



Carlisle Fire Company Inc.

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Office of the Fire Chief

Policy 4215-006

Policies and Directives

Accident Policy (#20-01) [Revised 2020]

1. Personal Injury Accident Involving Any FD Apparatus

If a fire department apparatus (vehicle) is involved in an accident where anyone is injured the jurisdictional police agency shall be called immediately. An accident investigation shall be conducted by said agency. The apparatus (vehicle) operator shall immediately contact the OIC advising of accident. The OIC is the person in charge of the event/incident/training. The Fire Chief and Chief Engineer shall be contacted via phone or text message immediately. The operator of the fire department apparatus (vehicle) shall immediately be taken, by the OIC, to Bay Health Occupational Health/Walk-in Medical Care, located at 301 Jefferson Ave, or if after normal business hours to Bay Health Sussex Medical Center, located at 100 Wellness Way for a drug/alcohol screen test (urine and breath alcohol). The on-call technician for Occupational Health after hours testing will be paged. See policy 96-01.

Upon return to station, but no longer than 24 hours after the accident, the apparatus (vehicle) operator shall submit a comprehensive written statement and diagram outlining details of the accident to the Chief Engineer. Email the document to allow tracking and timing.

If the operator is injured, then the Chief and Chief Engineer shall determine the timeline to submit the report. A copy of the police report will be obtained by the Chief Engineer.

The Chief and Chief Engineer will evaluate the incident and decide about further disciplinary action, if needed. Should the operator refuse the drug/alcohol screen testing he/she shall be suspended from driving any CFC apparatus indefinitely. See policy 96-01.

Note: if the accident involves an EMS vehicle the driver shall contact the Ambulance Capt. and the EMS supervisor or employee committee chairman instead of the Chief and Chief Engineer. That contact shall evaluate the incident and make a recommendation to the Board for disciplinary action.

2. Property Damage Accident Involving Any FD Apparatus and Property NOT Belonging to the CFC.

If a fire department apparatus (vehicle) is involved in an accident where property is damaged not belonging to the Carlisle Fire Co, contact should be made with OIC and the jurisdictional police agency should be called if necessary. If necessary, an accident investigation should be conducted by said agency. The apparatus (vehicle) operator shall then contact the Fire Chief and Chief Engineer via phone or text message immediately. The operator of the fire department apparatus (vehicle) shall immediately be taken, by the OIC, to Bay Health

Occupational Health/Walk-in Medical Care, located at 301 Jefferson Ave, or if after normal business hours to Bay Health Sussex Medical Center, located at 100 Wellness Way for a drug/alcohol screen test (urine and breath alcohol). The on-call technician for Occupational Health after hours testing will be paged. See policy 96-01.

Upon return to station, but no longer than 24 hours after the accident, the apparatus (vehicle) operator shall submit a comprehensive written statement and diagram outlining details of accident to the chief engineer. Email the document to allow tracking and timing.

The Chief and Chief Engineer shall evaluate the incident and decide about further disciplinary action, if needed. Should the operator refuse the drug/alcohol screen testing he/she shall be suspended from driving any CFC apparatus indefinitely. See policy 96-01.

Note: if the accident involves an EMS vehicle the driver shall contact the Ambulance Capt. and the EMS supervisor or employee committee chairman instead of the Chief and Chief Engineer. That contact shall evaluate the incident and make a recommendation to the Board for disciplinary action.

3. Property Damage Accident Involving Any FD Apparatus and Property Belonging to the CFC Only.

If a fire department apparatus (vehicle) is involved in an accident where property is damaged belonging to the Carlisle Fire Co, the apparatus (vehicle) operator shall contact OIC immediately. The Fire Chief and Chief Engineer shall be contacted via phone or text message immediately. The operator of the fire department apparatus (vehicle) shall immediately be taken, by the OIC, to Bayhealth Occupational Health/Walk-in Medical Care, located at 301 Jefferson Ave, or if after normal business hours to Bayhealth Sussex Medical Center, located at 100 Wellness Way for a drug/alcohol screen test (urine and breath alcohol). The on-call technician for Occupational Health after hours testing will be paged. See policy 96-01.

Upon return to station, but no longer than 24 hours after the accident, the apparatus (vehicle) operator shall submit a comprehensive written statement and diagram outlining details of accident to the chief engineer. Email the document to allow tracking and timing.

The Chief and Chief Engineer will evaluate the incident and decide about further disciplinary action, if needed. Should the operator refuse the drug/alcohol screen testing he/she shall be suspended from driving any CFC apparatus indefinitely. See policy 96-01.

Note: if the accident involves an EMS vehicle the driver shall contact the Ambulance Capt. and the EMS supervisor or employee committee chairman instead of the Chief and Chief Engineer. That contact shall evaluate the incident and make a recommendation to the Board for disciplinary action.