

STANDARD OPERATING GUIDELINES

**DELTA-CARDIFF
VOLUNTEER
FIRE COMPANY**

S.O.G. E57-31 Revision: 1

SUBJECT: Accident Investigation

DIVISION: Ambulance

INITIAL DATE: Unknown

EFFECTIVE DATE: 23 February 2004

PURPOSE: To review all cases of crashes and accidents reported involving Delta-Cardiff Volunteer Fire Company personnel during the operation of any EMS vehicle.

APPLICABLE TO: All Personnel

AUTHORITY: DCVFC Ambulance Committee

Related Forms: EF03007 – Accident Review Board Report
EHSF – EMS Vehicle Accident Report
EHSF – EMS Line of Duty Injury/Death Report

1. Responsibility: It shall be the responsibility of the accident review board to determine the cause of the crash or accidents reportable under the Pennsylvania Motor Vehicle Code. Investigation of incidents involving minor damage to a unit shall be investigated at the discretion of the Ambulance Officers.
2. The accident review board shall consist of the following
 - A. Ambulance Captain
 - B. Ambulance Lieutenant of unit involved
 - C. One qualified ambulance driver
3. The accident review board shall be chaired by the ambulance captain
4. The chairman shall be a voting member of the review board and tally the votes of all members at the conclusion of the hearing
5. The review of any crash or accident shall occur at the first possible opportunity as to receive information and conduct interviews while easily obtainable and recollection is best.
6. The review shall consist of:

- A. Obtain any written reports or statements associated with the incident. (Police accident report, etc.)
 - B. Interview or collect statements from all or any witnesses to the incident.
 - C. Interview the driver of the incident.
 - D. Drug/Alcohol testing shall be required for the driver and done at an appropriate occupational health facility.
7. The investigation details shall be documented on the accident review board report as listed.
 8. Upon completion of report all review board members shall review and sign the report.
 9. An accident review board logbook shall be maintained to account for each review.
 10. A control number shall be assigned to each report. The control number shall consist of the year and the number of the report for the year. (Example, the first reports for 1993 would be 93.01, etc.)
 11. Review board reports shall be distributed as follows:
 - A. Chairman, Board of Directors
 - B. Chairman, Ambulance Committee
 - C. Individual Drivers File
 - D. Accident Review Board Log Book
 12. The following shall be reported to the Emergency Health Services Federation (EHSF), in a form or manner prescribed by the Department of Health:
 - A. All ambulance vehicle crashes that are required to be reported under 75 Pa. C.S. This statute includes reporting crashes when there are any injuries and if any vehicle involved has to be towed.
 - B. All accidents or injuries to an individual that occurs in the line of duty of the Ambulance Division that results in treatment at a medical facility or a fatality.
 - a. Report of a fatality shall be made within 8 hours.
 - b. Other reports shall be made within 24 hours of the occurrence.

Approved: /s/ Anthony Hall

Title: Vice President