

# GLASGOW FIRE DEPARTMENT

## Standard Operating Guideline

|                                     |                 |                             |                     |
|-------------------------------------|-----------------|-----------------------------|---------------------|
| <b>GUIDELINE: TRAFFIC ACCIDENTS</b> |                 |                             | <b>SECTION: 117</b> |
| <b>WRITTEN</b><br>08/13/1990        | <b>REVIEWED</b> | <b>REVISED</b><br>1/11/2012 | <b>Page 35</b>      |

### PURPOSE

A traffic accident shall be defined as all occurrences in which injuries are received or damage is done to public and / or private property, or GFD vehicles, as a result of a situation involving one or more GFD vehicles.

### DISCIPLINE

1. Negligence and carelessness resulting from excessive speed or unsafe driving practices shall result in appropriate disciplinary action.
2. Supervisory personnel who permit drivers to disregard safe driving practices shall also receive disciplinary action.
3. As it applies to traffic accidents, discipline shall also be in order when GFD rules and regulations and NFPA 1500 are disobeyed. Reference: Rules and Regulations Sections A.2, A.7, A.9, and B.3

### INVESTIGATIONS AND REPORTS

1. The supervisor or senior member and driver of GFD vehicle involved in all accidents shall submit an Administrative Report to the Fire Chief ~~by no later than 0000 hours of the next duty shift~~ **as soon as possible.**
  - a. The supervisor or senior member in charge shall make a written report along with a diagram of the accident scene.
  - b. The driver will file a City Vehicle Accident report and all other pertinent accident reports.
  - c. ~~The shift officer or member in charge of the shift on which the accident occurs shall investigate the accident and make a report of any pertinent information not shown on other reports or pictures of the accident scene shall be taken.~~
  - d. Police shall investigate all accidents.
  - e. The Fire Chief or his/her designee shall be notified immediately of all accidents involving Glasgow Fire Department vehicles. ~~by phone, in person, or lastly by radio.~~

### MAJOR TRAFFIC ACCIDENTS

1. When the GFD is involved in a major accident, the supervisor or senior member in charge of the vehicle shall immediately report the vehicle out of service. The supervisor or senior member shall give the location of the accident and request the necessary assistance (i.e. police, ambulance, additional fire equipment).
2. The vehicle and GFD personnel shall remain at the scene of the accident. Necessary first aid shall be administered to the injured. The supervisor or senior member in charge of the involved vehicle shall secure necessary

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information pertinent to making a full report and shall remain on the scene until dismissed by the police officer and/or a superior GFD official.

3. The Fire Chief shall be notified immediately.

**MINOR TRAFIC ACCIDENTS**

1. The supervisor or senior member in charge of the vehicle shall immediately notify dispatch and give the location of the accident.
2. Should the vehicle be responding to an emergency, the supervisor or senior member shall leave one member (if possible) at the scene and proceed to the initial alarm (provided the vehicle is in a safe operating condition).
3. The supervisor or senior member shall notify dispatch that the company will continue to respond to the initial alarm.
4. The individual or police officer shall secure the information needed for the supervisor or senior member to make a full report.

**NOTIFICATION**

- ~~1. As a result of all traffic accidents where injuries or fatalities are involved the Fire Chief shall be notified immediately.~~