

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**40.03.01**  
**VEHICLE ACCIDENT**  
**PROCEDURE**



Adopted: 12/20/16  
Reviewed: 11/18/21  
Revised: 11/18/21

Approved:

A handwritten signature in black ink, appearing to read "James J. Paul", is written over a horizontal line.

**Purpose:** To have an outline of steps for when a member is involved in a vehicle accident.

**References:** N/A

**Procedure:**

1. Any member involved in a vehicle accident or other incident which involves Fire District 8 property, public or private property, or citizens, must immediately contact the on-duty 820 officer.
2. The on-duty 820 officer will notify the Fire Chief, Chief responsible for risk management, and the District Safety Officer (D.S.O.) so that the incident can be immediately investigated.
3. The following procedures will apply:
  - a) Company officer must contact the Dispatch and advise:
    - i. Non-injury accident.
    - ii. Injury accident.
  - b) The on-duty 820 officer will be notified and respond to the accident to begin coordinating an accident investigation. The on-duty 820 officer or company officer will request law enforcement to respond.
  - c) Crewmembers, who are able, should render aid to any persons injured in the accident.
  - d) On the scene, crews will cooperate with the investigating law enforcement agency, on-duty 820 officer and the District Safety Officer.
  - e) Do not discuss the accident with anyone other than the above investigating personnel.
  - f) Crewmembers will complete incident reports and accident investigation reports provided by the company officer and/or investigating law enforcement officer prior to the end of shift.
  - g) At the discretion of the 820 Officer, crewmembers involved in the accident may be sent home, to a medical facility for treatment, or for substance testing, if indicated. Any member may seek further medical evaluation should they desire it.
  - h) The D.S.O. or his/her designee will coordinate the ongoing investigation of all accidents and is the contact person for all inquiries into the accident.
  - i) In attempt to minimize the possibility of litigation against our members and the District, a member involved in an accident may be asked to submit a drug test per 10.04.07 Use of Alcohol and Drug Procedure.