

**Manasquan Fire Department
Manasquan Fire District #1
Standard Operating Guideline**

100.12

Title: Accident / Incident Reporting and Investigations

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Purpose: To establish a guideline for reporting and investigation of accidents and incidents that result in damage or injury to Fire District property, personnel, civilians, and civilian's property. This procedure will better assist Department/District personnel in analyzing accidents/incidents to prevent similar accidents/incidents from occurring.

Scope: This procedure is to be followed by all members of the Manasquan Fire Department/District. This guideline is to be followed at any accident/incident where District property, equipment, personnel, civilian's property, and or civilians have been damaged or injured. Exception: civilian's property damaged when fire suppression/rescue activities are undertaken.

General: The primary purpose of the Accident/Incident investigation is not to find fault, but rather, to gather information in order to maintain an increased level of safety regarding future operations and to prevent similar events from occurring.

Definitions:

Major Accident/Incident

Any accident or incident that requires medical attention to a member or civilian.

Any accident or incident that results in damage costs exceeding \$500.00.

Any motor vehicle accident resulting in damage to a second party or public/private property.

Any motor vehicle accident or incident resulting in a citation being issued to a member.

Minor Accident/Incident

No injuries requiring medical attention.

Damage costs under \$500.00

No damage to public, private property, or a second party.

100.12.0 Procedure

Major Accident/Incident

Any accident/incident resulting in damage or injury, fitting the above criteria shall be reported immediately to the officer in charge. Police and EMS if needed are to be summoned immediately. The officer shall then notify either the Deputy Chief or the Chief of the Department who shall in turn notify the Director.

The officer in charge shall complete and or have completed an accident investigation report and an incident report. These reports shall be completed and forwarded the Chief or Deputy Chief within 72 hours of the occurrence. These reports will then be sent to the Director.

The local police are to be notified of all accidents involving non Fire District vehicles or property damage.

Minor Accident/Incident

Any accident/incident that does not result in injury or damages over \$500.00 shall be reported immediately to the officer in charge. The officer in charge shall notify the Deputy Chief or Chief within 24 hours.

The officer in charge shall complete or have completed an incident report. This report shall be completed and forwarded to the Chief or Deputy Chief within 5 days of the occurrence. These reports will then be sent to the Director.

Vehicles and Equipment

If in the officer's opinion any vehicle or equipment involved in an accident or incident is deemed unsafe, said vehicle or equipment shall be placed out of service and the chain of command notified. If the aforementioned is involved in an accident or incident resulting in serious injury or loss of life, it shall be secured in a safe location, and the chain of command notified.

100.12.01 Failure to Follow Procedure

Failure to notify the officer of an accident / incident or to follow the above reporting guidelines may result in disciplinary action being taken.

