</b>	5.121	<b>Effective Date:</b>	4/22/2012
<b>Title:</b>	Vehicle Collision Reporting and Investigation	<b># of pages:</b>	2
<b>Category:</b>	Administration	<b>Classification:</b>	Green

1. **PURPOSE:** To provide standard guidelines for reporting all collisions involving Fire Department Vehicles.

2. **POLICY:**

It is the responsibility of all Fire Department members to be familiar with and follow this SOG.

It is the responsibility of the driver of each Fire Department Vehicle to drive safely, prudently and with due regard at all times.

**Definitions:**

Fire Department Vehicle – Any vehicle owned by the City and being operated by a Fire Department member including emergency apparatus, service vehicles, utility vehicles and/or boats.

Collision – a collision involving a Fire Department Vehicle and another vehicle, person or property that results in bodily injury or death to a person or property damage.

3. **PROCEDURES:**

**Collisions with Injuries**

- If a collision involving any Fire Department Vehicle(s) results in injuries, the care of any injured personnel or civilian(s) must be our first priority. Care of any injured persons should begin as soon as is prudently possible.
- If involved in a collision that results in injuries, members should immediately notify Fire Alarm of their location and request additional resources as needed.

**General Collision Requirements**

- If involved in a collision with any Fire Department vehicle(s), members shall notify Fire Alarm of their location and their status.
- If a collision occurs during an emergency response, members will notify Fire Alarm and request resources to respond to the original emergency.
- All collisions involving Fire Department Vehicles must be reported to the Shift Officer and Duty Chief as soon as prudently possible. The report to the Duty Chief must include the following:
  - Unit(s) involved and names of involved employees.
  - Location of the collision.
  - Whether or not a cover assignment is needed.

- Whether the vehicle(s) is/are drivable, in-service or out-of-service.
- An estimate of the extent and nature of any injuries and/or vehicle damage.
- The Shift Officer or Duty Chief will also request a Police Officer to complete any necessary reports (MCRS CRASH report) as required under Maine Law.
- Do not discuss the incident with anyone other than Fire and Police representatives.
- Do not move the vehicle(s) unless a traffic hazard is present.
- If moving the vehicle is necessary mark the original position of the vehicles tires prior to moving.
- Remain at the incident scene until the Police have completed any investigation(s).

### **Duty Chief Requirements**

- The Duty Chiefs will be dispatched to all collisions involving Fire Department Vehicles.
- The Duty Chief should ensure that Fire Department employees involved in the incident are isolated from the general public, the other parties involved in the incident and the news media. In the event of a serious collision, employees should be taken to a nearby fire station. They must not be permitted to talk to anyone about the incident except to Police and Fire officials.
- The Duty Chief should ensure that members involved in serious collisions have access to CISD.
- The Duty Chief is responsible for ensuring that the following paperwork is completed:
  - “Official Report of Damage to any SPFD Vehicle or Equipment” (Form can be found on SPFD Intranet site under “Damaged Equipment”).
  - A narrative account of the incident (for serious collisions if required by the Police Department investigation).

### **Investigations**

- All collision investigations will be conducted by the Police Department as warranted and dictated by Maine Law.
- All measurements, photographs shall be taken as deemed necessary by the Police Department.

#### 4. REFERENCES:

- None

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief