

Department Vehicles Accident Procedures

This is intended to provide clear guidance, should an accident occur with any department vehicle.

1. A vehicle accident occurs, this is defined as any damage to any property, such as, damage to an apparatus/ vehicle or damage to property owned by someone else.
2. Determine the need for medical care (request medical resources if needed).
3. Generate an EMS call and obtain refusals for all involved parties (apparatus crew and occupants of other vehicles).
4. Notify your immediate supervisor, the on-duty Division Chief, and LK200.
5. Complete a Supervisors Check List, if reasonable suspicion of substance abuse
<https://www.elfr.org/files/a8dffce0f/7ccf6d79513cb325d8e805063a89fe7a.pdf>
6. Contact law enforcement and have them respond to the scene (a police report is required for all vehicle accidents).
7. Obtain the following information:
 - a. Responding police agency
 - b. How to obtain a copy of the police report
 - c. Obtain the police report number from the Officer
 - d. Name, address, phone number, insurance carrier, policy number, employer name/ phone number and description of the other vehicle(s) involved
 - e. Exact location of accident- Street, intersection and/or landmark
 - f. Witnesses: name(s), addresses, and phone number(s)
 - g. Vehicles towed: name of towing company, address, and phone number
8. Do not speak with any insurance carrier representative.
9. Take clear pictures of anything involved in the accident (email pictures to LK200 at ggodwin@elfr.org)
10. Complete the East Lake Accident Damage Report Form
<https://www.elfr.org/files/b33eb8245/Accident+Damage+Report+2019+Fillable.2.pdf>
11. A post-accident drug screening is required for any “Line-of-Duty injury or accident involving Department apparatus”
<https://www.elfr.org/files/564dbd3ba/Line+of+Duty+Injury+Protocol.pdf> This is coordinated through LK200 and results are received immediately after testing is completed.