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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Crash & Injury Report**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:**

This policy is to provide guidance on investigating crash/incidents.

**Scope:**

All personnel.

**Procedure:**

It is the policy -of the emergency service organization(ESO) to investigate most apparatus and privately-owned vehicles (POVs) crashes and incidents (POVs while on ESO business). The senior officer available will determine the necessity of a full or condensed incident investigation. This decision is somewhat subjective but must err toward the conservative of a full investigation process. A condensed investigation is considered an exception to the rule.

Guidelines for requiring a full investigation are:

* Estimated damage greater than $750 (or based on insurance deductible)
* A damaged vehicle that cannot be driven under its own power
* The member-driver receives a traffic citation
* Other extenuating circumstances
* Injuries that require medical treatment
* Incidents that result in significant property damage
* Any other crash at the discretion of the senior officer present

An investigation will begin within 48 hours of the incident and will be concluded within seven days of the incident. The investigation report will detail the root causes of the crash, a corrective action plan that will help prevent similar occurrences in the future, and recommendations for disciplinary action if necessary. Photographs of damage to the apparatus and or equipment must be taken.

**Vehicular Crashes:**

The driver of the vehicle must provide a verbal report to the senior officer available as soon as possible (preferably within 1 hour). Failure to notify will result in an immediate 30-day suspension from the department.

If the incident occurs during a response, consideration must be given to completing the response, but it is not a requirement. Normal information exchange must occur between the ESO personnel and the affected public.

Immediately after the incident (or as soon as possible), the driver of the ESO vehicle will be suspended from driving ESO apparatus and the use of POV emergency equipment until the crash receives a preliminary investigation and a decision is made to allow or disallow driving. The senior officer available usually performs this investigation as long as he or she is not directly involved in the incident. Drug/Alcohol tests may or may not be required per local AHJ.

The driver of the vehicle involved in the incident must complete a written report within six hours of the incident and submit to the senior officer available.

**Injury Incidents:**

The immediate priority after an injury incident will be the appropriate treatment of the injured person(s).

Consistent with fire ground injuries, a vehicle related injury must be reported to the Incident Commander and/or senior officer present as soon as possible. Other injuries obtained while on your ESO business or on your ESO premises are to be reported to the senior officer available.

**Investigation:**

The senior officer available will appoint an ad hoc investigative committee within two days of the incident. The committee will consist of that senior officer (unless that officer was involved or is a witness), the departmental safety officer if available, and a representative group of three additional personnel (one from each station). If the senior officer available was involved then the next most senior officer available will assume responsibility for the investigation.

The investigation committee will gather any and all information necessary to determine the cause(s) of the incident and to determine what measures are necessary to prevent similar occurrences in the future. If the incident is deemed preventable, the committee will determine appropriate suspension, termination, and/or training attendance that may be necessary for those involved.

A preliminary report of the investigation findings will be prepared. The report will include a description of the incident, the immediate and root cause(s), and the corrective actions deemed appropriate. A diagram of the incident should be included if it will add clarity to the investigation. The elected officers will assign primary ownership for completion of the corrective actions.

Closure of the corrective actions and supporting documentation (if any) will be included in the final report. Final crash reports will be maintained in a crash file and, if appropriate, in the individual personnel files of those involved.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

NVFC "Emergency Vehicle Safe Operations For Volunteer and Small Combination Emergency Service Organizations"