


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

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|  | SECTION: General | S.O.P: 103.21 |
| | SUBJECT: Accidents Resulting in Property Damage | PAGE: 1 of 1 |
| | Approved By: | Effective Date: December 1, 2012 |
| | | Revision Date: |

Purpose:

1. To provide policy and guidelines for the proper management of accidents involving City owned vehicles where either a vehicle or property has suffered damage.
2. To provide policy and guidelines when damage is sustained to property by the negligence of any city employee.

Policy:

1. Whenever Fire Department members are involved in an accident while operating City owned vehicles or damage is sustained to property by the negligence of any city employee, the procedures within this policy shall be followed.
2. All accidents involving City owned vehicles driven by Fire Department members shall be reported to their immediate supervisor and through channels to the Fire Chief.

Scope:

1. The scope of this policy includes all vehicle accidents involving City owned vehicles.
2. The term "City Owned Vehicle," as used in this policy, means any City vehicle including: Fire apparatus, staff vehicles, utility vehicles, pool cars, or any other vehicle owned and operated by the City.
3. The scope of this policy includes negligent action(s) by any city employee (example: while throwing debris out a window during fireground operations, the debris breaks the windshield of the occupant's car).

Responsibility:

All Fire Department personnel are responsible to follow Department guidelines and behave in a responsible, professional manner when involved in traffic accidents while operating City owned vehicles.

Procedure:

1. **EMERGENCY OPERATING CONDITIONS:** If a City owned vehicle is responding to an alarm of fire when the accident occurs:
 - a. The Fire Department member(s) involved shall notify Shelby County dispatch and responding unity of the accident.
 - b. Shelby County Dispatch shall notify the proper law enforcement agency upon receiving said notification.
 - c. In the event of an injury, Shelby County Dispatch shall be notified to request Shelby County EMS; and the Fire Department members shall provide all assistance possible.
 - d. The driver shall remain at the scene and other personnel shall ride other available apparatus to the fire, if they are not needed at the accident scene.
 - e. The vehicle involved in the accident shall not be moved until a law enforcement officer arrives or until ordered so by a Chief Officer of the Fire Department.
 - f. The Department member involved in the accident shall notify his/her supervisor immediately.