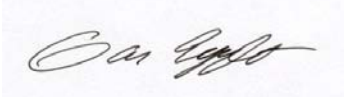
	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD ADMINISTRATIVE POLICY	
	Subject:	Emergency Vehicle Accident Reporting
	Reference Number:	SAP-DEP-017
	Effective Date:	1 March 2005
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

To establish a uniform reporting procedure for accidents involving emergency vehicles.

Background:

This policy was adopted by the Albemarle County Fire Rescue Advisory Board (ACFRAB) at the February 2005 meeting.

Scope:

This policy applies to all Albemarle County Department of Fire Rescue employees, volunteers, or civilians who operate emergency vehicles insured by the County of Albemarle.

Definition:

Vehicle Accident: any incident in which a vehicle comes in contact with another person or object which results in death, personal injury, or property damage, regardless of who is hurt, what property is damaged and to what extent, where it occurred, or who is responsible.

Policy:

All accidents involving an emergency vehicle insured by the County of Albemarle in which there are personal injuries and/or damage to fire rescue property or the property of others, shall be investigated by the police of the jurisdiction in which the accident occurred.

1. If the emergency vehicle is involved in an accident, the operator shall stop immediately and notify the dispatcher that the unit is out of service, and request any necessary equipment and personnel for emergency assistance.
2. The officer will then request for the Albemarle County Police Department, the volunteer station's chief and the County Duty Officer to be notified. In the event the accident occurred while responding to an incident, request another unit to cover the call
3. During an emergency vehicle accident, the vehicle shall not be moved until directed to do so by the police. The local authorities will investigate accidents occurring outside the County.
4. The crew shall not discuss the accident facts with anyone except for the police, volunteer station chief, and/or County Duty Officer/designee. The officer shall attempt to obtain names and addresses of any witnesses.
5. Within 24 hours of the incident, notification from the volunteer chief or designee must be made via email to the Operations Chief with the following information:
 - Vehicle Designation
 - Vehicle Make, Model & Year
 - Brief description of incident and any damages or personal injury
 - Contact information for any other parties involved in the incident.
6. The Operations Chief will handle notification to the proper insurance carrier and follow-up as needed.