Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.10

2. SUBJECT: ***Accidents - Vehicles and Personal***

3. POLICY: While carrying out responsibilities for Grant County Fire District, the following steps must be taken promptly in the event of an accident that occurs, not limited to disabling equipment or leads to injury or fatality. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all Grant County Fire District 3 personnel.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure

6. PROCEDURE:

   A. In the event of accident that disables an apparatus, or results in injury or death; follow the outline below:

      1. The Officer of the apparatus shall
         a. Advise Command of the accident
         b. Remain at accident.
         c. Contact 911; advising them of accident and any action that has been taken so responding agencies will be informed.
         d. Assist any injured parties.
         e. Obtain Data for Report
            1. Names of injured
            2. Names of parties involved
            3. Names of witnesses
      2. Command
         a. Request additional resource as needed.
         b. Notify the District Fire Chief.

   B. In the event of accident involving apparatus enroute to an emergency with **NO** injuries follow the outline below.

      1. If the apparatus is needed on the emergency scene the officer of the apparatus will:
         a. Advise Command of the accident and follow their directions.

b. Contact 911; advising them of actions taken so responding agencies will be informed.

2. If the apparatus is not needed on the emergency scene the officer of the apparatus will:
   a. Advise Command and follow their direction.
   b. Remain at accident.
   c. Contact 911; advising them of accident and any action that has been taken so responding agencies will be informed.
   d. Obtain Data for Report
      1. Names of parties involved
      2. Names of witnesses

3. Command
   a. Request additional resource as needed.
   b. Notify the District Fire Chief.

C. In the event of an accident that occurred not responding to an emergency scene follow the outline below.

1. The Officer of the apparatus shall
   a. Advise Command of the accident
   b. Remain at accident.
   f. Contact 911; advising them of accident and any action that has been taken so responding agencies will be informed.
   c. Assist any injured parties.
   d. Obtain Data for Report
      1. Names of injured
      2. Names of parties involved
      3. Names of witnesses
2. Command
   a. Request additional resource as needed.
   b. Notify the District Fire Chief.

D. In the event of an accident involving volunteer personnel, the following outline shall be used.

1. Any volunteer injured, however slight, while performing any service for the District will notify the District Fire Chief and District office immediately upon returning to the station so that a Washington Volunteer Firefighter's Relief and Pension Fund Report of Accident Post Card may be completed, if appropriate.

2. Any volunteer seeing a physician as a result of an injury incurred while performing any service for the District will complete a Washington Volunteer Firefighter Relief and Pension Fund Report of Accident Long Form. This will be forwarded to the District Office after completion.

3. Any person seeing a physician as a result of an injury incurred while performing any service for the District shall inform the physician or his/her billing service that the District provides coverage by the Washington State Board for Volunteer Firefighter.

E. In the event of an accident involving District Staff, the following outline shall be used.

1. District staff injured, however slight, while performing any service for the District will notify the District Fire Chief and District office immediately upon returning to the station.
2. District Staff seeing a physician as a result of an injury incurred while performing any service for the District will complete Accident Long Form. This will be forwarded to the District Office after completion.
3. District Staff seeing a physician as a result of an injury incurred while performing any service for the District shall inform the physician or his/her billing service that the District provides coverage by the Department of Labor and Industries.