

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Vehicle Accident Procedures
Policy:	409.00
Purpose:	To provide procedures for reporting EMS vehicle accidents.

Policy:

All accidents involving an EMS vehicle, regardless of the extent of damage, must be reported immediately to the Communications Center. The dispatcher will log the time of notification of the accident and will immediately notify the on duty Shift Supervisor and the appropriate law enforcement agency for response to the accident.

In the event an EMS vehicle is involved in a motor vehicle accident, the vehicle operator/crew shall:

1. Protect the scene by using vehicle warning lights, flares or cones as needed.
2. Notify the Communications Center immediately with the following information:
 - a. The location of the accident.
 - b. Any injuries resulting from the accident.
 - c. Whether or not additional assistance is required (e.g., police, fire department or an additional ambulance to transport a patient).
 - d. The extent of damage to the vehicle(s) and/or other property.
3. Administer emergency medical care to persons injured in the accident until additional resources arrive. Complete a run report for each patient care was given to.
4. If possible, leave the vehicle(s) in the accident position, until law enforcement arrives. If the vehicles(s) involved in the accident are in a hazardous location, the vehicle(s) may be moved to a safe location.
5. Do not discuss any information regarding the accident with anyone except law enforcement and the assigned Shift Commander. Do not accept responsibility for the accident. This will be determined by law enforcement.
6. Obtain the following information from the other driver(s).
 - a. Name, address and phone number.
 - b. Make, model and vehicle license number.
 - c. Insurance Company, policy number and agent name.
7. Obtain the names, addresses and phone numbers of any witnesses.
8. Dispatch will log the exact time and location of the accident.
9. The crew must remain at the scene until released by law enforcement. After the investigation is over, write a detailed description of what happened on an accident report. Draw a detailed picture of the scene on the form where indicated. Submit the completed form to the Shift Commander by the end of your shift. You may not leave work until this is done, unless medically necessary.
10. Drug and alcohol testing will be conducted in accordance with Okaloosa County policy. Human Resources Policy XXIII states that employees who have contributed to an accident with injury to a person or persons that requires a physician's care or where damage to property in the amount of \$1,000 or greater has occurred, will be required to submit to drug screening.

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11. All personnel involved in an accident with suspected injuries will be referred to the worker's compensation physician or the nearest medical center for evaluation. All claims will be filed in accordance with on-the-job injury policy (See Okaloosa County Human Resources Policy Manual).
12. The Shift Supervisor will take pictures of the accident scene, complete a supervisor's accident report, and forward all documentation of the accident to Risk Management.

Accountability and Compliance:

1. It is the responsibility of all employees to use sound judgment and safe driving techniques when operating any EMS vehicle.
2. Shift Commanders will investigate 100% of EMS vehicle accidents and report the findings to the EMS Division Chief as they occur. A summary of all accidents and their determined causes will be reported quarterly.
3. Accidents determined preventable will require remediation and/or corrective actions.

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