

GENERAL ORDER



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMS DEPARTMENT



G.O. Number: 5-2	Effective Date: February 22, 1999
Section: Health and Safety	
Subject: Vehicle Accident Reporting and Property Loss	
By Order of the Fire Chief: Ronald J. Siarnicki	

I. PURPOSE

To establish procedures for reporting accident involving Fire/EMS Department vehicles or the loss of property regardless of ownership and/or insurance coverage.

II. VEHICLE ACCIDENTS

- A. When a vehicle accident occurs, the driver or officer shall immediately notify Public Safety Communications (PSC). PSC will immediately notify the Duty Battalion Chief (Car 66), corresponding Battalion Officer, appropriate volunteer officers, on duty Safety Officer and EMS 1.
- B. All accidents involving Fire/EMS Department vehicles shall be investigated by the appropriate police department.
- C. The vehicle will not be moved from the point of impact unless:
 1. Lives are being endangered by the vehicle remaining at the point of impact, and/or,
 2. Ordered by the Police Department.
- D. The driver of the vehicle shall complete and sign the following reports immediately following the incident (unless incapacitated) and forward them to his/her supervisor within 24 hours:
 1. Vehicle Accident Report (PGC Form #555)

2. A detailed narrative describing all pertinent aspects of the accident.
 3. The driver shall cooperate with all aspects of the Departmental Investigation.
- E. Crew personnel (each and every person on board the vehicle at the accident) will prepare a statement regarding the accident. The statement is to be in the form of an Inter-Office Memorandum, and headed "Confidential in Anticipation of Litigation."

Further the memorandum is to be addressed to the Associate County Attorney, and start "In response to your request, I am giving the following statement regarding..."

All statements must be signed, dated, and submitted to OSH within 48 hours.

- F. The supervisor will (next higher level of command not involved in the accident is the responsible supervisor to complete the supervisor portion of the investigation):
1. Investigate the accident and complete a Supervisor's Accident Investigation and Report for Vehicles (PGC Form #1385). Provide a narrative of any additional facts regarding the incident.
 2. Review the Driver's Accident Report.
 3. Complete additional Vehicle Accident Information Report (PGC Form #3030).
 4. Obtain copies or case numbers of the Police Department's investigation report.
 5. Complete a Notice of Loss or Damage Report (PGC Form #556) to include all Fire/EMS Department property damaged as a result of the accident.
 6. Complete an accident Review and/or theft Report (PGC Form #2842), providing as much detail as possible.
 7. Submit all the reports and any pictures to the Occupational Safety and Health office via the chain-of-command within two business days/48 hours.
 8. Apparatus Maintenance is to be contacted for instructions and procedures concerning body damage repairs.

Note: In the event the driver of the Fire/EMS Department vehicle involved is unable to complete any of the reports because of injury, the supervisor or officer-in-charge will complete the reports. Explanation of why the driver(s) were unable to complete the report should be noted.

- G. The Occupational Safety and Health office will review and forward the completed reports to the Prince George's County, Department of Finance, Risk Management Division. (The appropriate Battalion Officer shall review the reports prior to submission to OSH).
- H. Any person directed to appear before a court or Non-Departmental hearing relating to a Departmental accident shall notify the Office of the Fire Chief, in writing, prior to the hearing date. The notice shall contain date, time and location of the hearing, as well as a brief overview of the incident.

III. PROPERTY LOSS OR DAMAGE

- A. Any Fire/EMS Department property that is lost, damaged, or stolen shall be reported via the chain-of-command to the Occupational Safety and Health office within 48 hours.
- B. The following forms will be used:
 - 1. A Notice of Loss or Damage Report (PGC Forms #556).
 - 2. An Accident Review and/or Theft Report (PGC Form #2842), providing as much detail as possible.
- C. If the property is stolen, a police report is required.
- D. The Occupational Safety and Health office will forward the completed forms to the Prince George's County, Department of Finance, Risk Management Division.

IV. COMPLIANCE

It is unlawful for any employee or member to make a false statement in connection with any of the matters covered by this General Order. If an employee or member makes a false statement in connection with any of the enumerated provisions, the employee or member shall be subjected to disciplinary action up to and including immediate dismissal. A false statement in connection with any of the matters covered by this General Order shall

General Order 5-2
February 22, 1999
Page 4 of 4 (6 Attachments)

amount to the falsification of County reports or documents under Section 16-193(c)(1)(A)
(iv) of the Prince George's County Code.

Distribution: Department wide

Attachments: P.G.C. Form #555
P.G.C. Form #1385
P.G. G. Form # 556
P.G.C. Form # 2842
P.G.C. Form #3030
Inter -Office Memorandum/Office of Law, Associate County Attorney Instructions for
Completing Vehicle Accident Reports

ACCIDENT REVIEW AND/OR THEFT REPORT

(It is important that you provide as much detail as possible for each item listed below. Use a separate sheet if necessary.)

1. PERSONNEL INVOLVED/VEHICLE OR ITEM INVLOLVED:

2. WERE PERSONNEL TRAINED AND AUTHORIZED TO OPERATE EQUIPMENT?

3. CIRCUMSTANCES SURROUNDING ACCIDENT OR THEFT:

4. ACTION TAKEN TO DETERMINE EMPLOYEE NEGLIGENCE, IF ANY:

5. DISCIPLINARY ACTION TAKEN? (YES OR NO, AND EXPLAIN BELOW)

6. EFFORTS TAKEN TO PREVENT RECURRENCE:

7. COPY OF POLICE REPORT SUBMITTED? (YES OR NO, AND EXPLAIN BELOW)

8. WERE SAFETY BELTS AND/OR SAFETY BAR USED? (YES OR NO)

ADDITIONAL VEHICLE ACCIDENT INFORMATION

(TO BE COMPLETED BY SUPERVISOR)

1. NAME OF DRIVER: _____
2. STATUS OF DRIVER: CAREER CIVILIAN VOLUNTEER
3. DATE OF THE VEHICLE ACCIDENT: _____
4. DRIVER'S LICENSE/PERMIT NUMBER: _____
5. VEHICLE NUMBER: _____
6. RADIO I.D. NUMBER (A-99, E-99, T-99, ETC.): _____
7. ESTIMATED DAMAGE:
 - A. FIRE DEPARTMENT VEHICLE: _____
 - B. FIRE DEPARTMENT PROPERTY: _____
 - C. OTHER VEHICLE(S): _____
 - D. OTHER PROPERTY: _____

INSTRUCTIONS FOR COMPLETING VEHICLE ACCIDENT REPORTS

NOTE: All forms in the Vehicle Accident Reporting Package must be completed if:

- 1) The Fire/EMS Department vehicle struck or was struck by another vehicle.
- 2) The Fire/EMS Department vehicle struck a fixed object.
- 3) A police report was completed and/or was investigated by the police.

A Notice of Loss Damage Report (PGC 556) may be filed by itself if none of the above conditions apply. Examples-Window glass cracked or broken while in station. Lost wheel cover (even if while moving- unless it causes other damage).

After returning to quarters:

STEP 1

The driver makes the appropriate entry in the station logbook and notifies the supervisor. The driver completes the front and back of a Vehicle Accident Report (PGC 555) and signs the back.

STEP 2

The supervisor completes the following:

- 1) A Supervisor's Accident Investigation & Report for Vehicles (PGC 1385). The front **and** back of this form are to be completed and signed.
- 2) An Accident Review and/or Theft Report (PGC 2842).
- 3) A Notice of Loss or Damage Report (PGC 556).
- 4) An Additional Vehicle Accident Information Report (PGC 3030).

STEP 3

All statements regarding the accident, other than the driver's statement on back of the Vehicle Accident Report, should be in the form of an Inter-Office Memorandum, and headed "Confidential in Anticipation of Litigation." Further, the memorandum should be addressed to the Associate County Attorney, and start "In response to your request, I am giving the following statement regarding..."

STEP 4

As a per General Order 5-2 (Revised), the completed reports are to be forwarded to the Occupational Safety and Health (OSH) office via chain of command **within two (2) days.** Even if a copy of the police report is not available, send the completed accident reports to OSH. The police report will be obtained later. Any pictures regarding the accident are to be sent with the reports.

10/5/98

